

AGENDA

High River Regional Airport Board Meeting

7:00 PM – Wednesday, September 2, 2020

Meeting Held by Video Conference

1. PRESENT

2. CALL TO ORDER

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

Pg. 2 4.1. High River Regional Airport Board – July 7, 2020 Minutes

5. PUBLIC COMMENTS

6. DELEGATION

7. FINANCIAL REPORTS

Pg. 8 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 - Updates on Airport Maintenance Projects

9.2 - Progress on Terminal Proposal

9.3 - Options to Remediate North Tie-down Area

10. ACTION ITEMS

Pg. 11 10.1 – Updated Action List

11. CLOSED MEETING

12. PUBLIC COMMENTS

13. NEXT MEETING

14. ADJOURNMENT

**MINUTES
High River Regional Airport Board
Meeting**

7:00 PM – Tuesday, July 7, 2020

Meeting Held by Electronic Means

PRESENT: TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, FC Councillor Rob Siewert TOHR-FC Joint Representative (Treasurer) Bill Zurawell, TOHR Councillor Jamie Kinghorn, TOHR Member at Large Kola Oladimeji, Member at Large Toby Kliem

STAFF PRESENT: Ryan Payne (FC Deputy CAO & Director of Community Services).
Susan Bogart (Legislative Services Assistant)

REGRETS:

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 July 7, 2020 was called to order at 7:02 p.m.

3. ADOPTION OF AGENDA

Resolution #37 – 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adopt the agenda of the July 7, 2020 meeting, as amended to include the following business items:

- 9.8 - Appointment of New Solicitor
- 9.9 - Quote for Electrical Services

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – June 3, 2020.

Resolution #38 – 2020

Moved by Bill Zurawell

THAT the High River Regional Airport Board adopt the June 3, 2020 Meeting Minutes, as amended.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

There were no delegations made.

7. FINANCIAL REPORTS

The May 2020 Financial Reports were presented by Treasurer, Bill Zurawell. At present, Airport costs are running below 2020 budget expectations, due to savings in the areas of maintenance and airport manager salary.

Resolution #39 – 2020

Moved by Kola Oladimeji

THAT the High River Regional Airport Board approve the May 2020 Financial Reports, as presented.

CARRIED

8. AIRPORT MANAGER REPORT

8.1. Update from the High River Regional Airport Manager

As the Airport Manager position remains vacant, no Airport Manager report was presented at the July 7, 2020 meeting.

9. BUSINESS

9.1 Terminal Building Options

The High River Regional Airport Board members continued their discussion regarding a terminal building. HRRAB members viewed several pre-fabricated options for a terminal building, including existing mobile site office trailers that are available for sale. This option would be significantly less expensive than a site-built terminal building, and could be operational at the airport much sooner. The mobile site trailers vary in cost, depending on their age and features. Board members agreed that Member at Large Toby Kliem will create a proposal outlining the options, to be presented to the board at a future for meeting. The High River Regional Airport Board will require approval of Town of High River and Foothills County Councils in order to proceed with this capital purchase, in accordance with the terms of the head lease.

9.2 Access Road Paving

A discussion period took place among the High River Regional Airport Board members regarding the main access road, which is badly degraded by weather and heavy vehicles and will need to be re-paved. Nico Meijer is in the process of obtaining quotes, which will be presented at a future meeting.

9.3 Flight School Updates

A discussion period took place among the High River Regional Airport Board members regarding operations of the flight school. Transport Canada has provided all approvals. The period of exclusivity for the flight school will be July 2, 2020 to July 2, 2021.

9.4 New Fueling Station Updates

A discussion period took place among the High River Regional Airport Board members regarding installation of the new fuelling station. The excavation has been completed and concrete supports are currently being poured to support the tank. Construction is on schedule and there are no concerns.

