

AGENDA
High River Regional Airport Board Meeting
7:00 PM - Wednesday, November 6, 2019
Room: Shawnee, Bob Snodgrass Recreation Centre, High River, AB

Page

1. **PRESENT**

2. **CALL TO ORDER**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**

4.1. [High River Regional Airport Board – October 2, 2019 – Minutes](#)

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5. **PUBLIC COMMENTS**

6. **DELEGATION**

7. **FINANCIAL REPORTS**

7.1. **Treasurer's Report**

Summary:

For the Treasurer to provide an update to the High River Regional Airport Board.

8. **AIRPORT MANAGER REPORT**

8.1. **Airport Manager Monthly Update**

Summary:

For the High River Regional Airport Manager to provide a monthly update.

9. **BUSINESS**

9.1. – **Snow Removal Rates and Personnel**

Summary:

For the High River Regional Airport Board to have further discussion regarding snow removal rates and personnel.

9.2. – **High River Regional Airport Board Contracts**

9.3. – **Kanata Aviation Inc. – Request for a 1-Year Period of Exclusivity for the Flight School**

Summary:

For the High River Regional Airport Board to discuss the request from Kanata Aviation Inc. regarding a 1-Year period of exclusivity for the flight school.

9.4. – **2020 Lease Rate Discussion - (CPI)**

10. ACTION LIST

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Summary:

For the High River Regional Airport Board to review the 2019 Action List.

11. CLOSED MEETING

12. PUBLIC COMMENTS

13. NEXT MEETING

14. ADJOURNMENT

MINUTES High River Regional Airport Board Meeting

7:00 PM - Wednesday, October 2, 2019
Room: Shawnee, Bob Snodgrass Recreation Centre, High River, AB

PRESENT: TOHR-FC Joint Representative (Treasurer) Bill Zurawell, TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, TOHR Member at Large Tom Maier, FC Councillor Rob Siewert, TOHR-FC Joint Representative Steff Stephansson, TOHR Councillor Jamie Kinghorn

STAFF PRESENT: Ryan Payne (FC Deputy CAO & Director of Community Services)

MEDIA: There were no members of the media in attendance.

PUBLIC: There were no members of the public in attendance.

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Meeting for October 2, 2019 was called to order at 7:00 p.m.

3. ADOPTION OF AGENDA

Resolution #41 – 2019
Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adopt the agenda for the Board meeting of October 2, 2019.

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Board Minutes – September 4, 2019

Resolution #42 – 2019
Moved by Steff Stephansson

THAT the High River Regional Airport Board adopt the September 4, 2019 Meeting Minutes as presented.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

There were no delegations made.

8. AIRPORT MANAGER REPORT

8.1. Update from the High River Regional Airport Manager.

Gary Abel provided the following update:

- The Airport Manager informed the High River Regional Airport Board that a letter of support is needed from the Board for the development application.
- Foothills County Deputy CAO and Director of Community Services, Ryan Payne provided information stating that the Board does need a approval from the owners for the proposed Shed, which requires formal approval of the plan by both Foothills County Council and the Town of High River Council. The Airport Manager reminded the High River Regional Airport Board that Foothills County Development Officer, Logan Cox stated that the Board could submit the Development Permit application without the hard details. The Airport Manager has asked the Board to provide direction in regards to submitting the Shed Development Permit application. The High River Airport Board has requested that the Airport Manager come up with a plan including the location, size, structure, and price to be presented to the Board, and if supported a recommendation in support of the plan could be provided to the Councils for consideration.
- The Airport Manager informed the High River Regional Airport Board that Hangar N3 is sold and had to go through the court system.
- The Airport Manager informed the High River Regional Airport Board that Hangar P5 was purchased by David Dexter. David Dexter has already put in an application for sublease.
- The Airport Manager gave an update on the snow removal. The High River Regional Airport Board requested that The Airport Manager recommend personnel and rates for snow removal, to be brought forward for the Board's consideration for the November 6, 2019 meeting.

Resolution #43 – 2019

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board request that a ‘thank you’ be sent to the Coffee family for snow removal assistance during the recent snowstorm.

CARRIED

Resolution #44 – 2019

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board approve of David Dexter’s application for sublease of Hangar P5.

