



The Corporation of the Municipality of Wawa

Municipal Aerodrome Staffing Plan Office of Infrastructure Services

Prepared For: Committee of the Whole	Report No.: DB-RW 2024-07
Agenda Date: March 19, 2024	File No.: C11

Report Purpose

The purpose of this report is to inform Mayor and Council of future staffing plans at the Municipality of Wawa's Airport/Aerodrome.

Background

The Municipal Management Team has reviewed the operations of the Municipal Airport and has identified administration and operational areas of the airport that must be improved. To fully understand the extent of necessary service improvements, the Municipality of Wawa engaged the Loomex Group in October 2023 to conduct a preliminary audit review of the airport, including airport staffing requirements. The current staffing arrangement at the airport includes three (3) part-time employees that work one (1) week on, two (2) weeks off, with on-call coverage requirements for staff during their working week. As a result of the preliminary airport operation's review and consultation with similar sized airports and aerodromes, it has become evident that to manage the increased airplane traffic and service requirements from users, a full-time Airport Associate is necessary. In essence, a full-time Airport Associate would ensure a required level of service, staff responsibilities are clear and consistency in the application of administration and operational procedures is achieved.

Acknowledging that the Airport Associate would be one (1) person, the Municipal Management Team agrees that seasonal part-time staff, summer students, and cross-training of existing staff is still required to ensure adequate vacation and sick leave coverage. Staff acknowledges the existing part-time staff and celebrate their dedication to ensuring the Municipal Airport is operated to its highest potential and acknowledges that the current part-time staff have played an integral role in the successes the airport to-date. With increased flight traffic and demand from user groups, a full-time staff member would best compliment the current staffing arrangements, ensuring that airport operations are consistently meeting or surpassing current and future regulatory and legislative requirements. It should be noted that one (1) of the three (3) current part-time Airport Attendants will be leaving in April. This will leave the airport with two (2) part-time staff that will be working bi-weekly until an Airport Associate is hired. Once an Airport Associate is hired, the Municipal Management Team will work with the current part-time staff and Loomex Group to ensure a timely transition and adequate training.

Airport Associate - Job Description and Budget Considerations

Roles and Responsibilities

The Airport Associate will be a full-time position that is responsible for the safe and efficient operation of the Municipal Airport. The Airport Associate will carry out all requirements for operating an aerodrome and municipal policies and procedures. The Airport Associate will also be responsible for airport administrative tasks and airside/ground side operations, including ensuring site, staff and user safety. The Airport Associate will report to the Assistant Director of Infrastructure Services. A comprehensive list of the roles and responsibilities is outlined in the job description.

Budget Considerations

The full-time position will provide a salary in the range of \$62,000 to \$72,000 per year (\$35 to \$39 per hour), based on employee experience and qualifications. The position will work 35 hours per week and be responsible to be available for on-call and overtime during evenings and weekends to respond to emergency requests for service. The 2024 Airport budget surplus is estimated at \$148,000 and the position will be funded from this surplus with an estimated total salary cost for the position in 2024 being approximately \$75,000.

Staff Recommendation

In discussion with Loomex Group and similar aerodromes and airports, the Municipal Management Team agrees that to ensure the Municipal Airport is operated to its highest potential, a full-time Airport Associate is necessary. A full-time Airport Associate will ensure continuity of ongoing operation and maintenance activities and will provide administrative consistency.

Next Steps – Council Endorsement

Next steps include posting the job Ad for the Airport Associate by late March to ensure adequate staffing at the Municipal Airport, and to ensure the Airport Associate may be in place by May 2024. Staff is seeking Council's endorsement of this approach to meeting the operational needs of the Wawa Airport.

Attachments

- Municipality of Wawa – Airport Associate Draft Job Description

Respectfully submitted by:

Becca Weatherall, Assistant Director
Dan Beach, Director
Infrastructure Services



MUNICIPALITY OF WAWA

Position Description

TITLE: AIRPORT ASSOCIATE

REPORTS TO: Assistant Director Infrastructure Services

GENERAL SUMMARY: The Airport Associate is responsible for the safe and efficient operation of the municipal airport. The Airport Associate must be aware of, understand and carry out all Transport Canada and municipal laws and policies. This full-time position with benefits, reports to the Assistant Director, Infrastructure Services. The Airport Associate is responsible for many administrative tasks, and safety sensitive functions including Airside/Groundside operations.

