

Scope of Work – GVRTA Air Service Manager

SUMMARY:

This contractor reports to the Executive Director and attends all GVRTA Board meetings and Air Command meetings. Assists the Executive director in air service activities of the GVRTA as needed.

SCOPE OF WORK:

Assists the Executive Director and the Air Command Committee in developing an overall air service strategy and program for all seasons by:

- Attending GVRTA and Air Command meetings either in person or electronically.
- Reviewing the current research available and make recommendations for research opportunities.
- Assisting the GVRTA in airline selection, hub city and type of aircraft to meet the projected demand of the service period.
- Negotiating minimum revenue guarantee or other types of service contracts with the airlines and public charter operators.
- Help with GVRTA with our Air Service Goals including:
 - Growing the air service program slowly and carefully by continuing to add service to existing markets based upon their ability to perform.
 - Potentially running a small (once or twice weekly) Chicago program on United in winter 2024-25 or 2025-26 while defining the costs as well as the potential impacts to the Denver service before making that decision.
 - Improving service for locals by continuing to try to increase the daily frequency and the length of the seasons that we fly to Denver, Houston and Dallas.
 - Prioritizing Dallas service on American in summer using the SCASD grant, and identifying the impacts to JSX more before making the decision to fund that program.
 - Keeping an eye on Austin for future air service options.
- Working with the Crested Butte Mountain Resort, Vail Resorts, Crested Butte Tourism Association, and the Gunnison/Crested Butte Regional Airport staff to improve local and visitor communications regarding air service, investigate and coordinate alliance opportunities with major corporations, business organization and airlines.
- Having ongoing and open lines of communications with airlines.
- Representing the GVRTA at air service trade shows at little or no cost to the GVRTA.
- Keeping the GVRTA updated on other community organizations' funding, air schedules, new markets and airlines' merger and aircraft options.
- Working with the airlines to design and/or adjust schedules to optimize connectivity to/from GUC's key flow markets with the optimum fleet mix for operational success.
- Improving flight reliability as measured by completion % and on-time performance (OTP).

- Creating advanced load factor reports each week by month for programs serving GUC.
- Creating Origination and Destination reports for each of the GVRTA's contracted flights.
- Creating periodic monthly fare comparison with mountain resort airports in the western US.
- Respond to related media and customer service inquiries as appropriate.
- Providing additional air related reports and analysis as requested.
- Assisting the GVRTA Executive Director with other tasks as requested.

REQUIREMENTS:

- Oral and written communications must be clear and effective.
- Provides offices space, telephones, computers, office equipment, software subscriptions and internet access necessary to provide these functions.
- Is a contractor and not a GVRTA employee.
- Invoices GVRTA monthly per contract.