



AIRPORT MANAGER – RED LAKE
Thunder Bay Airport Services Inc.

AIRPORT MANAGER

Monday-Friday w/ after-hours emergency availability
Full-time, permanent
Starting at \$125,000/year
Comprehensive benefits and RRSP contribution plan
Relocation Support

Thunder Bay Airport Services is seeking an experienced manager with proven expertise in strategic planning, safety practices, and operational oversight to be the next Airport Manager in Red Lake, ON.

The Municipality of Red Lake is the airport owner. Operations are managed under contract by Thunder Bay Airport Services Inc. (TBAS), a subsidiary of the Thunder Bay International Airports Authority Inc. (TBIAAI). The Airport Manager is supported by the management team of the TBIAAI.

JOB SUMMARY

RESPONSIBILITIES

Reporting to the CEO, the Airport Manager:

- Manages and maintains a safe and efficient airport for all airport users.
- Manages and develops human and financial resources.
- Developing strategies to maximize revenue by promoting airport services and commercial opportunities.
- Operates snow removal and other equipment in support of airport maintenance activities.
- Performs other duties as required.
- Ensures regulatory compliance with Canadian Aviation Regulations (CARs) Part III, Subpart 2 (Airports) and Transport Canada TP312 5th Edition (Aerodrome Standards and Recommended Practices).
- Owns, maintains, and applies the Airport Operations Manual (AOM), Airport Emergency Plan (AEP), Airport Winter Maintenance Plan, and Airport Wildlife Management Plan; ensures these documents are current and operationalized.
- Issues and manages NOTAMs and Aircraft Movement Surface Condition Reports (AMSCR) / Runway Surface Condition (RSC) NOTAMs in accordance with NAV CANADA Canadian NOTAM Operating Procedures (CNOP) and TC AC 300-019 (GRF).
- Liaises with the Municipality of Red Lake, TBAS/TBIAAI, tenants, and stakeholders to meet contract objectives and service standards.



Technical Functions

- Maintains and promotes maximum safety and service availability of all airport services, equipment and installations.
- Conducts regular inspections and tests to ensure regulatory compliance and safety standards are met and takes corrective action when required.
- Undertakes standby duty and shift work when required.
- Prepares and manages operating and capital budgets; monitors expenditures and variances; supports audits; and ensures purchasing complies with TBAS/TBIAAI policies and applicable municipal requirements.
- Planning and setting priorities as a result of multiple demands and tight deadlines.
- Assists with the maintenance and operational compliance of airport grounds

Compliance, Programs, Systems and Policies

- Maintains the Airport Operations Manual (AOM) and ensures content, distribution and amendment control meet CAR 302.08 requirements.
- Maintains and exercises the Airport Emergency Plan (AEP), including grid map maintenance and required testing intervals, coordinating with the Municipality of Red Lake and mutual aid partners.
- Develops and maintains the Airport Winter Maintenance Plan; ensures GRF/RCAM, AMSCR/RSC and CRFI reporting, and use of approved chemicals/sand, are in accordance with regulations and standards.
- Develops and maintains the Airport Wildlife Management Plan and wildlife hazard control program.
- Administers the AVOP program and airside traffic directives; ensures safe airside vehicle operations and driver competency.
- Originates and manages NOTAMs (including runway condition NOTAMs) in accordance with NAV CANADA CNOP; ensures timely promulgation of operationally significant information.
- Leads or participates in Safety Management activities/practices as directed by TBAS/TBIAAI policy (SMS elements may apply depending on regulatory applicability).
- Maintains TBAS/TBIAAI policies, standard operating procedures (SOPs), and quality assurance records relevant to airport operations and maintenance.

Project Functions

- Provides technical services to management, agencies, contractors, consultants and airport tenants.
- Plans and oversees airside and groundside construction; prepares and administers Plans of Construction (PCO) and coordinates phasing to maintain compliance with TP312 and CARs during construction.



