

# HIGH RIVER REGIONAL AIRPORT BOARD

Thursday, May 11, 2023, 7:00 p.m.  
VIA VIDEOCONFERENCE



Pages

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**  
Proposed Motion: That the agenda of the May 11, 2023 High River Regional Airport Board meeting be adopted as circulated.
3. **MINUTES OF PREVIOUS MEETING**
  - 3.1 High River Regional Airport Board Minutes - April 13, 2023 3  
Proposed Motion: That the minutes of the April 13, 2023 High River Regional Airport Board meeting be accepted as presented.
4. **PUBLIC COMMENTS**
5. **DELEGATION**  
None
6. **FINANCIAL REPORTS**  
Financial Reports, including detailed income and Receivable Statements, are presented to the Board quarterly.
7. **AIRPORT MANAGER REPORT**
  - 7.1 Airport Manager Monthly Update Summary  
Presented by: Pedro Hernandez
8. **BUSINESS**
  - 8.1 P3 Electrical Project Update- Surrounding Lots 9  
Presented by: Hasan Ali / Toby Kliem
  - 8.2 Airport Site Plans - Updating and Securing Digital Copies  
Presented by: Toby Kliem  
  
Proposed Motion: That the Board authorize the purchase of digital site plans for Lots P-07, P-39, C-04, N-01, N-02, N-03 and Fuel Lots N-06 and C-01A from Challenger Geomatics Ltd. for a total cost not to exceed \$1,560.00 plus applicable taxes.  
  
Proposed Motion: That the Board authorize the purchase of digital site plans for the remaining airport lots, which will include the new 911 addressing, for a total cost not to exceed \$195.00 / plan plus applicable taxes.  
  
Proposed Motion: That the Board authorize the updating of the Airport drawings to reflect changes to the airport including but not limited to the

new terminal, new buildings, parking stall designations, signage and taxiways.

- 8.3 Terminal Progress and Reimbursement Request - T. Kliem 12  
Presented by: Toby Kliem

Proposed Motion: That the Board authorize reimbursement of \$307.63 to T. Kliem for permit fees as per Resolution 26-2023.

- 8.4 Adobe Acrobat Pro Subscription - Reimbursement - T. Kliem 13  
Presented by: Toby Kliem

Proposed Motion: That the Board authorize reimbursement of \$327.47 to T. Kliem for Adobe Acrobat Pro subscription for 2023 - 2024.

- 8.5 CIFIB Station - Internet Connection  
Presented by: Toby Kliem

Proposed Motion: That the Board authorize the installation of Wi-Fi at the High River Regional Airport terminal building in order to provide connectivity for the CIFIB Station for a total cost not to exceed \$\_\_\_\_\_ plus applicable taxes.

- 8.6 Spitfire Way - Road Repair  
Presented by: Richard Pittet

Proposed Motion: That the Board authorize the repairs to Spitfire Way for a total cost not to exceed \$\_\_\_\_\_ plus applicable taxes.

- 8.7 Canadian Flight Supplement (CFS) - Updates  
Presented by: Richard Pittet

- 8.8 Proposed Helicopter Training Areas On Airport Lands  
Presented by: Richard Pittet

- 8.9 Website - P2 Update  
Presented by: Toby Kliem

## 9. ACTION ITEMS

- 9.1 Updated Action List 14

## 10. CORRESPONDENCE

- 10.1 Correspondence - Requiring Action

- 10.2 Correspondence - For Information

## 11. CLOSED MEETING

- 11.1 Personnel - FOIP s. 17

## 12. NEXT MEETING DATE

## 13. ADJOURNMENT

# MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD MEETING

April 13, 2023, 7:00 p.m.  
VIA VIDEOCONFERENCE

Present: Member at Large (Chair) Toby Kliem  
FC Councillor Rob Siewert  
FC Councillor Don Waldorf  
TOHR Councillor Jamie Kinghorn  
TOHR Councillor Brenda Walsh  
TOHR-FC Joint Representative Richard Pittet

Administration: FC Manager Hammond  
FC Manager of Parks, Recreation & Agriculture Services Jeff Porter  
FC Legislative Assistant Felicia Fairweather  
Airport Manager Pedro Hernandez

Regrets: FC CAO Ryan Payne  
TOHR CAO Chris Prosser

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## 1. **CALL TO ORDER**

The High River Regional Airport Board met by way of electronic communications on April 13, 2023 at 7:00 p.m.

