

# High River Regional Airport Board - Tuesday, November 7, 2017

Tuesday, November 07, 2017

Start time 7:00 PM

309B Macleod Trail SW, High River, AB Room: LO4/O5

## AGENDA

1. **PRESENT**

2. **CALL TO ORDER**

3. **Adoption Of Agenda**

4. **NOMINATIONS**

4.1. **Upcoming Sublessee Director Vacancies**

**Summary:**

To discuss the nominations for the upcoming sublessee director vacancies.

5. **DELEGATIONS**

6. **Minutes Approval**

6.1 **High River Regional Airport Board - September 26, 2017 (2017/09/26)**

7. **FINANCIAL REPORTS**

7.1. **Treasury Monthly Report Summary**

**Summary:**

To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

7.2. **2018 HRRRA Budget**

**Summary:**

Attached for review and discussion tomorrow is the 2018 Draft Budget.

8. **AIRPORT LIAISON REPORT**

8.1. **General Updates**

**Summary:**

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

8.2. **Parking Report**

**Summary:**

To discuss the status of the following items:

- There are currently no items to discuss.

9. **ACTION LIST**

10. **OLD BUSINESS**

11. **NEW BUSINESS**

11.1. **Town & MD HRRRA Ltd. Director Appointment Announcements**

11.2. **Website Management Retainer Contract**

**Summary:**

To discuss and approve the contract for website management for 2018.

11.3. **Airport Manager Job Description**

**Summary:**

To discuss and approve the Airport Manager job description.

11.4. **Leassee Infractions**

**Summary:**

To discuss the boards authority to follow-up on lessee infractions.

11.5. **Strategic Transportation Infrastructure Program (STIP)**

**Summary:**

To discuss the Strategic Transportation Infrastructure Program (STIP). The application deadline is NOVEMBER 30.

12. **Adjournment**

13. **Additional Items**

# Issue Summary Report

## 4.1. Upcoming Sublessee Director Vacancies

#20171106007

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To discuss the nominations for the upcoming sublessee director vacancies.

# High River Regional Airport Board - September 26, 2017

Date : Tuesday, September 26, 2017

Start time : 7:00 PM

Location : 309B Macleod Trail SW, High River, AB Room: LO4/O5

## Minutes

### PRESENT

Steff Stephansson, Director (for MD of Foothills) - President  
Nico Meijer, Director (joint for MD of Foothills and Town of High River) - Secretary - Absent  
Bill Zurawell, Director (for Town of High River) - Treasurer  
Councillor Rick Percifield, Director (for MD of Foothills)  
Councillor Michael Nychyk, Town of High River  
Ralph Nelson, Director (for MD of Foothills) - Absent  
Jamie Kinghorn, Director (for Town of High River) - Absent

### STAFF

Ryan Payne, MD of Foothills  
Jennifer Hogan, Recording Secretary

### PUBLIC

Mr. Aaron Lair, #187 Foothills R.C.A.C  
Ms. Candie Coffey  
Mr. Brian Gash

### CALL TO ORDER

The Chairman called the September 26, 2017 Regular Meeting of the High River Regional Airport Board to order at 7:01 p.m. Quorum was met.

### Adoption Of Agenda

#### **Resolution #AB20170926.1001**

Moved By: Rick Percifield Second By: Bill Zurawell

**THAT** the Board adopt the agenda for the Regular Meeting of the High River Regional Airport Board on September 26, 2017 as presented.

**Carried**

### Jodi Dawson, Manager of Economic Development

Jodi Dawson, Manager of Economic Development will be present to discuss how to increase awareness of the airport.

### 187 Foothills Squadron Report

The 187 Foothills Squadron liaison will present the following for the Board to consider:

1. Airport support – expectations around recording of aircraft call signs and flag maintenance?
  - The Board noted that they would like them to do a walk about to

monitor the parking and report on a weekly basis.

- The flags are not in good condition and the Board is asking for the squadron to watch the state of the flags for replacement.
- The squadron requested a walk through on what areas need to be covered and what needs to be done.

## 2. Signage

- Would it be possible to add a 187 Foothills RCACS sign at the airport entrance for community awareness?
- The Board agreed to a sign on one of the stands at the airport entrance.