The position will supervise part-time and seasonal employees. The position will perform snow plowing and other general maintenance services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Aerodrome Administration

1. Ensure Airport policies and operation's manual are followed, make recommendations for policy modifications, and creation of standard operating procedures;
2. Develop, maintain and implement Airport manuals as required;
3. Ensure compliance with legislative and regulatory requirements for aerodromes;
4. Explain and enforce Airport rules and regulations;
5. Provide Runway Condition Reports to NAVCANADA Monday to Friday, and as required for call-outs;
6. Report unsafe conditions NAVCANADA, through notices to airmen (NOTAM);
7. Be available for on-call evenings, weekends and holidays when required and required to carry an on-call phone;
8. Initiate emergency response/activation of Airport Emergency Response Plan;
9. Responsible for responding for an emergency event at the Airport and operate as the On-Scene controller during the emergency;
10. Receive, monitor and respond to community relations as required;
11. Make recommendations for capital expenditures including obtaining funding;
12. Collect all monies and service fees from aerodrome users, prepare receipts and associated paperwork to be remitted to Treasury Department;
13. Control inventory including fuel, fuel testing equipment, and other tools for grounds and airside maintenance;
14. Prepare operations-based reports when required;
15. Provide navigational information to pilots;
16. Promote aircraft facilities to aviation community and liaises with agencies for continued support; and
17. Attend meetings, training sessions and travel on municipal business when required.

Buildings, Grounds, Equipment and Airside Maintenance and Operations

1. Monitor all aspects of airport airside, runway and groundside operations, and cleanliness of terminal building, including daily cleaning tasks of public areas, and seasonal building, grounds, airside and runway maintenance;
2. Manage Airside safety and security through the performance of airfield/runway inspections and wildlife inspections and control;
3. Ensure runway conditions are suitable for safe operations;
4. Operate snow removal equipment and maintain grounds, including summer grass cutting;
5. Perform minor maintenance tasks on small equipment;
6. Operate Jet A1 and Avgas fuel systems to fuel planes, test fuel as per aerodrome legislation and perform dip testing on fuel tanks;
7. Maintain accurate records of maintenance and repairs (airside and non-airside); and
8. Ensure radio equipment is in working order and maintains a radio operator's license.

Supervision and Safety

1. Supervise and train Airport Operations seasonal staff, including communicating weekly and monthly staff scheduling (as applicable);
2. Prepare daily work schedule including on-call and shift work arrangements;
3. Work with team members on operational issues as required;
4. Ensure the health and safety of operational staff and airport users;
5. Prepare invoices and monitoring accounts payables and receivables; and
6. Engage with Airport tenants, employees, customers, and industry representatives in a professional and courteous manner.

Perform other related duties as assigned by Supervisor (or Supervisor's designate).

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Minimum Grade 12 or equivalent. Minimum of three (3) years of airport experience preferred;
2. Must be able to work in a computerized environment, including proficiency in Microsoft Office;
3. Restricted Radio Operators Certificate (ROC-A) required or must obtain within in 30 days of hire;
4. Valid Class "G" driver's license or equivalent with clean abstract. A valid "DZ" driver's license preferred. Experience with driving snow plow and heavy equipment preferred.
5. Physical agility and good physical health with ability to carry heavy objects;
6. Must have mechanical aptitude to perform minor equipment repairs; and
7. Requires above average communications skills, both written and oral.

Qualifications considered assets to the position:

1. Experience working in a municipal government or airport environment;
2. Training related to aerodrome operations, wildlife management and emergency response;
3. Up-to-date CPR, AED and First Aid training;
4. Working knowledge of runway surface condition reporting and familiarity with NOTAM system.

WORKING CONDITIONS:

The position requires working in the office and outside both airside and groundside. The hours of work are primarily Monday to Friday 7:00 a.m. – 3:30 p.m. with 30 minutes provided for an unpaid lunch.

The employee shall be required to work evenings, weekends, and Statutory Holidays or after hour emergencies or call-ins.

This position requires the ability to lift up to 30 kg, stand or sit for prolonged periods while using equipment or at a desk, lifting, pulling, and managing heavy equipment and objects.

The position may be required to perform duties in inclement weather and during late evenings, early mornings.

NOTE: Job Description under review and may be modified.

APPROVALS:

NAME: _____ **TITLE:** _____ **DATE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

The above statements are not an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Employer maintains the right to make changes to the job description.