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| <i>The Town of Fort Frances</i> | SECTION OPERATIONS AND FACILITIES |
| <u>TOWN REQUIREMENTS WHEN THE AIRPORT MANAGEMENT STRUCTURE IS MODIFIED</u> <u>POLICY</u> | NEW: March 2012 REVISED: |
| Resolution No. 533 (consent) 03/12 | Supercedes Resolution No. |
| Policy Number: 4.25 | PAGE 1 of 1 |

1. PURPOSE:

The Corporation of the Town of Fort Frances is required to complete a few key tasks in accordance with Transport Canada- Canadian Aviation Regulations (CARS) when either a new Airport Supervisor is appointed or there is a revision in the existing management structure for the Airport Facility.

2. SCOPE:

This policy outlines the pertinent tasks the Corporation of the Town of Fort Frances is required to complete.

3. RESPONSIBILITIES:

These requirements apply to Senior Administration of the Corporation of the Town of Fort Frances specifically, the Operations & Facilities Manager and Human Resource Manager.

4. PROCEDURE

The Operations and Facilities Manager or the Human Resource Manager will be required to notify the Minister of Transport Canada **in writing** at least 14 days before any change to the airport management structure takes place.

Also the Operations and Facilities Manager or the Human Resource Manager will be responsible to up-date the existing Airport Operations Manual as a result of the change to the Airport Management structure. The revised version of the Airport Operations Manual will then be submitted to the Minister of Transport Canada for acceptance and approval.

5. REFERENCE MATERIAL

Canadian Aviation Regulations Part III – Aerodromes, Airport & Heliports – 302.07(1)(d), 308.08(1)(C & 302.08(4)(iv)