CARRIED

7. FINANCIAL REPORTS

Bill Zurawell presented the August 2019 financial reports

A discussion period took place among the High River Regional Airport Board members regarding the August 2019 Financial Reports. Councillor Jamie Kinghorn requested that the Board ask for a budget amendment by Foothills County and the Town of High River going forward in the future.

9. BUSINESS

9.1. Wellhead/Holding Tank on Hangar C1

A discussion period took place among the High River Regional Airport Board members regarding the wellhead/Holding Tank of Hangar C1.

The Airport Manager informed the High River Regional Airport Board that before proceeding there is a joint that must be secured. The Airport Manager also informed the Board that Andy Hammel will bring an excavator to dig out the wellhead/holding tank, he is just waiting for the area to be flagged before digging.

9.2. HRRA Ltd. Lot Sublease Approval Process

A discussion period took place among the High River Regional Airport Board members regarding the HRRA Ltd. Lot Sublease Approval Process.

Resolution #45 – 2019

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board approve the HRRRA Ltd. Lot Sublease Approval Process with the recommended addition of '1(a) – unless it is a simple change of ownership'.

CARRIED

9.3 Terms of Headlease and Sublease

The High River Regional Airport Board members reviewed Nico Meijer's and Steff Stephansson's comments in regards to the sublease agreement, and a discussion period took place regarding the term of the agreement, conditions that apply during the term, and what should be done during the term to ensure sublease conditions are met.

Steff Stephansson and Nico Meijer will gather more information regarding term of the agreement, conditions that apply during the term, and what should be done during the term to ensure sublease conditions are met, and will circulate to the Board.

9.4. High River Regional Airport Board Members Term Expiry

A discussion period took place among the High River Regional Airport Board members regarding a call for nominations from stakeholders. It was noted that three stakeholder director positions need to be filled, and it is suggested there be both 1 year terms and 2 year terms in order to stagger appointments.

Resolution # 46 – 2019

Moved by Steff Stephansson

THAT the High River Regional Airport Board authorize a call for nominations from stakeholders for consideration by Councils of appointment to the Board beginning January 1, 2020.

CARRIED

9.5. Kanata Aviation Inc. – Letter of Authorization Discussion

A discussion period took place among the High River Regional Airport Board members regarding sample letter of authorization and request provided by CEO of Kanata Aviation Training Inc., Kevin Lowe.

Resolution # 47 – 2019

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board approve sending the Letter of Authorization with the recommended revision, to Transport Canada in regards to Kanata Aviation Inc. – Application for Flight Training Unit Operator Certificate.

CARRIED

9.6. 2020 Lease Rate Discussion

A discussion period took place among the High River Regional Airport Board members regarding the 2020 Lease Rate.

The High River Regional Airport Board requested that information be gathered regarding the CPI by the November 6, 2019 Board meeting, so that Rosanne can have the 2020 lot price list increases created before the end of November 2019.

10. ACTION LIST

The action list was not reviewed or updated.

11. CLOSED MEETING

In accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1)(a)(ii), 16(c)(i), 17(1), 23(1)(b), 24(1)(c) and 24(1)(g) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(c) of the *Freedom of Information and Protection of Privacy Regulation*, the High River Regional Airport Board is hereby authorized to move into a Closed Meeting to discuss an emergent item – Gashed Solicitor Response Letter.

Resolution # 48 - 2019

Moved By: Nico Meijer

THAT the High River Regional Airport Board Recess the Regular Meeting for October 2, 2019 and move into a Closed Meeting at 8:34 p.m.

CARRIED

Resolution # 49 - 2019

Moved By: Steff Stepansson

THAT the High River Regional Airport Board Reconvene the Regular Meeting for October 2, 2019 at 8:37 p.m.

CARRIED

High River Regional Airport Board
October 2, 2019

Resolution # 50 - 2019

Moved By: Nico Meijer

THAT the High River Regional Airport Board approve of the recommended approach to the Gashed Solicitor's August 30, 2019 response letter as proposed by legal counsel, Marlena Paul with Brownlee Law on October 1, 2019.

12. PUBLIC COMMENTS

There were no public comments.

13. NEXT MEETING

The next meeting of the High River Regional Airport Board is scheduled for November 6, 2019.

14. ADJOURNMENT

Resolution # 51 - 2019

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adjourn the meeting of October 2, 2019 at 8:40 pm.

