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Opportunity Profile CHIEF EXECUTIVE OFFICER

YXS
prince george airport authority



PRINCE GEORGE AIRPORT AUTHORITY | CHIEF EXECUTIVE OFFICER

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THE ORGANIZATION PRINCE GEORGE AIRPORT AUTHORITY

The Prince George Airport Authority ("PGAA") is a not-for-profit corporation responsible for the management, operation, and development of Prince George Airport ("YXS"), a vital transportation gateway serving Northern British Columbia. PGAA operates as part of Canada's National Airports System under a long-term lease arrangement. Governed by a Board of Directors, the Authority oversees critical aviation infrastructure supporting scheduled passenger services, charter flights, air cargo, emergency response, and specialized aviation activities. As a key regional economic enabler, the airport connects communities and supports healthcare, education, tourism, resource development, and commercial activity throughout Northern BC.

PGAA operates through a multidisciplinary organizational structure led by the President and Chief Executive Officer, with core functions encompassing Commercial Development; People, Safety and Culture; Finance and Administration; and Airport Operations. Its workforce brings together expertise in airport operations and maintenance, aviation safety and regulatory compliance, aircraft rescue and firefighting, human resources, financial management, tenant relations, and business development. This integrated structure supports safe, secure, and reliable airport services while advancing operational efficiency, infrastructure development, and passenger experience. PGAA's organizational culture emphasizes collaboration, accountability, service excellence, and a strong commitment to safety.

As a critical regional transportation hub, PGAA plays an important role in supporting economic growth, community connectivity, and essential services across Northern British Columbia. The Authority works closely with airlines, businesses, government agencies, Indigenous communities, and regional stakeholders to strengthen air service, support commercial development, and enhance airport infrastructure. With extensive aviation facilities, including an 11,450-foot runway, cargo handling infrastructure, and emergency response capabilities, Prince George Airport is positioned to accommodate diverse aviation needs and future opportunities. Through responsible governance, operational excellence, and collaborative partnerships, PGAA remains committed to providing safe, efficient, and sustainable airport services that support the long-term prosperity of the region.

To learn more, please visit Prince George Airport Authority's website.

THE OPPORTUNITY CHIEF EXECUTIVE OFFICER

The Chief Executive Officer ("CEO") is responsible to work with the Board of Directors to crystallize the strategic direction of the organization and optimize resources to achieve objectives and performance requirements. The CEO will facilitate a vision for the airport and ensure all planning, implementation and operations meet current customer needs. In addition, they are responsible for identifying and building business with new customers, seeking value wherever possible, and moving the region forward in economic growth and development.



Key Responsibilities

Board Responsibilities

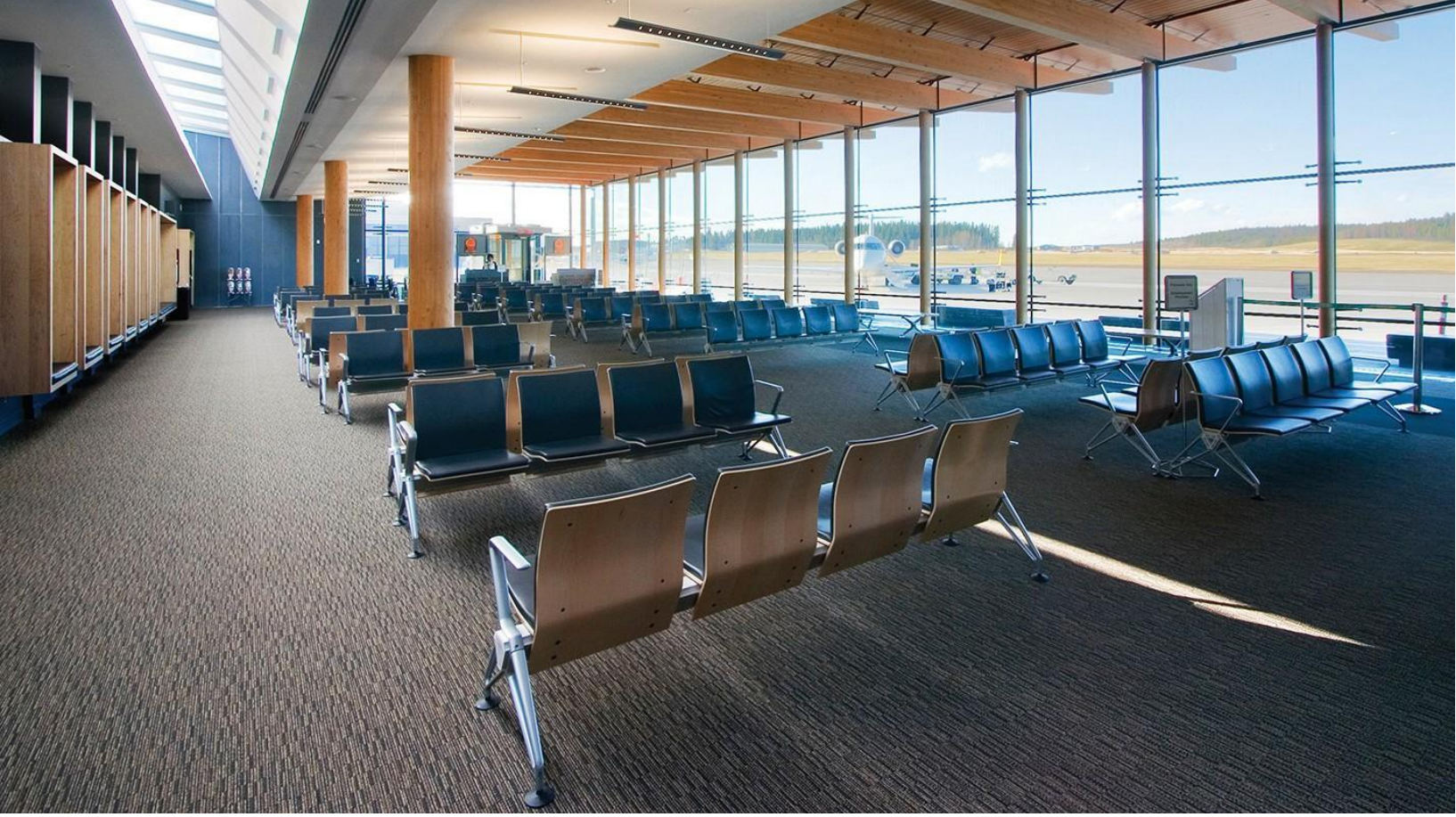
- Leads and manages PGAA within parameters established by the Board;
- Leads the execution of a new PGAA strategic plan and provide updates to reflect the evolving nature of the business and future community needs;
- Develops annual operating and capital plans that cost effectively meet the needs of all airport users. Implements approved plans through the leadership of the entire team;
- Provides accurate and timely reports on financial and operational results and alerts the Board to material anticipated deviations from Board approved plans;
- Creates forecasts and appropriate business cases regarding the provision of services and the pursuit of new business opportunities. Seeks a positive return on investment from all initiatives, large or small;
- Facilitates maximizing airport revenue generating opportunities by leveraging all the assets at the airport's disposal;