## 3. Fundraising Gala Event

- October 14<sup>th</sup> in High River at the Highwood Memorial Centre to raise money to send the kids to Vancouver

### Minutes Approval

#### **Resolution #AB20170926.1002**

Moved By: Bill Zurawell    Second By: Rick Percifield

**THAT** the Board adopt the Regular Meeting of the High River Regional Airport Board Minutes for August 15, 2017 as presented

**Carried**

### Treasury Monthly Report Summary

To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

- It was noted that the Board has not received the invoice for the drainage and grading.
- Ryan Payne mentioned that the additional costs related to the survey work will be covered by the Town and the MD.

#### **Resolution #AB20170926.1003**

Moved By: Bill Zurawell    Second By: Michael Nychyk

**THAT** the Board accept the update and summary on the financial statements for the High River Regional Airport as information.

**Carried**

### General Updates

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

- There have not been any new lot applications.
- The Board discussed the development application for Lot C20.
- The Board was in agreement that a business plan is needed to further consider the application.

### Parking Report

To discuss the status of the following items:

- Invoices for parking rates
- Discussion regarding certain planes being moved out of the way in order to facilitate snow removal.

### August 15, 2017 Action List

To review and discuss the action list and update accordingly.

**Lot C20  
Development  
Proposal**

To discuss Lot C20 development proposal.

**Next Meeting**

The next regular meeting of the High River Regional Airport Board is scheduled for Tuesday, October 24, 2017. The Board agreed to start the November meeting at 6:00 p.m. to allow for time to discuss the budget for 2018.

**Adjournment**

**Resolution #AB20170926.1004**

Moved By: Councillor Michael Nychyk    Second By: Steff Steffansson

**THAT** the Board adjourn the Regular Meeting of the High River Regional Airport Board for September 26, 2017 at 8:52 p.m.

**Carried**

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Chairman

Draft

# Issue Summary Report

## 7.1. Treasury Monthly Report Summary

#20171106001

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017      **Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

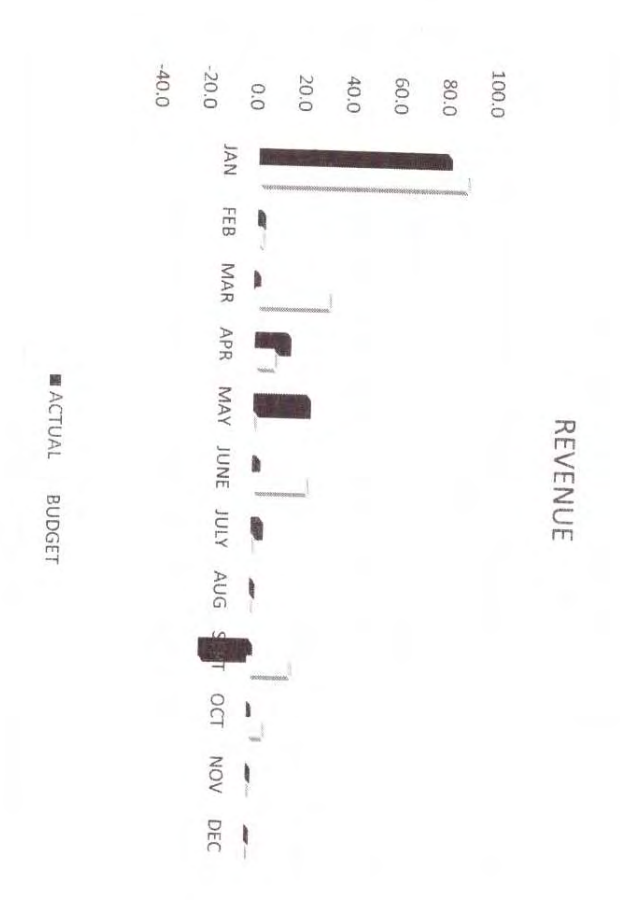
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To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