9.5 Maintenance Updates

A discussion period took place among the High River Regional Airport Board members regarding the summer maintenance season. Ongoing projects and seasonal maintenance are proceeding as previously discussed. No concerns were noted.

9.6 Lot Sale Inquiries

Nico Meijer advised the High River Regional Airport Board that there has been an inquiry regarding a private lot sale. He will provide updates by email or at a future meeting.

9.7 Airport Manager

A discussion period took place among the High River Regional Airport Board members regarding the ongoing search for an Airport Manager. Several individuals have expressed interest and Nico Meijer and Ryan Payne will be meeting with them to discuss the terms of the employment contract.

9.8 New Solicitor

A discussion period took place among the High River Regional Airport Board members regarding selection of a new solicitor, as the previous solicitor George Dearing has retired. The solicitor's role is to manage the minute books, and prepare the High River Regional Airport's annual filing. The board members agree it would be ideal to transfer this to the firm that is already providing legal counsel on other matters.

Resolution #40 – 2020

Moved by Nico Meijer

THAT the High River Regional Airport Board authorize Ryan Payne to engage a solicitor from Brownlee LLP to assume the responsibility of managing the minute books and preparing the annual filing at a cost not to exceed \$500.00.

CARRIED

9.9 Electrical Work

Bill Zurawell presented a quote to the High River Regional Airport Board from Sid's Advantage Electrical Services Ltd. to run power from the old electrical panel to the gate system, which will require trenching. The quote is approximate, as the number of hours of labour required is estimated at four hours, but more time may be required. The cost is approximately \$2, 400.00.

Resolution #41 – 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board authorize Bill Zurawell to proceed with the electrical work for the gate system, as estimated.

CARRIED

10. ACTION ITEMS

The Action List was not discussed or updated at the July 7, 2020 meeting.

11. CLOSED MEETING

11.1 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 grant applications.

Resolution #42 - 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board Recess the Regular Meeting for July 7, 2020 and move into a Closed Meeting at 8:20 p.m.

CARRIED

Resolution #43 - 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board Reconvene the Regular Meeting for July 7, 2020 at 8:30 p.m.

CARRIED

12. PUBLIC COMMENTS

There were no public comments.

13. NEXT MEETING

The next meeting of the High River Regional Airport Board is scheduled for Wednesday September 2, 2020 at 7:00 pm.

14. ADJOURNMENT

Resolution #44 - 2020

Moved by Toby Kliem

THAT the High River Regional Airport Board adjourn the meeting of July 7, 2020 at 9:02 pm.

CARRIED

Board President and Chair

Second Board Member

Item 7

High River Regional Airport Limited Customer Aged Summary As at 07/31/2020

Name	Currency Code	Total	Current	31 to 60	61 to 90	91+
Dirty Bird Landscaping		2,000.00	0.00	2,000.00	0.00	0.00
Total outstanding in:						
Canadian Dollars		2,000.00	0.00	2,000.00	0.00	0.00

Generated On: 08/04/2020

High River Regional Airport Ltd
Balance Sheet
As At July 31,2020

ASSETS

Current Assets

Cash	163,771
Term Deposit	225,374
Accounts Receivable	2,000
Deposits	5,125
Taxes Receivable	-
Land Improvements	85,666

Fixed Assets

Tie Downs	85,801
Equipment	12,754
Capital Improvements	84,296

TOTAL ASSETS

664,788

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	15,000
Taxes Payable	- 275

Long Term Debt

85,666

Equity

Shareholder Equity	2
Capital Reserve	110,009
Retained Earnings Prior Year	365,891
Retained Earnings CurrentYear	88,410

TOTAL LIABILITIES AND EQUITY

664,788

High River Regional Airport Ltd
Income Statement
For The Period ended July 31,2020