Chair T. Kliem called the meeting to order at 7:00 p.m.

## 2. **ADOPTION OF AGENDA**

RESOLUTION: **33-2023**

Moved by: Jamie Kinghorn

That the agenda of the April 13, 2023 High River Regional Airport Board meeting be adopted as circulated.

CARRIED

**3. MINUTES OF PREVIOUS MEETING**

3.1 High River Regional Airport Board Minutes - March 14, 2023

RESOLUTION: **34-2023**

Moved by: Brenda Walsh

That the minutes of the March 14, 2023 High River Regional Airport Board meeting be accepted as presented.

CARRIED

**4. PUBLIC COMMENTS**

None

**5. DELEGATION**

None

**6. FINANCIAL REPORTS**

6.1 March 2023 Financial Reports

Treasurer R. Hammond entered the March 2023 Financial Report, including detailed Income and Receivables Statements, into the minutes.

RESOLUTION: **35-2023**

Moved by: Brenda Walsh

That the High River Regional Airport Board receive the March 2023 financial report as information.

CARRIED

Chair T. Kliem shared a request that was received from the Bookkeeper for a rate increase and the Board had a discussion period on the request. The Treasurer will investigate what the currently hourly rate of the Bookkeeper is, and the average hours worked per month and will bring back to the Board for further consideration.

The Treasurer requested the Boards input on whether they would like to receive the financial reports on a monthly or quarterly basis. He noted he will provide additional information as needed. The Board had a discussion period, and it was noted that it is important to receive the accounts receivable with lease holder amounts frequently.

RESOLUTION: **36-2023**

Moved by: Jamie Kinghorn

That the Board authorize that the financial reports be provided by the Treasurer on a quarterly basis.

CARRIED

The Treasurer provided an update that the Airport still owes Foothills County approximately \$250,000.00 for the Tie Down and requested the Boards input on whether the cost should be paid now or wait for the grant payment to be received from the province. J. Kinghorn will contact TOHR CAO C. Prosser for information on the grant funding money and will update the Board.

## 7. **AIRPORT MANAGER REPORT**

### 7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- There was another report of a down aircraft. The purchase of the wheel dolly and tow bar are still pending.
- The beacon is still not connected. A tenant has offered to donate the parts and labour to the Airport to get the beacon operating. The cost of materials they would be spending is approximately \$527.00 and the electrician would donate his time. The electrician is certified and will use a breaker box and conduit.
- A new runway light quote has been received from Andrew J Walker Enterprises, Inc. and the cost is higher than the previous quote. It is now quoted at \$467,544.00. The previous quote was \$372,120.00.
- The plow truck blade needs to be repaired and 4x4 is not working. P. Hernandez will provide a quote to the Board to repair the leaking hydraulic system.
- Gopher populations have increased this year. J. Porter noted he and his team have been addressing the gopher population.
- Calls are being received from tenants about not having leases to pay.
- Received a quote from GateWorks for the repair of Spitfire gate that was damaged in the amount of \$5996.52. Awaiting the Boards approval.

- A yellow line has been painted on the main apron, reducing space for parking - therefore costing revenue. Lot lines are not correct.

The Board had a discussion period regarding the clarity of the lot lines and ownership for lot C1A and of the line system at the Airport. R. Hammond will investigate to see if lot C1A is being invoiced and if so, what the amount is. J. Porter will connect with Foothills County GIS Supervisor R. Miller to obtain a breakdown of each lot for the subleases.

The Board had a discussion period regarding the agreement with the Calgary Flying Club related to mowing at the Airport. J. Porter provided an updated that the mower has been repaired and will be stored at the ASB shop (until mowing needs to occur) as there is no place to securely store it at the Airport.

The Board had a discussion period on the donation of the parts and labour to get the Beacon operating. R. Pittet noted that the Beacon is co-located with the CIFIB antenna. P. Hernandez will connect with L. St. Hilaire and ask about how the tasks could be dealt with simultaneously to avoid another call out for the antenna and power source. T. Kliem noted that it would be connected with the ethernet cable which will be to be run into the trailer. P. Hernandez will confirm with L. St. Hilaire and look into getting an external CAT6 run into the trailer.