### Background

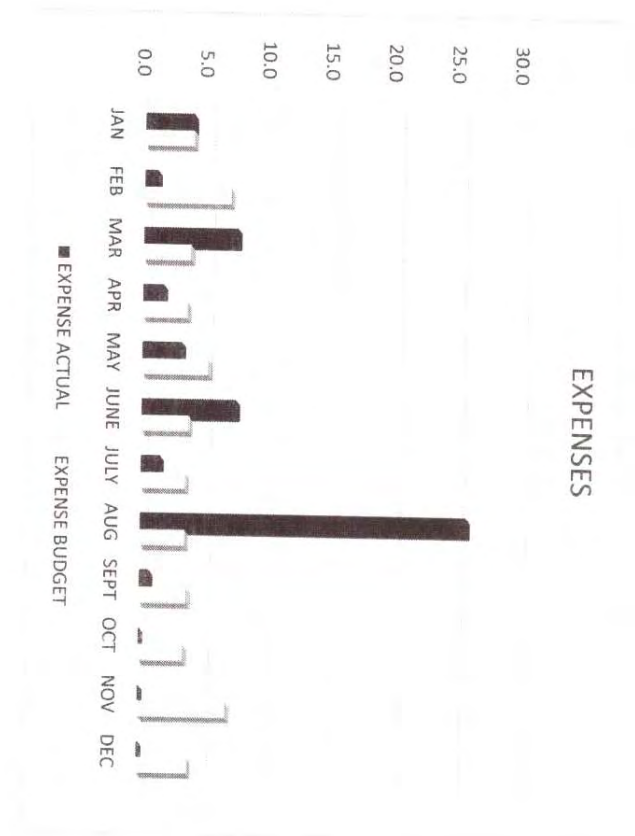
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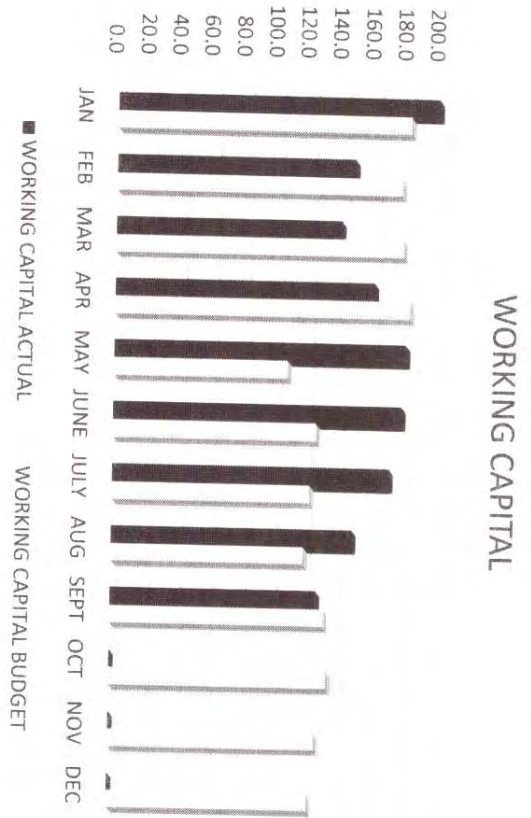
- Attached for your review are the the September and October 2017 Financial Statements.



Reversal of the lot sale and no tie down annual revenue posted until October







High River Regional Airport Ltd		Balance Sheet		As At September 30, 2017	
ASSETS					
Current Assets					
	Cash	270,989			
	Accounts Receivable	21,414			
	Deposits	73	-		
	Taxes Receivable	-			
Fixed Assets					
	Tie Downs	103,955			
	Equipment	8,957			
<u>405,243</u>					
LIABILITIES					
Current Liabilities					
	Cash	84			
	Accounts Payable	5,000			
	Refundable Deposits	2,752	-		
	Taxes Payable				
Long Term Debt					
		52,306			
Equity					
	Capital Reserve	110,000			
	Retained Earnings	240,604			
<u>405,243</u>					
TOTAL LIABILITIES AND EQUITY					