SKILL

Knowledge and Comprehension

- Advanced knowledge of airport management, airfield maintenance, health & safety regulations and airport emergency planning and response (AEP).
- Knowledge of financial, purchasing, administrative procedures and practices, Generally Accepted Accounting Principles, and general office practices.
- An understanding that teamwork is critical to the safety and success of the organization.
- Keyboarding and computer skills (MS 365, computerized maintenance management systems, and familiarity with the NAV CANADA NOTAM Entry System).
- Working knowledge of TP312 5th Edition (aerodrome physical characteristics, obstacle limitation surfaces, visual aids, and related technical services).
- Demonstrated ability to interpret and apply the Canadian Aviation Regulations (CARs) to daily airport operations, inspections, reporting, and program management.
- Knowledge of airport winter maintenance best practices, including GRF/RCAM, AMSCR/RSC and CRFI reporting, and the use of approved ice-control chemicals and sand.
- Knowledge of wildlife hazard risk management and development/maintenance of an Airport Wildlife Management Plan.
- Knowledge of AVOP programs and airside traffic directives, including safe vehicle operations on movement areas.

Judgement

- Must be capable of adapting to a rapidly changing work environment.
- Demonstrated sound decision-making under winter operations and emergency conditions.

EFFORT

Intellectual

- The work requires a high level of concentration for relatively long periods of time.
- The work requires alertness for safe runway conditions, reporting hazards and potential hazards and bird strikes.

Physical

- During snow removal operations the work requires long periods of operating snow removal equipment. The physical effort is sometimes continual for up to 16 hours.
- There is a requirement for climbing equipment.
- The work requires sitting for extended periods, working at a computer for 6 hours or more a day and keyboarding.
- Ability to work extended and irregular hours, participate in standby/on-call rotation, and respond after hours as operational needs dictate.



*AIRPORT MANAGER – RED LAKE
Thunder Bay Airport Services Inc.*

EMPLOYEE & PUBLIC RELATIONS

- As a working supervisor, plans, organizes and supervises the work of TBASI employees.
- Interacts with TBASI, Transport Canada regulatory personnel as well as other agencies, land and building tenants, suppliers, contractors, and consultants.
- Acts as the first person to be called upon in emergency situations.
- Schedules and assigns work to members of the crew to meet work schedules.
- Adjust work schedules to suit emergencies and unforeseen events.
- Directs staff in the choice of work methods and procedures with which the work will be completed in a cost-effective manner.
- Ensures that work is performed in accordance with the Ontario Occupational Health and Safety Act (OHSA) and Airport Regulations and applicable Standards.
- Facilitates special training on specialized airport systems, equipment, and installations.
- Reports on employee attendance, industrial accidents and injuries, and prepares personnel reports and employee evaluations.

WORKING CONDITIONS

- Exposure on a frequent basis to hazards normally associated with airport equipment, airport airside and groundside operations, as well as continuous noise levels up to 100 decibels unprotected during aircraft takeoffs and landings.
- Exposure to some hazards normally associated with working at a computer terminal.

REQUIREMENTS

Education and Vocational Training:

- Formal technical training plus maintenance and management experience in airport operations.
- A.A.E. (Accredited Airport Executive) designation
- Business or Airport Management diploma or equivalent combination of education and experience.
- Ontario "DZ" license, a security clearance, a Restricted Operator Certificate (Aeronautical) – ROC-A and Airside Vehicle Operator Permit (AVOP).
- Minimum 5–7 years of progressively responsible experience at a certified Canadian airport, including 2–3 years in a supervisory or management role.
- Demonstrated experience with the development and administration of the AOM, AEP, Winter Maintenance Plan, Wildlife Management Plan, and associated training/exercises.
- Incident Command System (ICS-100/200) or equivalent emergency management training (or ability to obtain).
- Proficiency with budget development, capital planning, procurement, and contract management.

HOW TO APPLY

Qualified candidates should send their resume and cover letter to Human Resources via hr_tairport@tbaytel.net with subject line referencing **TBAS YRL Airport Manager**