- In consultation with the Board Chair, ensures that Board agendas are set in a timely manner and that material presented to the Board is relevant and concise;
- Attend all (3) Board Committees along with PGAA staff representatives;
- Stays abreast of industry innovations and emerging trends to inform the PGAA's strategic and operational planning.

Leadership and Management of PGAA

- Develops and maintains an effective organizational structure and ensures management succession and progressive human resources practices, including training and development plans for employees;
- Provide strong leadership in support of workplace/ operational safety and environmental stewardship;
- Provides senior leadership to management, employees and contractors in support of achieving the shared objectives of PGAA;
- Facilitates long and short-term corporate improvement strategies, providing leadership to the senior leadership team and promoting innovation and continuous improvement;
- Fosters a culture that promotes ethical practices and respect in the workplace and encourages individual integrity and social responsibility;
- Ensures that PGAA operates in full compliance with the regulatory bodies that govern the PGAA operations;



- Ensures the development and maintenance of a comprehensive Airport Emergency Plan and collaborates with community and governmental initiatives in community-wide disaster planning;
- Ensures appropriate policies and procedures covering management, operations, environment, financial, and health & safety are established and maintained to ensure ongoing compliance;
- Ensures appropriate policies and procedures to manage and protect all the assets and lease commitments of the PGAA are in place.

External Relationships

- Develops and maintains positive relationships with community stakeholders working in the best interest of the PGAA to increase the public's awareness of the Prince George Airport operations and services;
- Maintains a significant community focus and participates in organizations such as selected tourism associations and economic development organizations when approved by the Board, where the interests of PGAA can be furthered;
- Acts as the spokesperson for the PGAA to the public and promotes a consistent presentation to the community and relevant stakeholders of the vision, programs and services of the organization;
- Liaises with airport leaders in other jurisdictions in Canada to share ideas and best practices;
- Member of BC Aviation and BC Airport Committee.



THE PERSON

Key Competencies

- A university degree or equivalent in a related field;
- Several years of progressive leadership at a senior level within a complex, customer focused organization. Experience and deep connections in the aviation sector would be beneficial;
- Possesses solid business acumen with a demonstrated ability to run a diverse organization;
- A generalist leader who is capable in all areas, including analytics, business planning, logistics, marketing, human resources and finance;
- Has a keen understanding of customer service and client relationships that would translate to the context of the community, key partners, the airlines and passengers alike;
- Demonstrates an unwavering commitment to airport safety, security, and regulatory compliance;
- Strong leadership skills that encourage team members to excel through empowerment; seeking input and ensuring employees are informed; promoting innovative thinking;
- Demonstrated success negotiating with a wide variety of partners and organizations;
- Ability to innovate and pivot as required;
- High level of integrity, professionalism, and commitment to confidentiality;
- Exceptional interpersonal, communication, and listening skills;
- Confident, diligent, and dedicated;
- Ability to obtain and maintain a Transport Canada security clearance (TSC).



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining partner agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Partner Group Focused – Anticipates and attends to the needs of internal and external partners of the organization; keeps partners' interests in the forefront.



COMPENSATION

A competitive compensation package will be provided including an attractive target base salary of $225,000 and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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