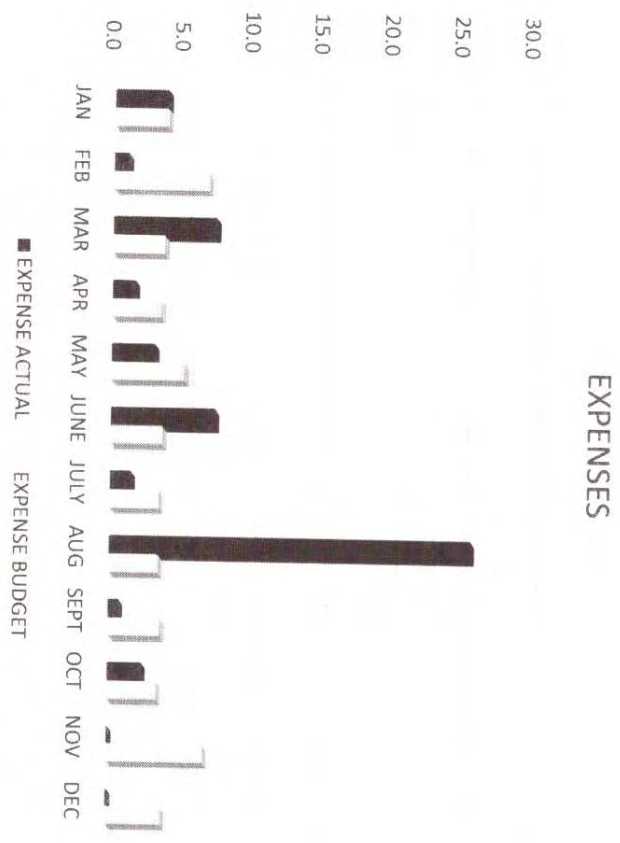
Appendix 1 for 7.1.: September 2017 HRRA Financials

	Actual	Budget	Variance
<b>OPERATIONAL REVENUE</b>			
Lease revenue	(309)	-	(309)
The Down	16,750	16,750	-
New Lots	(24,000)	-	(24,000)
Ramp Parking Fees	800	800	-
Grant	2,000	-	2,000
Donations - Bequests	-	-	-
Renters Airport Use Fees	-	1,950	1,950
Water & Sewer Income	450	1,350	1,800
Fire Suppression-M/D of Foothills	-	-	-
Interest Revenue	160	(805)	(965)
Miscellaneous Revenue CFTC	-	4,012	4,012
<b>OPERATIONAL REVENUE</b>	<b>(309)</b>	<b>75,243</b>	<b>(10,892)</b>
Application Fee	-	-	-
Lot Preparation Fee	-	(3,600)	(3,600)
Utilities Surcharge/Services	-	-	-
sub-total	-	(3,600)	(3,600)
<b>NEW HANGER DEVELOPMENT</b>			
GROSS INCOME	16,750	102,393	165,285
<b>OPERATIONAL EXPENSES</b>			
Donations	-	3,124	3,124
Lease Lot Preparation	-	-	-
Paving/Roadways	-	-	-
Other Equipment	-	-	-
Airport Lights	-	-	-
Services	-	-	-
Audit Expense	-	1,700	1,700
Bookkeeping Services	(500)	3,773	4,500
Legal Expense	(250)	-	(2,250)
Engineering Expense	-	15,114	15,114
Advertising & Promotions	(200)	1,076	600
Insurance	-	-	-
Bank Service Charges	25	228	3,440
Instrument Procedure Maintenance	-	4,000	4,000
Other	-	-	-
Interest Expense	-	-	-
Office Supplies	(50)	51	450
Supplies	-	774	774
Software Expense	-	-	-
License	-	41	41
Web Design Expense	(100)	1,050	900
Internet Services	-	-	-
Electrical	(120)	466	1,080
Office Rent	-	-	-
Terminal Rent	600	5,850	5,400
Equipment Rental	-	750	450
Snow Removal/Grass Cutting/Roadwork	(1,650)	6,750	15,050
Repair & Maintenance	(200)	4,620	1,800
Telephone	41	248	369
Consulting Fee	-	-	(121)
<b>OPERATIONAL EXPENSES</b>	<b>3,711</b>	<b>51,326</b>	<b>37,539</b>
<b>NET INCOME/LOSS</b>			
	13,039	127,746	(59,491)

