



Three Hills Airport Manager

Hours: 20 hrs/week
Wages: To Scale
Beginning Date: As soon as possible
Contact: Please submit your CV to hr@prairie.edu

Position Mission:

This position exists to support the mission of Prairie College to “train and mentor Christians through biblically integrated postsecondary education”. This will be accomplished by working in partnership with the Town of Three Hills and Kneehill County by providing hands-on attention to the operational needs of the Three Hills Aerodrome (CEN3). This position will work to develop the relationships with current aerodrome users and to increase the appeal of CEN3 to attract additional aerodrome users.

Duties & Responsibilities:

1. Monitor and manage compliance and continual improvement of CEN3 aerodrome:

- Canadian Aviation Regulations (CARs)
- Weights & Balances Canada
- Transport Canada
- Applicable environmental legislation
- Aerodrome Standards & Recommended Practices TP-312
- CSA B836-14(R2019) Storage, Handling, & Dispensing Aviation Fuels at Aerodromes

2. Prepare and carry out annual operating plan, encompassing maintenance and operation processes and procedures for year-round care including, but not limited to winter operations and snow removal, grass cutting, safety procedures, aerodrome lighting, NOTAM procedures, etc

- Carry out all required inspections, and maintain inspection log where required.
- Assist in creating an annual budget, and ensure that the aerodrome operates within its approved budget.
- Assist in the implementation of aerodrome capital projects, which will remain under the authority of Kneehill County and Town of Three Hills.
- Act as liaison between aerodrome users and Town of Three Hills with aerodrome issues.

3. Manage fuel system & sales

- Complete routine inspections and maintain an accurate log
- Monitor fuel quantity and quality



- Order fuel as needed and set fuel price as required, compare weekly sales to quantity
- Carry out fuel testing when fuel is received, maintain log of tests
- Develop and maintain record of all fuel sales.
- Conduct and record required clean & bright testing and tanks dipped

4. Market & promote CEN3 amongst the general aviation community

- Create strategic plan to grow the awareness of CEN3 amongst general aviation pilots, and to facilitate partnerships between CEN3 and local businesses and organizations to draw in more air traffic and also benefit the community and county.
- Organize and promote events (fly-in's, etc) to increase air traffic at CEN3
- Oversee a website and social media accounts for CEN3
- Be prepared to respond to after-hours callouts (fuel, light issues)
- Implement new ways to make CEN3 a "must go to" location for general aviation pilots
- Engage with regional Chamber of Commerce
- Liaison with Economic Development staff at Kneehill County and Town of Three Hills to help generate partnership opportunities
- Report regularly to Kneehill County, Town of Three Hills, and PATC as required

Qualifications:

- Education: High School Diploma or GED
- Private Pilot's License (or higher) preferred, but not required
- Familiarity with general aviation and the operation of community aerodromes
- Familiarity with word processing and spreadsheet usage
- Effective customer service skills and ability to interact with aerodrome users in a professional and positive manner, able to diffuse tense situations.
- Effective communication skills, both written and oral.

Accountability:

- Reports to the Managing Director of Prairie Aviation Training Centre