**RESOLUTION: 37-2023**

Moved by: Jamie Kinghorn

That the Board authorize GateWorks to replace the Spitfire Gate for a total cost of \$5,710.97 plus applicable taxes.

CARRIED

**RESOLUTION: 38-2023**

Moved by: Rob Siewert

That the Board accept the donation from an airport tenant for parts and labor (by a certified electrician) to get the beacon operating.

CARRIED

**RESOLUTION: 39-2023**

Moved by: Don Waldorf

That the Board accept the Airport Manager's report for information.

**8. BUSINESS**

8.1 Murray's Aircraft Lease Renewal

R. Pittet explained that the Murray's Aircraft lease (G. and C. Coffey) needs to be renewed as their insurance is contingent on having a lease. The lease expires in late May or June 2023.

J. Porter suggested that the Board review the current sublease and ensure old conditions are transferred to their new sublease. T. Kliem requested that Schedule A of the sublease be sent to him. R. Pittet will request that G. and C. Coffey send the Schedule to T. Kliem.

The Board had a discussion period on tenants in non-compliance (sea-cans, vehicle and trailer storage and living quarters) at the Airport. It was noted that non-compliance should be photo documented. The Board will notify those tenants that are in non-compliance. P. Hernandez will scan the sublease and forward to the Foothills County Legislative Service Department so that the Board can review the current sublease and Development Permit.

8.2 Lot P7 - Approval of Transfer

**RESOLUTION: 40-2023**

Moved by: Jamie Kinghorn

That the Board authorize the transfer of lot P7 from D. Jewitt to E. Poulin as approved via electronic vote on April 5, 2023, contingent on receiving the remaining payments owed on the lease to date.

CARRIED

**9. ACTION ITEMS**

9.1 Updated Action List

The Board agreed that the Action List be deferred to the May 11, 2023, High River Regional Airport Board Meeting due to time constraints.

J. Porter has been advised that line painting and the Development and Building Permit for terminal duties will need to be transferred to a High River Regional Airport Board member. T. Kliem designated the duties for

the Development and Building Permit for terminal to R. Siewert and the line painting to R. Pittet.

**10. CORRESPONDENCE**

10.1 Correspondence - Requiring Action

There was no correspondence requiring action received.

10.2 Correspondence - For Information

There was no correspondence for information received.

**11. CLOSED MEETING**

11.1 Personnel - FOIP s. 17

RESOLUTION: **41-2023**

Moved by: Jamie Kinghorn

That in accordance with Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act, the High River Regional Airport Board move into Closed Session to deal with Item 11.1 - Personnel at 8:50 p.m.

CARRIED

B. Walsh left the High River Regional Airport meeting at 8:56 p.m.

RESOLUTION: **42-2023**

Moved by: Jamie Kinghorn

That the High River Regional Airport Board return to their open session at 9:23 p.m.

CARRIED

**12. NEXT MEETING DATE - May 11, 2023**

The next meeting of the High River Regional Airport Board will be held on May 11, 2023 at 7:00 p.m.

**13. ADJOURNMENT**

Chair T. Kliem adjourned the High River Regional Airport Board meeting at 9:25 p.m.



**From:** [Toby Kliem](#)  
**To:** [Rob Siewert](#); [Pedro Hernandez](#); [Don Waldorf](#); [Jamie Kinghorn](#); [Reginald Hammond](#); [Brenda Walsh](#); [Richard and Karen Pittet](#)  
**Cc:** [Jeff Porter](#); [Chris Prosser](#); [Ryan Payne](#); [Krista Conrad](#); [Garity Stanley](#)  
**Subject:** Fwd: DB02389 - Secondary Service Ext to Hangars - Construction Update  
**Date:** May 5, 2023 9:37:44 AM

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Hello Board,

Regarding Taxiway P3 Electrical Upgrade details and dates below:

-Toby

----- Forwarded message -----

**From:** Hasan Ali [REDACTED]  
**Date:** Thu, May 4, 2023 at 12:46 PM  
**Subject:** DB02389 - Secondary Service Ext to Hangars - Construction Update  
**To:** Toby Kliem [REDACTED]  
**Cc:** Magda Seitz [REDACTED] >, Jeff Philipoff [REDACTED]

Hello Toby,

As per our discussion yesterday, I have highlighted the key points and provided additional information for our construction activities below.