Current Period			Year-to-date			Remaining Budget	Notes
Actual	Budget	Variance	Actual	Budget	Variance		
OPERATIONAL REVENUE							
-	-	-	100,236	100,236	(0)	-	
-	150	(150)	4,107	300	3,807	450	
-	-	-	-	-	-	24,000	
-	-	-	10,000	10,000	-	-	
2	417	(415)	67	2,917	(2,850)	2,083	
-	-	-	3,243	4,000	(757)	4,000	1
-	-	-	-	-	-	-	
2	567	(565)	117,652	117,453	200	30,533	
OPERATIONAL EXPENSES							
-	-	-	3,479	3,124	355	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	1,800	(1,800)	-	2
-	650	(650)	3,277	4,550	(1,273)	3,250	
2,300	400	1,900	9,421	2,800	6,621	2,000	3
-	-	-	-	4,000	(4,000)	-	
-	3,000	(3,000)	-	16,000	(16,000)	14,000	4
208	-	208	208	-	208	-	
-	100	(100)	650	600	50	500	
-	-	-	-	500	(500)	1,000	
-	-	-	-	-	-	-	
1885	-	1,885	1,885	-	1,885	5,237	
25	25	148	173	175	(2)	125	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	50	(50)	-	350	(350)	250	
1,332	-	1,332	2,074	-	2,074	-	
-	-	-	-	-	-	0	
-	-	-	42	-	42	-	
-	-	-	200	-	200	200	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
120	125	(5)	840	875	(35)	625	
-	-	-	-	-	-	-	
95	70	25	500	490	10	350	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
462	-	462	1,232	-	1,232	-	
-	-	-	1,545	9,000	(7,455)	6,000	5
173	1,800	(1,627)	3,442	8,800	(5,358)	6,200	5
-	-	-	-	-	-	-	
-	-	-	265	-	265	-	
-	9	(9)	10	63	(53)	45	
-	-	-	-	-	-	-	
6,600	6,229	519	29,242	53,127	(23,885)	39,782	
(6,598)	(5,662)	(1,084)	88,410	64,326	24,085	(9,249)	

Comments:

- 1) Hay removed expecting a larger payment this year.
- 2) We have not been invoiced yet for this service
- 3) Legal services to support pending action
- 4) Airport Manager has not been hired yet. Plans to have this position filled in the fall

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Blanket insurance of \$5 million to cover all lease holders	Jan26/16	Bill Zurawell	<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 	Check with Steff
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 	ON HOLD until resolution with N6
Lease Review report	Sept 27/16	Kola Oladimeji	<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 • Deferred until pilot's lounge resolved 	ON HOLD Until N6 is complete
Emergency Response Plan	Mar 28/17	Airport Manager	<ul style="list-style-type: none"> • Gary has drafted a provisional ERP • Provisional ERP will need to be reviewed/revised due to changes in access/fencing • Provisional plan to be circulated to the board and Ryan for review 	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 • Bill Motioned to accept the 7 year proposal from 	Completed

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			JetPro, Rick seconded, Jamie Opposed <ul style="list-style-type: none"> • 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 	
North Tie Down Area	August 15/17	Ryan Payne	<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 	Deferred to Spring (March 2020)
Land title search of airport property liens ✓	Oct 3/18	Tom	<ul style="list-style-type: none"> • M.D. of Foothills staff will complete land title search 	Completed *Results to be presented to the HRRAB
Procurement policy	Oct 3/18	Airport Manager		Future Item
Board Hanger Project	April 3/19	Barry		
Board Storage Project for Equipment	April 3/19	Airport Manager/Barry		
Letter of thanks for retiring members to be drafted/reviewed	December 4/19	Kola	<ul style="list-style-type: none"> • Standardized letter of thanks to be drafted and presented to the HRRAB for approval 	
911/Designated Canada Post Address	December 4, 2019	Nico/ Gary	<ul style="list-style-type: none"> • Current address is only a PO Box, which is not sufficient for insurance, ownership titles, emergency planning, etc • To contact Canada Post and request a complete mailing address and then have blue 9-1-1 address sign made for front gate area 	