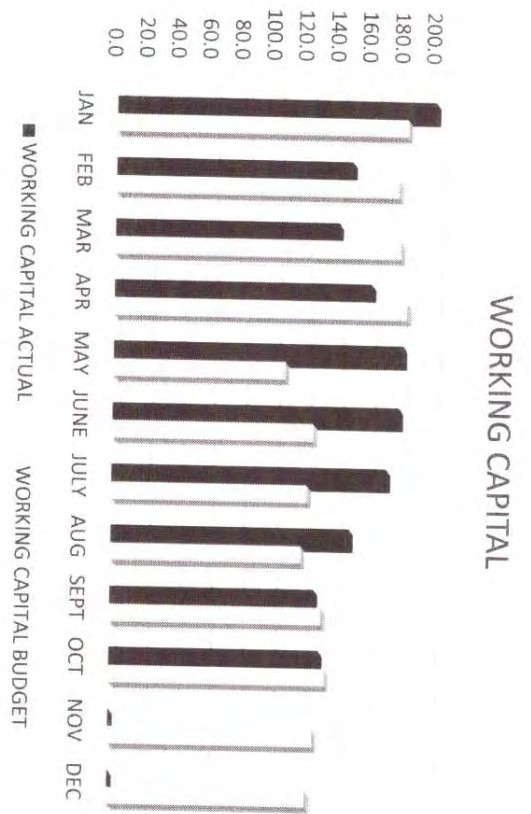
High River Regional Airport Ltd  
Income Statement  
For The Period ended September 2017



Posted the down invoices budget of hay revenue  
 This was paid in August but we only received 3K



Below Budget no legal and no snow removal



On Forecast for the year

High River Regional Airport Limited  
Customer Aged Summary As at 10/31/2017

Name	Currency Code	Total	Current	31 to 60	61 to 90	91+
Burton, Gordon #4 North the Down		1,050.00	1,050.00	0.00	0.00	0.00
Byl, Allen #5 North the Down		1,050.00	1,050.00	0.00	0.00	0.00
CDR Systems Holdings Inc P-41		50.00	0.00	0.00	0.00	50.00
Foothills Flying Club #13 North Tie Down		1,050.00	1,050.00	0.00	0.00	0.00
Gashed Enterprises Ltd (C1 & C2)		9,669.66	77.57	625.46	0.00	8,966.63
Greg O'Reilly		210.00	210.00	0.00	0.00	0.00
Haydon, Basil		109.06	0.00	0.00	0.00	109.06
Hollan, Jeremy # 14 & 15 North Tie Down		1,050.00	1,050.00	0.00	0.00	0.00
Karakl, Shawn #1 North tie Down		0.50	0.00	0.00	0.00	0.50
Laszlo, Radl Lot #10		1,103.99	0.00	1,103.99	0.00	0.00
Leslie, Benjamin		109.02	0.00	0.00	0.00	109.02
MacFarlane, Patrick		1,138.84	10.70	10.60	0.00	1,117.54
Metz, Westley		791.98	0.00	791.98	0.00	0.00
R. D. Watson & Associates Ltd/ Parking for 2014		2,395.73	22.52	451.71	0.00	1,921.50
Seaman, Brian		1,575.00	1,575.00	0.00	0.00	0.00
Wital, David # 2 North Tie Down		1,397.92	13.14	100.76	0.00	1,284.02
<b>Total outstanding in:</b>		<b>22,751.70</b>	<b>6,108.93</b>	<b>3,084.50</b>	<b>0.00</b>	<b>13,558.27</b>

Generated On: 11/05/2017

Canadian Dollars



Appendix 2 for 7.1.: October 2017 HRRA Financials

		<u>412,900</u>	
		245,322	
		110,000	
		52,306	
		187	
		5,000	
		84	
		<u>412,900</u>	
		9,910	
		103,955	
		-	
		-	
		27,104	
		271,932	