Important Dates		
Date	Item	Notes
May 15 <sup>th</sup> / 16 <sup>th</sup> , 2023	Survey	Primary will coordinate and confirm the exact survey date in the coming days. However, we will require a grading plan to finalize this. Could you please provide the grading plan document?
May 17 <sup>th</sup> / 18 <sup>th</sup> , 2023	Pre-Construction Meeting	Could you please confirm which date works best for representatives from the Airport who will attend? We will set up the meeting accordingly.
May 19 <sup>th</sup> , 2023	Construction Start	
May 29 <sup>th</sup> , 2023	Construction End	Please note that this is an approximate construction end date. The actual construction end date will be the dependant on the quantity of hydrovac required for this work and will be coordinated with the Airport Authority accordingly.

Also, below is a summary of what to expect for this scope. I hope this is sufficient for sharing during the board meeting. Primary can be present during this meeting to provide a quick overview of the project, if required. Should you like any further information, or need clarification on certain items, please let us know.

Primary Engineering and Construction will be the construction contractor for this project. The contractor will deploy a 3-person crew, consisting of a foreman, labourer and operator. A third party will be on-site to perform hydrovac. In addition to the hydrovac truck, a pickup truck and backhoe will be used to perform the construction activities.

Furthermore, to clarify regarding the temporary service to P-27, Primary will install the secondary cable from the existing transformer to the lot. We can adjust the location of the coil on site dependant on where the meter is located. However, please note that the disconnection of the existing temporary service and connection of the new permanent feed will need to be conducted by an electrician and coordinated with Fortis accordingly.

In addition, Primary can assist with providing notification to the existing hangar owners. A notification letter will be prepared by Primary and attached to the doors of the existing hangars nearby.

Also, our proposed construction will take place along Spitfire Way and Lancaster Way, adjacent to the Taxi Way. Should there be any questions or clarifications from representatives of the Cadet Hangar nearby, please forward them to us as required.

To assist us going forward I've highlighted the action items required from the Airport below:

- Please provide the grading plan for this site. We will need this document to coordinate the construction survey.
- Please confirm which day (either May 17<sup>th</sup> or May 18<sup>th</sup>) works best for representatives from Airport for the pre-construction meeting.
- Per our conversation, I have double checked and Primary has not received the payment for the 2<sup>nd</sup> invoice. Please follow up as required on your end. Also, please note that we will require the 2<sup>nd</sup> payment prior to mobilizing our crews.

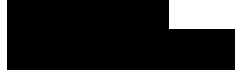
Please note that I will be away starting May 15<sup>th</sup> and returning May 30<sup>th</sup>. Jeff Philipoff, cc'd to this email, will be on standby should you need assistance during this time.

Thank you,



**Hasan Ali, EIT**

**Engineer In Training**



[EXTERNAL EMAIL] This email has originated from outside of the Foothills County organization. Do not click on any links or open any attachments unless you recognize the senders Name and Email address.

# Foothills County

309 Macleod Trail SW, Box 5605  
High River AB T1V 1M7

Telephone: 403-652-2341 or 403-931-1905

Fax: 403-652-7880 or 403-652-6900

## RECEIPT

Toby Kliem

Receipt No: 394587

Date: 2023-04-18

Page: 1

Receipt Type	Account	Description	Amount
Permits	20230436	Foothills County	\$307.63

GST Registration #: R107747313

Sub-Total \$307.63

GST \$0.00

Total \$307.63

Credit Card: \$307.63

FOOTHILL COUNTY  
309 MACLEOD TR T1V1M7  
HIGH RIVER AB  
22463653  
GH2246365302

\*\*\*\* PURCHASE \*\*\*\*  
04-18-2023 15:35:33  
Acct # \*\*\*\*\*3018 C  
Card Type VI SCOTTIABANK VISA  
A000000031010

