

## Town of Oliver

### Expression of Interest - Airport Manager

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The Town of Oliver is issuing this Expression of Interest to obtain the services of an Airport Manager at the Oliver Airport.

#### **Position Summary:**

The Airport Manager will be responsible to ensure regulatory compliance and operational requirements for the airport. The position will conduct inspection services, coordinating repairs and maintenance services, identifying hazards and updating safety management and operational manuals.

#### **Hours of Operation:**

The Oliver Airport is open seven days per week. The hours for this position are approximately 4 hours per week.

#### **Duties and Responsibilities:**

- Ensure Oliver Airport facilities and operations are compliant with Transport Canada Acts, Regulations and Measures
- Responsible for updating airport related manuals including the Oliver Airport Operations Manual, and assist in the development of an Airport Site Safety Program, Airport Emergency Response Plan, and any other programs that may be required from time to time
- Manage UNICOM communication system and issue NOTAMs
- Review Transport Canada's regulations, advisory circulars and Nav Canada Canadian Air Pilot & Canadian Flight Supplements
- Conduct regular runway, wildlife and security checks and complete required documentation
- Coordinates maintenance activities including painting, grass mowing (haying contractor), asphalt repairs, crack sealing, fence inspections, gate, signage requirements, and irrigation system. Consult with the Director of Operations respecting maintenance and repairs
- Coordinate repairs and maintenance of hazard beacons, APAPI system, ensuring integrity of the airport lighting system
- Assist in the development of annual operating and capital budgets with the Town's Chief Financial Officer
- Promote the Oliver Airport throughout the aviation community and seek out new hangar tenants, aviation related businesses and commercial operators
- Oversee capital projects
- Liaise with the South Okanagan Flying Club, Air Cadets/Air Cadet Flying School, Radio Control Flying Club, Hangar Owners, and Commercial Tenants resolving any associated issues. Ensure all Airport users follow the Airport Operations Manual
- Monitor aviation fuel systems with the Oliver Airport Authority



- Serve as the key contact with Town staff, government officials, Transport Canada, community groups, and the general public
- Perform other related tasks as required by the Town

### Qualifications & Experience:

- Valid Class 5 Drivers License and provide personal vehicle for use during working hours
- BC Aviation Council membership
- Restricted Radio Operators License (Aeronautical)
- Basic computers skills using software programs such as Microsoft Office with the ability to compose and write reports, policies and manuals.
- Formal training in safety managements systems, Canadian Aviation Standards,
- Aerodrome Standards TP 312E, runway condition reporting and airport wildlife control.
- Minimum 2 years previous management experience with a comprehensive knowledge of all aspects of aviation and aircraft operations, policies and procedures.

### Agreement Term:

The term of the agreement shall be for 1, two (2) year term with options to extend the agreement for an additional three (3) years.

### Airport Specifications:

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|--|---|--|
| • Airport ID/Name – CAU3               | • Elevation – 1015                      | • Direction of Facility from runway – West |
| • Instrument Approaches – VFR          | • Longest Runway Length/Width – 3200/50 | • Mulit-Service Card – not accepted        |
| • Coordinates – N49°-10'-24" W119°-33' | • Tower Phone #s – none                 | • AVCARD – not accepted                    |
| • Fuel Type – AvGas and Jet fuel       | • Time Zone – Pacific                   | • Brand of Fuel sold – Shell               |
| • Runway Light Intensity – Low         | • Customs Available – No                | • Grades of Fuel sold – 100LL              |
| • Variation – 20E                      | • ARINC or UNICOM frequency – 122.8     |  |

### [Oliver Airport Operations Manual:](#)

- Airport Specifications, Page 19
- Runway Data, Page 23
- Taxiway Data, Page 28

### Expression of Interest must be submitted with the following

- Resume
- Application letter containing expectations
- Expected remuneration or fee for service

### Submit by May 28, 2021, 2:00 pm to:

Diane Vaykovich, Corporate Officer | Town of Oliver | 6150 Main Street