CARRIED

Board President and Chair

Vice-Chair

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST
 LAST UPDATED: June 2019 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Blanket insurance of \$5 million to cover all lease holders	Jan26/16	Gary Abel	<ul style="list-style-type: none"> • Bill still needs to follow up with the Western Financial company to find out what the deficiencies were. • Umbrella policy may be available for leaseholders to make application to. • Bill hasn't done anything yet • Pricing is excessive • Looking at blanket coverage 	ON HOLD until resolution with N6
Jamie to arrange for the complete weather system with cameras to be installed.	Nov 3/15	Jamie Kinghorn	<ul style="list-style-type: none"> • Waiting for an agreement with Glenn to use his power, installation in August. Cadets have agreed to move the tower. <i>Ready to go, waiting for coordination.</i> • Currently utilizing the one that is already there. • Rick to ask for update • On Hold until find a site to put it on. • \$5,000 • Will check on pricing • Bring to next meeting • Jamie to get info • Steff and Nico to review 	
Lease Review report	Sept 27/16	Nico Meijer Tom Meijer	<ul style="list-style-type: none"> • A report is needed on all of the sublease agreements to identify and when the next 5 year review will occur for each lease. Winter project. 	ON HOLD
Planes parked outside of lots N1 and N2 are under review of the Board	Nov 22/16	Steff Stephansson Nico Meijer	<ul style="list-style-type: none"> • Planes tucked in along the hangar. • Steff is handling this. • When the ground dries up, request N1, N2 to move aircraft 	ON HOLD Until N6 is complete
Emergency Response Plan	Mar 28/17	Gary Abel	<ul style="list-style-type: none"> • Look into whether the airport has an ERP • If not, need to look at preparing one • MDF EM does not have a template that can be used • Steff to contact Springbank to see if that document can be used as a starting point. • There was a tentative plan during the flood, Steff can bring that to the next meeting 	DEFER UNTIL AIRPORT MANAGER IS HIRED
Global Navigation Satellite System GPS	April 27/17	Airport Manager	<ul style="list-style-type: none"> • GPS approach for GNSS • This is required if we want to grow the Airport and attract 	Waiting

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST
 LAST UPDATED: June 2019 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
North Tie Down Area P31 drainage quote	August 15/17	Gary Abel	<ul style="list-style-type: none"> • Bill Motioned to accept the 7 year proposal from JetPro, Rick seconded, Jamie Opposed • The contractor is waiting on government approvals. • All information has been filed with NavCanada for both approach ways. • Contract with JetPro to do all the paperwork and the testing procedures. • Rick will follow up with his contact at NavCanada. • It continues to move forward and JetPro will keep in touch on any progress • Have not received an invoice and have made no payments • 14th in the queue with Nav Canada 	Subject of a grant
Land title search of airport property – liens	Oct 3/18	Tom Meijer	<ul style="list-style-type: none"> • Received a report that needs to be read • Will schedule a meeting with AMEC and any Board members interested to discuss 	On hold
Procurement policy	Oct 3/18	Airport Manager	<ul style="list-style-type: none"> • High River and Foothills County to share their procurement policies with the Airport Manager. 	
Board Hanger Project	April 3/19	Barry	<ul style="list-style-type: none"> • Gary to speak with Hamish 	
Board Storage Project for Equipment	April 3/19	Airport Manager/Barry	<ul style="list-style-type: none"> • Gary to speak with Hamish. • Have budget estimate made for 3 bay building. 	
Liability of Maintenance of Culvert	June 5/19	Ryan Payne and Gary Abel	<ul style="list-style-type: none"> • Have Mike Gallant give an estimate of the cost to fix the bump • Town of High River to have their legal department look at the sublease agreement and see about the liability 	
Chip seal 14/32	June 5/19	Gary Abel	<ul style="list-style-type: none"> • Gary Abel has received 2 quotes. • Use the quote from Mike Gallant • Have Mike Gallant provide a more detailed quote 	
Discharge of Easement	June 5/19	Rob Siewert	<ul style="list-style-type: none"> • The easement to be discharged from Paul Butuk's Property 	
Soil Contaminate in SE Corner and Filling in Low Spots	June 5/19	Gary Abel	<ul style="list-style-type: none"> • Gary Abel to investigate 	