High River Regional Airport Ltd  
 Balance Sheet  
 As At October 31, 2017

Appendix 2 for 7.1.: October 2017 HRRR Financials

High River Regional Airport Ltd		Income Statement		For The Period ended October 2017		
		Current Period		Year-to-date		
	Actual	Budget	Variance	Actual	Budget	
					Variance	
<b>OPERATIONAL REVENUE</b>						
Lease revenue	-	-	-	75,243	86,135	(10,892)
Tie Down	-	-	-	162	17,350	(41,000)
New Lots	-	-	-	3,000	44,000	(41,000)
Ramp Parking Fees	7,000	-	7,000	12,480	-	12,480
Grant	-	-	-	15,600	16,000	(400)
Donations - Bequests	-	-	-	-	-	-
Renter Airport Use Fees	-	-	-	1,950	-	1,950
Water & Sewer Income	-	-	-	1,350	1,800	(450)
Fire Suppression-MD of Foothills	125	-	125	-	-	-
Interest Revenue	6,000	-	6,000	4,012	6,000	(1,988)
Miscellaneous Revenue CFTC	1,125	-	1,125	113,117	171,285	(40,980)
<b>NEW HANGER DEVELOPMENT</b>						
Application Fee	-	-	-	-	-	-
Lot Preparation Fee	-	-	-	(3,600)	-	(3,600)
Frontage Fee	-	-	-	-	-	-
Utilities Surcharges/Services	-	-	-	-	-	-
sub-total	-	-	-	(3,600)	-	(3,600)
<b>GROSS INCOME</b>	<b>7,125</b>	<b>6,000</b>	<b>1,125</b>	<b>109,517</b>	<b>171,285</b>	<b>(44,580)</b>
<b>OPERATIONAL EXPENSES</b>						
Donations	-	-	-	3,124	-	3,124
Lease Lot Preparation	-	-	-	-	-	-
Paving/Roadways	-	-	-	-	-	-
Other Equipment	-	-	-	-	-	-
Airport Lights	-	-	-	-	-	-
Services	-	-	-	-	-	-
Audit Expense	-	-	-	1,700	1,700	-
Bookkeeping Services	500	249	250	4,522	5,000	(478)
Legal Expense	250	(250)	-	2,500	2,500	(2,500)
Engineering Expense	-	-	-	15,114	-	15,114
Advertising & Promotions	-	-	-	1,076	600	476
Insurance	-	-	-	-	3,440	(3,440)
Bank Service Charges	-	-	-	228	-	228
Instrument Procedure Maintenance	-	-	-	4,000	-	4,000
Other	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Office Supplies	50	(50)	-	51	500	(449)
Supplies	715	715	-	1,488	-	1,488
Software Expense	-	-	-	-	-	-
License	-	-	-	41	-	41
Web Design Expense	100	100	-	1,150	1,000	150
Internet Services	-	-	-	-	-	-
Electrical	130	120	10	596	1,200	(604)
Office Rent	650	600	50	-	-	-
Terminal Rent	-	-	-	6,500	6,000	500
Equipment Rental	-	-	-	750	-	750
Snow Removal/Grass Cutting/Roadwork	1,650	(1,650)	-	6,750	16,700	(9,950)
Repair & Maintenance	200	(200)	-	4,620	2,000	2,620
Telephone	62	41	21	310	410	(100)
Consulting Fee	-	-	-	-	-	-
<b>Total Expenses</b>	<b>2,406</b>	<b>3,511</b>	<b>(1,105)</b>	<b>53,732</b>	<b>41,050</b>	<b>12,682</b>
<b>NET INCOME/LOSS</b>	<b>4,718</b>	<b>2,489</b>	<b>2,229</b>	<b>55,785</b>	<b>130,235</b>	<b>(57,262)</b>

# Issue Summary Report

## 7.2. 2018 HRRRA Budget

#20171106004

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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Attached for review and discussion tomorrow is the 2018 Draft Budget.

