

SQUAMISH MUNICIPAL AIRPORT – DON PATRICK FIELD

AIRPORT AMBASSADOR REQUEST FOR SERVICES

1. BACKGROUND

The District of Squamish owns and operates the Squamish Municipal Airport – Don Patrick Field (“Airport”) as a registered Aerodrome. There are currently five tenants operating at the Airport: Glacier Air, Sea to Sky Air, Blackcomb Aviation, Black Tusk Helicopter, and the Squamish Flying Club. The Airport is located on a 58-hectare parcel of land within the boundaries of the District of Squamish at the mouth of the Cheakamus and Squamish Rivers, and its infrastructure includes the 2,400 ft. unlit Runway 15-33, taxiways, and an aircraft parking apron.

The administration of the Airport is the responsibility of Real Estate Services under the District’s Corporate Services Department. Governance directions from District Council are received through the Chief Administrative Officer and General Manager of Corporate Services for implementation by the Manager of Real Estate and their team. The Manager of Real Estate and their team together function as the Airport Manager, and the administrative oversight of the Airport generally occurs on an as-required basis. The District’s Engineering and Public Works Division under the Community Planning & Infrastructure Department is responsible for operational and maintenance tasks associated with the Airport on an as-assigned basis.

In 2022, the District commissioned the preparation of the Squamish Municipal Airport Strategic Plan, including an Interim Recommendations Report focussed on short-term improvements to a range of priority areas identified by District Staff based on their experience and stakeholder input. The Interim Recommendations Report made a series of findings with respect to the administration of the Airport, including that:

- While District Staff address Airport-related matters among their competing priorities, their residual capacity to absorb additional tasks is limited;
- For itinerant pilots seeking operational information regarding the Airport (e.g., fuel availability, parking locations), it is unclear who the appropriate point of contact is. Businesses based at the Airport unofficially take on this role, on occasion; and
- That the effective administration would be improved in the short-term through the establishment of a role responsible for advising pilots on the specifics of the Airport to assist in achieving other objectives of the Interim Recommendations Report, including increased awareness of noise abatement procedures and apron parking.

2. REQUESTED SERVICES

The District seeks to retain an individual or company with extensive familiarity of Squamish Airport to provide contracted Airport Ambassador services with the overall objective of improving the effective administration of the Airport (the “Airport Ambassador Services Contract”). The Airport Ambassador Services Contract is intended to be a 3-month pilot project. The District may choose to extend the Airport Ambassador Services Contract in 2023 with the successful proponent to this RFP, pending the outcome of the 2023 budget deliberation process.

Individuals or companies are invited to propose a methodology that satisfies the services requested with this RFP through a future Airport Ambassador Services Contract. A specific staffing model is not required to fulfill the Airport Ambassador Services Contract; proponents are

invited to provide methodologies that assist in realizing cost efficiencies recognizing that the services requested are not expected to require a 1.0 Full-Time Equivalent position (e.g., by tasking existing administrative staff with residual capacity).

The individual or company awarded the Airport Ambassador Services Contract are expected to accomplish, at a minimum, the following tasks.

Airport Operations

1. Completing a visual inspection of the airfield (i.e., Runway 15-33, taxiways, and apron), at the beginning of each day, rectifying matters that can be addressed by the proponent (e.g., removing Foreign Object Debris), and informing the District of tasks that require action by the Engineering and Public Works team;
2. During winter snowfall events, monitoring the accumulation of snow and ice at the airfield and notifying District Staff of airfield conditions;

Pilot Advisory Services

3. Providing a contact phone number and email as applicable for inclusion in the Canada Flight Supplement, Airport webpage, and other aviation resources (e.g., ForeFlight), and responding to all manner of pilot inquiries by phone or in-person (e.g., parking locations, fuelling options, services, etc.);
4. Advising itinerant aircraft of designated parking positions established by the District, and assisting with the safe and efficient functioning of the apron more generally;
5. Following the implementation of the future Airport rates and fees bylaw, advising itinerant pilots of fees that will be levied, payment methods, and tracking apron occupancy to assist with the District's charging of parking fees;

Noise Management Support

6. Proactively informing itinerant pilots when contacted by phone or in-person of local noise abatement procedures;
7. Recording aircraft movement activity through a system to be provided by the District. It is anticipated that this will involve reviewing recordings of the Aerodrome Traffic Frequency, interpreting radio calls made by pilots, and logging movements in a consistent spreadsheet-based format on a daily basis. Movement spreadsheets are to be submitted to District Staff within five business days following the end of each month;
8. Recording instances of pilots operating outside of published Airport hours of operation, circuit flight training by itinerant aircraft, and other voluntary or mandatory noise abatement procedures as may be established by the District in the future, and providing this information to District Staff for actioning. This shall not include monitoring aircraft flight operations for adherence to the voluntary flightpath shown in the Canada Flight Supplement VFR Traffic Procedures Chart (VTPC);

Airport Administration Support

9. Monitoring aircraft activity at the Airport and notifying the District with supporting documentation (e.g., by photos, videos, etc.) of pilot behaviour or other matters that may require action by the District or escalation to Transport Canada (e.g., unsafe pilot behaviour, unauthorized commercial operations, unauthorized access, vandalism, etc.);

10. Providing information to assist District Staff and their aviation consultant with responding to public inquiries, advancing the Strategic Plan project, or implementing other Airport initiatives; and
11. Tasks or projects beyond those identified in this RFP may be requested of the successful proponent on an as-required basis, with additional fees to be negotiated between the contracted entity and the District, in writing.

It is important to note that the proponent engaged to fulfill the Airport Ambassador Services Contract will not have delegated administrative authority and will act as the District's on-site representative at the Airport. The District will continue to be responsible for the administration of the Airport, with the Airport Ambassador role intended to serve as a resource to support the effective oversight of District Staff. If proponents are aware of tasks not identified above that, in their experience, would be of value to the Airport, we invite these value-added tasks to be identified in proponent proposals.

Service Hours and Days

The objective is that each of the tasks described above will be completed on each weekend day and at agreed upon times during the remainder of the week.

3. SUBMISSION REQUIREMENTS

Each proponent should provide a written proposal to the District by 5:00pm on July 18, 2022.

i. Experience and Qualifications

- (a) a brief description of the proponent;
- (b) a description of its knowledge, skills, and experience relevant to the Requested Services; and
- (c) the roles and responsibilities of the proponent and any of its agents, employees, and sub-contractors who will be involved in providing the Requested Services, together with the identity of those who will be performing those roles and their relevant respective expertise.
- (d) references

ii. Work Plan & Methodology

- (a) Proposed minimum hours and maximum hours available to provide the Requested Services each week.
- (b) Proposed weekly schedule
- (c) Acknowledgement of availability for 3-month period ending mid-October.

iii. Pricing

- (a) Hourly rate

4. SUBMISSION DIRECTION

Submissions are to be sent via email to Chantal Milan, Real Estate Services Coordinator at cmilan@squamish.ca. You can also contact us by phone with any questions at 604-815-5024.