



# SAUGEEN MUNICIPAL AIRPORT

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## Airport Manager – Job Description

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### Purpose

The airport Manager conducts all day-to-day aspects of the airfield operations to the satisfaction of the SMA Commission in accordance with Transport Canada and Canadian Aviation Regulations (CARs). The Airport Manager is also responsible for the overall promotion and marketing of the airport.

### Responsibilities

The Manager shall be responsible for the complete maintenance, operation and management of the airport facility in order to ensure the on-going safe operation of the airport.

### Duties

- Manage all airport property including facilities (air terminal building, municipal owned hangars, garage, etc), property landscaping and maintenance of grass areas
- Manage rental of airport amenities including meeting rooms, office space, aircraft hangars, tie downs, restaurant, etc
- Manage airport tenant relationships including new hangar development, maintenance and dispute resolution
- Manage airport amenities (radio, weather and lighting systems)
- Oversee the supply and sale of aviation fuel and oil in accordance with federal regulations
- Assist with the tendering process of agricultural lands
- Communicates with and notifies Transport Canada and NavCanada of any changes in operation of the airport, including NOTAM notifications
- Ensures the terminal building is cleaned and maintained
- Ensures aircraft operating areas and other facilities are inspected in accordance with generally accepted practices. Additional inspections will be made in poor weather conditions during winter months. Any hazards or deficiencies identified during these inspections will be either rectified or reported to the London Flight Service Station for an issue of a NOTAM. Manager is responsible for all airport advisories which may be required by the airport.
- Keep records of aircraft movements and activity
- Provide fuel sales during attended hours, deposit all fuel receipts into the SMA bank account, supply all information regarding fuel sales and inventory to the Commission, maintain records of all fuel sales and inventory and conduct the required fuel inspections in accordance and, as required, under the Gasoline Handling Act of Ontario and/or applicable Acts
- Ensure the runways and other aircraft movement areas are maintained to Transport Canada and the Ministry of Transport Ontario Standards; including without limiting to the generality of the foregoing replacement of burnt-out runway light bulbs, keeping the wind indicators and beacon light in good repair, sign maintenance and runway markers. A well documented supply of replacement bulbs and other supplies of this nature should be kept on the premises.
- Ensure snow removal from all areas that require it

- Maintain the airport owned equipment and repair any deficiencies
- Answer all phone and radio communications
- Supervise and control all access of persons or vehicles to airport runway areas
- Submit monthly activity reports to the SMA Commission
- Maintain ongoing library of airport records
- Enforce and meet all requirements of the Canadian Aviation Regulations and all other statutes that may apply
- Provide a professional service and attitude at all times in dealing and promoting the airport to the public
- Supervise workers in a professional manner

## **Skills and Effort**

### **Knowledge**

- Considerable knowledge of all aspects of aviation
- Knowledge of Federal and Provincial policies and funding programs
- Class D/Z license
- Knowledge of dispensing fuels
- Radio Operators License (aircraft)
- Basic computer and bookkeeping skills
- Knowledge of hard service facilities on airport, water, electrical, sewer, etc
- Knowledge of emergency procedures regarding accidents and incidents
- Ability to operate a variety of small, medium and heavy equipment safely and efficiently
- Knowledge of the CARs and Transport Canada Regulations

### **Physical**

- Ability to operate and repair equipment and tools as necessary
- Manual snow shoveling and other heavy lifting as required

### **Decision Making and Judgment**

- Ensure all policies and levels of service and standards are implemented
- Ensure the airport operates efficiently and pursuant to safety standards and requirements of Transport Canada and Labour Canada
- Day-to-day handling of user concerns and problems keeping the interest of the users and municipalities
- Greeting and handling public concerns related to airport matters
- Day-to-day scheduling

### **Interpersonal Skills - Interact effectively with:**

- Co-workers and airport tenants
- Provincial and federal agencies regarding airport issues
- General public - to provide information, respond to complaints and inquiries
- Politicians - to respond to and act on expressed concerns

### **Working Conditions**

- Able to work indoors in a clean office environment and outdoors with exposure to certain physical hazards and inclement weather