# Appendix 1 for 7.2.: DRAFT 2018 HRRRA Budget

	2,016 forecast	2017 Forecast	2018 Budget	Variance	
<b>Revenue</b>					
Hanger Leases	75,243	75,243	\$ 75,243	\$ -	
Water and Sewer	-	-	\$ -	\$ -	
Hay	4,000	4,000	\$ 4,000	\$ -	
Tie- Down Lease	14,430	14,430	\$ 14,000	\$ (430)	
- Electrical		0	\$ -	\$ -	
- No Electric			\$ -	\$ -	
- Monthly			\$ 750	\$ 750	
New LOTS	-	-	\$ 44,000	\$ 44,000	The lots sales in 2017 was offset by the cancelation of a lot sale from 2016
Grants	16,000	16,000	\$ 16,000	\$ -	
Miscellaneous	270	0	\$ -	\$ (270)	
<b>Gross Revenue</b>	<b>109,943</b>	<b>109,943</b>	<b>\$ 153,993</b>	<b>\$ 44,050</b>	
<b>Operating Expenses</b>					
Bookkeeping Services	4,522	1000	\$ 6,000	\$ 478	
Audit	1,700		\$ 1,800	\$ 100	
Advertising & Promotion	1,076	200	\$ 800	\$ (476)	
Legal	-		\$ 3,000	\$ 3,000	
Instrument Procedure	4,000		\$ 4,000	\$ -	
Donations	3,124		\$ 3,124	\$ -	
Bad Debts	1,020		\$ 1,500	\$ 480	
Insurance	-	3200	\$ 3,437	\$ 237	
Bank Service Charges	228		\$ -	\$ (228)	
Office Supplies	1,539	100	\$ 1,440	\$ (199)	
Dues & Memberships		200	\$ 200	\$ -	
License	41		\$ -	\$ (41)	
Web services	1,150	200	\$ 1,200	\$ (150)	
Electircal	596	110	\$ 720	\$ 14	
Terminal Rent	6,500	1300	\$ 7,800	\$ -	
Snow Removal/Grass Cutting	6,750	4950	\$ 11,750	\$ 50	
Repairs & Maintenance	4,620	400	\$ 1,200	\$ (3,820)	
Telephone	310	82	\$ 492	\$ 100	
Engineering	15,114		\$ -	\$ (15,114)	
Other	1,442		\$ -	\$ (1,442)	
<b>Total Operating Expenses</b>	<b>53,732</b>	<b>11,742</b>	<b>\$ 48,463</b>	<b>\$ (17,011)</b>	
<b>Net Income</b>			<b>\$ 105,530</b>		
<b>Cummulative Net Income</b>			<b>\$ 105,530</b>		
<b>Cummulative Net Income</b>		<b>\$ 44,469</b>	<b>\$ 105,530</b>		
<b>Capitla Projects</b>					
Topping of Tie-downs			\$ 50,000		
Build the Tie Down Area					
Taxiway Asphalt repairs					
Electrical to new P Lots					
Spray and Reseal 14/32					
<b>Total</b>		<b>\$ -</b>	<b>\$ 50,000</b>		
<b>Surplus</b>					
<b>Cash After Capital Projects</b>	<b>\$ -</b>	<b>\$ 119,716</b>	<b>\$ 175,246</b>		

# Issue Summary Report

## 8.1. General Updates

#20171106002

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

# Issue Summary Report

## 8.2. Parking Report

#20171106003

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To discuss the status of the following items:

- There are currently no items to discuss.

# Issue Summary Report

## 11.1. Town & MD HRRRA Ltd. Director Appointment Announcements #20171106009

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017      **Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

# Issue Summary Report

## 11.2. Website Management Retainer Contract

#20171106005

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017      **Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### **Executive Summary**

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To discuss and approve the contract for website management for 2018.





# Website Management Retainer Agreement **High River Regional Airport**

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By signing this agreement, the High River Regional Airport (“Client”) has retained Melanie Hampson (“Service Provider”) to proceed with website management services for the period January 1, 2018 to December 31, 2018 and agrees to the terms and conditions set forth in this Agreement.

During this period, Service Provider agrees to devote up to 2 hours per month on website maintenance to be determined by Client. Work will normally be performed at the offices of Service Provider but occasionally may take place at other locations, as required. Work priority and scheduling will be at the discretion of Client. Work will normally occur between the hours of 4:30 to 9:00 pm on weekdays and 10:00 am - 3:00 pm on weekends.

Payment for these services will be to Service Provider at the rate of \$60 per month and will be submitted on the 15th day of each month that this agreement is in force. No invoice will be submitted.

Services in addition to 2 hours per month will be made available by Service Provider at the rate of \$70 per hour and will be billed separately.

Any expenses exclusive of normal overhead are not included in this agreement and will be invoiced separately. Examples of such expenses are: delivery services, long-distance telephone calls, travel required from Service Provider’s facilities. All invoices will be net 30.

The results of any and all work performed by Service Provider for Client, including original creative work, for the website will remain the property of Client. Client may use this material in any way deemed appropriate. Service Provider may use this material for the purposes of self promotion.

This agreement may be terminated on 30 days’ written notice by either Service Provider or Client. In case of termination, Service Provider shall make a reasonable attempt to finish work in progress.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Service Provider)

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# Issue Summary Report

## 11.3. Airport Manager Job Description

#20171106006

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To discuss and approve the Airport Manager job description.

