

The High River Regional Airport (HRRRA)
Invites applications for a
Temporary, Part-time
Airport Manager

This is a contractor position reporting to the High River Regional Airport (HRRRA) Board of Directors. This position is responsible for part-time management of airport operations with accountability for results, outcome and compliance with Federal Air Regulations, Nav Canada requirements, Municipal bylaws and policies. There will be some responsibility for fiscal success of the airport where revenue generation should meet operating costs and management of HRRRA designated capital assets and resources to ensure airport services are quality controlled, safe and effective.

Job responsibilities include:

- Coordinate with the Town & MD with respect to assisted services & maintenance requests;
- Coordination of public events/seminars planned at the HRRRA;
- Monitor, liaison with respect to volunteers & contracted parties for all external contracts ie Snow removal
- Research and provide recommendations to the HRRRA around new business initiatives/incentives;
- Meet with entrepreneurs and new business prospects to discuss requirements of business relocation and provide assistance and information;
- Act as liaison for inquiries regarding hanger space/leasing & business inquiries;
- Assist in developing new business opportunities & revenue streams, including contract negotiation & implementation;
- Track and report on all business and leaseholder inquiries;
- Communication with stakeholders, coordination/participation in stakeholder meetings.
- Grounds maintenance and Equipment maintenance
- Monitor condition of runways, taxiways, beacon, lighting, windsock (arrange & coordinate maintenance as required);
- Establish controls for expenditures, maintain logs/documentation of Board approved items/projects;
- Provide management input to promote fiscal success of the HRRRA where revenue generation will meet or exceed operating costs;
- Management of Board approved capital assets & resources to ensure HRRRA services provided are quality controlled, safe & effective;
- Certify accountability & compliance with Federal Air Regulations, municipal bylaws & policies;
- Attend monthly High River Airport Board of Directors meetings;
- Maintain a relationship management database for all airport contacts;
- Research and recommend available government grants and programs to improve airport attraction and expansion efforts;
- Assist in the development of HRRRA funding proposals;
- Identify/recommend additional or required development & maintenance needs;
- Monitor HRRRA activity with a general awareness/lookout for security issues
- Working collaboratively with the Airport Board
- Other duties as required

The hours of work for this position will be approximately of 20 hours per week. Hours of work and schedules are flexible but will be in accordance to operational requirements.

We are seeking a team-orientated enthusiast who has the proven ability to work independently. To qualify for this position, you will meet the following requirements:

- Grade 12 Diploma or GED equivalence with some Post-Secondary
- Familiar with Nav Canada and Federal Air regulations
- Previous experience in Management of airport activities/operations; or a strong background in aviation relating to TC & Nav Canada standards;
- Possess solid interpersonal skills with good verbal & written communication ability;
- Demonstrate critical thinking, problem solving & decision making;
- Energetic, self-motivated, conscientious & results oriented;
- Ability to work independently without supervision;
- Intermediate computer skills, specifically in Excel, Word, Outlook;
- Valid Driver's License

The expected term of the Services Agreement with the successful candidate will be to December 31st, 2019 with potential option to extend to 2021, subject to early termination in accordance with its terms.

As this is a contract position, there is potential to divide your time between the airport location and a work from home opportunity. You may be required to provide your own cell phone and computer.

Professional Liability Insurance & Workers Compensation Coverage may be required.

To apply for this part-time Contract position please forward your resume & cover letter to Laurie Veley at lveley@highriver.ca by October 15, 2018 by 1:00 PM (MST).

We thank all applicants; however, only those selected for an interview will be contacted.