

## **Saint John Airport Inc.**

### **Board Member – Open Position**

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**The Saint John Airport Inc (“the Airport”) is currently seeking a board director with experience in land and facility development to complement its current skills mix.**

The Airport is governed by a Board of Directors who are nominated by various community stakeholders including the City of Saint John, Transport Canada, Province of New Brunswick, Fundy Regional Services Commission, Saint John Region Chamber, Saint John and District Labour Council, Regional Services Commission 8, Envision Saint John: The Regional Growth Agency and the Saint John Airport. The Airport is a not-for-profit corporation incorporated under Part II of the Canada Corporation Act.

The upcoming Board position will be nominated by the Saint John Airport.

#### **Overview**

The Saint John Airport Inc. Board of Directors’ responsibility is to foster the long-term success of the Airport as it achieves its stated Vision “to be the preferred airport in New Brunswick”. The Board has the responsibility to provide effective corporate oversight on the business of the Airport and on Management, which is responsible for the day-to-day conduct of the business. The Board, through the President & CEO, will set the standards of conduct for the Authority, ensure principal risks are identified and managed appropriately, and ensure the safety of its operations.

The Airport was privatized in 1999 and now operates under a Ground Lease with Transport Canada as a NAS (National Airport System) Airport.

The strategic objectives of the Airport are:

- \* Broaden Air Service
- \* Diversify our Revenue Stream
- \* Drive Community Ownership
- \* Enhance Facilities and Infrastructure

The airport is serviced by Air Canada, Flair, Pascan, and Porter (through a partnership with Pascan). The Airport also serves non-scheduled private and charter flights and is home to several private operators, a Fixed Base Operator, and a flying club.

A recent economic impact study estimated the annual economic impact to the Saint John region is \$148.5 million and supports more than 1,168 direct and indirect jobs. The Airport team takes great pride in its community affiliations, including membership in several community organizations, sponsorship of local events, and as a PALS (Partnerships Assisting Local Schools) partner with our neighbor - Loch Lomond Elementary School.

## **Role of Board of Directors**

The Board of Directors of the Airport was established pursuant to its Ground Lease with the Federal Government and through its oversight role is to exercise adequate control and supervision over the business affairs of the Authority. The Saint John Airport emphasizes strategic leadership by the Board.

Specific Board responsibilities and duties include:

- Setting of the strategic direction by actively participating in the development of the strategic plan.
- Approve and monitor capital and operating plans and budgets aligned to the strategic direction of the Airport.
- Support and adhere to all policies of the Airport as approved by the Board.
- Ensure that principal risks to the Airport have been identified and are being adequately managed.
- Prepare for meetings, seek clarification of pending issues facing the Airport and, at meetings of the Board, or any committees of the Board, make informed decisions.
- Participate actively and openly in discussions at Board meetings with respect to policy decisions.
- Assess the contribution of the Board, committees, and all Board members on an annual basis.
- Respect the principle of unity of the Board. Once a policy decision has been made by the Board, it is the decision of the entire Board.
- Participate with the Board to annually review the performance of the President against agreed-upon objectives and performance standards.
- Recognize that the President and at times the Chair of the Board, in concert with the President, speak for the Board as a whole.

## **Experience, Skills & Competencies**

For this important position, a Board member must have a broad range of experience and professional expertise including:

- demonstrated passion for growing and building an organization, vital for the Airport as we rebound from the pandemic
- proven expertise in corporate governance, including previous board experience. Institute of Corporate Directors (ICD) designation considered an asset.
- an understanding of a director's role and fiduciary duties and the role of a board.
- demonstrated integrity and professionalism.
- strong community building and collaboration.
- demonstrated strategic thinking.
- demonstrated transparency, due diligence, and results.
- proven critical thinking and independent thought.
- working well with others.

- effective communication.
- financial literacy appropriate for the organization's scope of activities.
- willingness to devote the time and effort required to be an effective board member including attendance at board orientation, board meetings and committee meetings.
- an absence of any conflict of interest and ability to recognize and manage potential conflict of interests.

For the current Open Position, preference will be given to a candidate with the following experience and expertise:

- Land Development
- Corporate Governance
- Risk Management
- Strategic Planning
- Legal

In addition, the successful candidate will have demonstrated two or more of the following competencies:

- Leadership
- Accounting and Finance
- Human Resources
- Stakeholder Relations & Communications
- Engineering

Experience in at least one of the following sectors considered an asset:

- Real Estate and Land Development
- Travel and Tourism
- Transportation and Logistics
- Customer Experience and Marketing

### **Director Compensation**

An annual retainer, as well as a fee for meeting attendance is provided to board directors.

### **Time Commitment Considerations**

Board meetings are held five/six times per year in addition to an Annual General Meeting. Board Members will be expected to sit on one or more of the following Committees: Governance, Finance, Facilities and Air Services and Human Resources. These committee meetings will typically be six times per year but could be more frequent dependent upon the needs of the Organization.

Committee meetings are held via Teams video conference. Board meetings are in person at YSJ. Meeting times are generally set at 4:00PM on business days and scheduled at one and a half hours in length.

**Appointment**

Board Members will be recommended by the Governance Committee of the Airport and approved by the Board of Directors for appointment. The selection process will be based on a skill, competency, experience, and demographic matrix which will include requirements surrounding:

1. skills / experience (as identified above)
2. gender balance
3. diversity

**Term**

Board Members will be appointed for a three-year term effective June 1, 2025.

**To apply**

Resumes may be submitted by e-mail highlighting relevant experience and/or qualifications and contact information (telephone number, civic address, and e-mail address).

Email [info@ysjsaintjohn.ca](mailto:info@ysjsaintjohn.ca)

**Deadline** Noon AST, 21 April 2025

While we appreciate the interest of those who apply, only those candidates selected for consideration will be contacted.