### **High River Regional Airport Ltd.**

#### **Airport Manager (part time position)**

The newly-created position of Airport Manager will report to the Board of Directors. Initially this will be a part-time position with work hours of approx. 20 hours a week anticipated. The duties and hours of this position may evolve over time to meet the needs of the airport.

#### **Primary Duties include, but not limited to:**

- Monitor condition of taxiways, runways, beacon, lighting and windsock; arrange and coordinate maintenance
- Coordinate with the Town and MD with respect to assisted services and maintenance requests
- Coordination of public events planned at the airport
- Monitor and liase with respect to volunteers and contracted parties regarding:
  - snow removal (contracted)
  - weed control (contracted as required)
  - grass cutting (volunteer)
  - airport terminal lease operation (board)
  - general airport maintenance and upkeep (board/volunteer)
- Respond to requests for ramp rental space; monitoring and invoicing ramp parking
- Act as the contact person with emergency services in case of an airport emergency
- Act as a liason person for inquiries regarding hangar leases and business inquiries

#### **Other Duties, time permitting**

- Establish controls for expenditures for items approved by the board and maintain logs and documentation regarding board approved projects
- Coordinate with the board and treasurer on budgetary items
- Handle requests from the HRRA Board respecting to airport operations as may be required.
- Assist in the development of airport funding proposals
- Recommend any additional or required development and maintenance needs to the board
- General monitoring of airport activity (the position is not formally accountable for airport security, but a general awareness and lookout for security issues is expected)

- Communication with stakeholders and coordination of / participation in stakeholder meetings

### **Qualifications**

- Familiarity with airport operations and Navcan standards for airports
- General knowledge of aviation
- Flexibility regarding work hours and duties
- Conscientious and reliable
- Interpersonal skills and good judgement to be able interact effectively with board, stakeholders, and contractors

Oct 19, 2017

DRAFT

# Issue Summary Report

## 11.4. Lessee Infractions

#20171106008

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To discuss the boards authority to follow-up on lessee infractions.

# Issue Summary Report

## 11.5. Strategic Transportation Infrastructure Program (STIP)

#20171106010

**Meeting** : High River Regional Airport Board - Tuesday, November 7, 2017

**Meeting Date** : 2017/11/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To discuss the Strategic Transportation Infrastructure Program (STIP). The application deadline is NOVEMBER 30.

## Appendix 1 for 11.5.: STIP Email

**Jennifer Hogan**

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**Subject:** Strategic Transportation Infrastructure Program (STIP) - Application Deadline  
NOVEMBER 30

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**From:** Cindy Helm [<mailto:Cindy.Helm@gov.ab.ca>]

**Sent:** Wednesday, October 04, 2017 1:09 PM

**Cc:** Keith Schenher <[Keith.Schenher@gov.ab.ca](mailto:Keith.Schenher@gov.ab.ca)>

**Subject:** Strategic Transportation Infrastructure Program (STIP) - Application Deadline NOVEMBER 30

The Strategic Transportation Infrastructure Program (STIP) has an upcoming application deadline of November 30 for the 2<sup>nd</sup> round of project applications for the:

- Community Airport Program
- Local Road Bridge Program
- Resource Road Program
- Local Municipal Initiatives

Here is the STIP Program Website: <http://www.transportation.alberta.ca/5408.htm>

**Note:** Review the highlights of the updated guidelines under "What's New?".

Please review the **new** STIP application guidelines

here: <http://www.transportation.alberta.ca/documents/STIP-Guidelines.pdf>

Municipalities can apply online through the [Municipal Grants Management Application](#) system.

For Local Road Bridge Funding Requests, please include this form: Click [here](#) to download the LRB Funding Request form.

If you choose to re-submit an application that was not successful in 2017, please UPDATE the previous project in MGMA. Don't create a new project.

If you have any questions regarding STIP, please contact Keith Schenher, Infrastructure Grants Technologist at 403-382-4069 or by email at [Keith.Schenher@gov.ab.ca](mailto:Keith.Schenher@gov.ab.ca)

Thank You,

*Cindy Helm*

Executive Assistant

Regional Director's Office

Delivery Services - Southern Region

Tel 403-381-5533

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## Appendix 1 for 11.5.: STIP Email

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