



## **Airport Development Manager (Full-time Exempt Position)**

The Alberni-Clayoquot Regional District (ACRD) is seeking a dynamic leader to join our team as the Airport Development Manager (ADM). Reporting to the General Manager of Community Services, the ADM will oversee land management and development for Long Beach Airport (Tofino) and Alberni Valley Regional Airport (Port Alberni). This full-time, permanent management role focuses on long-term planning, lease management, capital projects, and relationship building with First Nations partners.

The ACRD values the establishment of positive relationships that celebrate diversity, inclusivity, and build tolerance based on knowledge. Our team is one that actively participates and supports a corporate culture that effectively delivers service while fostering its foundational values. We are flexible, adaptive, and support creative approaches.

The complete job description is attached.

This is an exempt position offering an attractive salary between \$100,000 to \$115,000 based on your skills and qualifications plus a comprehensive benefits package. Qualified applicants are invited to forward their cover letter and resume by **4:00 pm on Wednesday, September 4, 2024** to:

Cynthia Dick, GM of Administrative Services  
Alberni-Clayoquot Regional District  
E-mail: [recruitment@acrd.bc.ca](mailto:recruitment@acrd.bc.ca)



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT Job Description

<b>Job Title</b>	<b>Airport Development Manager</b>
<b>Department</b>	Community Services
<b>Classification</b>	Management (Exempt)
<b>Status</b>	Full-Time
<b>Updated</b>	July 2024

### **POSITION SUMMARY:**

The Airport Development Manager (the “ADM”) reports directly to the General Manager of Community Services (GM) on all aspects of land management and development for the Long Beach Airport (Tofino) and Alberni Valley Regional Airport (Port Alberni). The position is responsible for overseeing the creation and implementation of long-term plans to effectively direct future growth, annual reporting to the Board and communities, managing existing leaseholders and tenants, negotiating new lease agreements and overseeing operations and capital projects. The ADM will also be responsible for maintaining and building strong relationships with First Nations Partners regarding Airport Development.

### **DUTIES AND RESPONSIBILITIES:**

- Lead all aspects of long-term airport planning projects, including the development of land use, development and servicing plans.
- Ensure all airport development and planning is conducted in consultation and partnership with First Nations partners, meeting and exceeding the commitments of established Memorandums of Understanding for Airport Lands.
- Implement strategic plans to guide the airport’s future growth and marketing strategies to promote current development opportunities.
- Identify and evaluate opportunities for new development, expansion and improvements.
- Manage relationships with existing tenants to resolve issues or disputes in a timely manner and ensure tenants are adhering to lease conditions and airport regulations.
- Ensure new lease applications are effectively reviewed and processed to meet site constraints, zoning, and all other requirements.
- Negotiate new lease agreements and update market rates with tenants.
- Lead the creation of annual reports on airport development and operations.
- Prepare reports and presentations for the Committees, Board, staff, external agencies, and the public on a variety of matters related to airport services.

- Oversee capital projects, ensuring they are completed on time, within budget, and to required standards.
- Recommend, prepare and implement policies and procedures for safe, efficient and effective service delivery on behalf of the Regional District Board of Directors
- Establish capital plans, operating budgets and programs with effective cost control, reporting and oversight for recommendation to the GM.
- Ensures exceptional customer service and compliance with regulations and standards.
- Responsible for effective employee performance and sound labour relations and discipline. Interprets and upholds the conditions of the Collective Agreement and all applicable employment standards and Occupational Health and Safety policies, regulations and programs.
- Is a member of the Regional Districts Emergency program.
- Perform other related duties as directed by the GM.

#### **KNOWLEDGE, SKILLS, ABILITIES & EXPERIENCE**

- 5 or more years of experience in property management, real estate, airport development, land use management or related fields.
- Highly developed leadership skills, with a commitment to continuous improvement and a high degree of integrity and professionalism
- Proven skills in supervision, organization, work planning, problem solving, contract administration and financial management.
- Knowledge of First Nations cultures and issues related to land use and development.
- Excellent communication, negotiation, and relationship-building skills.
- Strong understanding of lease negotiation and contract management.
- Sound knowledge of regional and airport long-term planning and development.
- Demonstrated ability in project management with experience in engineering design, construction or complex program implementation.
- Experience working in groups and in team settings.
- The ability to foster meaningful engagement with stakeholders.
- Some awareness of and experience with statutes applicable to local government (e.g. *Local Government Act, Community Charter*)
- Excellent public relations and customer service skills

#### **EDUCATION, TRAINING, CERTIFICATION & LICENCES**

- A degree or diploma in Business Administration, Real Estate, Urban Planning, Aviation Management, or other related field from a recognized training institute.
- A combination of alternative applicable training and experience will be considered.
- Certification in Project Management is an asset.
- Advanced computer skills with software including Microsoft Office Suite.
- Valid BC Class 5 Drivers License
- Satisfactory criminal record check.