Trace # 743  
Inv. # 838  
Auth # 403868  
RRN 001313008

Total \$307.63

(001) APPROVED-THANK YOU

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Retain this copy for your records  
Customer copy



Adobe Inc.  
345 Park Ave  
San Jose, CA 95110

Adobe GST ID: 892147950RT0001

ORIGINAL

**Invoice Information**

Invoice Number	2441259847
Invoice Date	30-APR-2023
Payment Terms	Credit Card
Purchase Order	AB01233900019CCA
Order Number	7076425771
Customer Number	1246207347
Currency	CAD

**Bill To**

**Toby Kliem**

██████████  
CANADA

# INVOICE

## Item Details

**Service Term: 30-APR-2023 to 29-APR-2024**

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
30000065	Acrobat Pro	1	EA	311.88	311.88	5.00%	15.59	327.47

## Invoice Total

NET AMOUNT(CAD)	311.88
TAXES (SEE DETAILS FOR RATES)	15.59
GST	

**GRAND TOTAL(CAD) 327.47**

**Comments:**

GST

**Billing Contact**

<https://helpx.adobe.com/contact.html>

Thank you for your business!  
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HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: April 13, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Emergency Response Plan	March 2021 (originally Mar 28, 2017)	G. Jones P. Hernandez	<ul style="list-style-type: none"> <li>• Need to draft ERP</li> <li>• There was a tentative plan during the flood</li> <li>• Toby will investigate to see if there is a ERP template to utilize</li> <li>• FC J. Porter to consult FC Director of Emergency Management C. Terletski regarding emergency response plans</li> <li>• T. Kliem will contact Spring back to see if they would be willing to share their plan and obtain a quote from an external company.</li> <li>• T. Kliem to look into providers to see how much it would cost and provide information to the Board in March. Will look at airport managers association as well.</li> <li>• <b><u>J. Porter awaiting response from Wetaskiwin Airport.</u></b></li> </ul>	Ongoing
North Tie Down Area	August 15/17	J. Porter R. Siewert D. Waldorf R. Pittet	<ul style="list-style-type: none"> <li>• HR CAO C. Prosser gave STIP grant information: have until December 31, 2022</li> <li>• FC Public Works to provide a proposal</li> <li>• Rob S. to report back to the Board once FC PW completes assessment/proposal</li> <li>• New options to be investigated, including a grass parking area or reapplying for STIP funding – March 2022</li> <li>• FC will be issuing a tender for their 2022 Paving Projects and has included the airport paving for pricing – April 2022</li> <li>• Tenders have not yet been received for the paving project – May 2022</li> <li>• Tender has closed and bids are being reviewed – June 2022</li> <li>• Project costs approved at 50% of total up to \$200,000 and the Board authorized work to proceed – August 2022</li> <li>• Looks good. The centerline will need to be painted in the spring at that time the tie down screws at the airport will need to be located for use.</li> <li>• <b><u>Black dirt and sod is down in the North Tie</u></b></li> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: April 13, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<p><u>Down Area. The ground screws and tie down will have to be installed. The stop short line before the runway should be made visual, R. Pittet will contact Jet Pro to find out the center line specifics. P. Hernandez will send J. Porter and T. Kliem the drawings showing Transport Canada requirements. J. Porter will bring back paint quote for the March meeting.</u></p>	
Procurement policy	Oct 3/18	T. Kliem		Ongoing/Future Item
Policy for transferring reserves	January 6/21	J. Kinghorn	<ul style="list-style-type: none"> <li>• Would like to begin the process of creating a policy to transfer reserves in order to put away money for the Airport in the future.</li> <li>• Would like to see the Policy come into effect by the Fall of 2021.</li> <li>• It was noted that in the coming months, the Board would like to have a meeting dedicated to creating this policy.</li> <li>• <u>Leave on action list for a placeholder</u></li> </ul>	Ongoing
Paving Assessment	January 6/21	R. Payne	<ul style="list-style-type: none"> <li>• Obtain advice on how to maintain the cross runway</li> <li>• Report/quote for rehab work pending from FC Public Works &amp;/or Road on Roads – Sept 2021</li> <li>• Leave on action list as a place holder</li> <li>• R. Siewert to investigate if cracks were sealed prior to fogging.</li> <li>• The cracks were filled but some were so deep it may require another fill at another date.</li> <li>• <u>FC Public Works will go back and address cracks and issues. Cross runway needs to be rebuilt and should remain on a placeholder for long term plan. R. Pittet and P. Hernandez will draft document to send to the Board for review stating that Roterwing will not be allowed conducting run-on landings at CEN 4.</u></li> </ul>	Ongoing
Coordination with Fire Department	February 3/2021	P. Hernandez	<ul style="list-style-type: none"> <li>• Fire Dept. must be able to access Airport grounds – keys and access codes to be provided to Fire Chief and Dispatch</li> <li>• Nico still working on providing the access codes to</li> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: April 13, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			Fire Department <ul style="list-style-type: none"> <li>• Signage will arrive in December then access procedures can be formalized. J. Porter will provide access codes to Fire Dept in the meantime</li> <li>• Signs have arrived and will be installed upon confirmation of the location of any wiring – June 2022</li> <li>• Signage installation has been postponed until a new location for a light has been determined. Materials have been ordered and will be ready in the first week of August – July 2022</li> <li>• <b>Coordination continues</b></li> </ul>	
Review of Lot Prices	April 7/2021	R. Hammond R. Siewert	<ul style="list-style-type: none"> <li>• Review to determine whether lot prices should be increased</li> <li>• Circulate list of updated/current lot prices and availability</li> <li>• Will be considered in the upcoming budget</li> <li>• <b><u>J. Porter, R. Siewert and R. Hammond will try and have idea of Lot prices for a future meeting. Will investigate other airports and see if the HRRRA is in the same market.</u></b></li> </ul>	Ongoing
Planning of New/Future Lots	Sept 2, 2021	T. Kliem	<ul style="list-style-type: none"> <li>• Look at planning new/future lots on the Airport site</li> <li>• Consider adding “T-Hangar” style buildings to maximize aircraft storage</li> <li>• T. Kliem to coordinate a meeting with FC Planning Department</li> <li>• <b><u>This item is ongoing and requires a long-term discussion on finances, timeframe and estimated date that the airport will run out of lots</u></b></li> <li>• <b><u>Jeff to keep the Board posted on the development process regarding the Airport ASP.</u></b></li> </ul>	Ongoing
Rotation Beacon Replacement	April 7/2021	T. Kliem	<ul style="list-style-type: none"> <li>• Replace standard and ensure that rotating beacon is operational</li> <li>• Beacon to be replaced with new LED version under 2022 Capital Budget</li> <li>• New location for Beacon – to be tied into Terminal Building</li> <li>• Beacon repair update – April 2022</li> </ul>	Ongoing



HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: April 13, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> <li>• P. Hernandez will assess the size of the beacon and arrange for installation – May 2022</li> <li>• Awaiting to hear back regarding an engineered pole for the weight of the beacon – June 2022</li> <li>• Waiting for the weather to clear, T. Kliem is working with Crimp Electric to get them the necessary information. Lionel has volunteered to take this on behalf of the Board.</li> <li>• <b><u>P. Hernandez will connect with L. St. Hilaire and ask about how the tasks could be dealt with simultaneously to avoid another call out for the antenna and power source.</u></b></li> <li>• <b><u>The Board approved the donation from an airport tenant for parts and labor (by a certified electrician) to get the beacon operating</u></b></li> </ul>	
Review of Development Permit Process for High River Airport	Sept 2, 2021	T. Kliem	<ul style="list-style-type: none"> <li>• Review current DP application process and identify ways to streamline</li> <li>• Create flow chart so all stakeholders are aware of process and timelines</li> <li>• New template has been created and will be tried for upcoming lease transfers - April 2022</li> </ul>	Ongoing
Underground Electrical Installation	July 28, 2022	T. Kliem	<ul style="list-style-type: none"> <li>• Work will be done to terminate connections to remaining lots and rough in electrical lines – July 2022</li> <li>• Costs approved and work authorized to proceed with electrical installation by Primary Engineering – August 2022</li> <li>• <b><u>One or two months away from starting the underground electrical installation, paperwork is signed, just waiting on the weather.</u></b></li> </ul>	Ongoing
Runway LED Replacement	July 28, 2022	P. Hernandez	<ul style="list-style-type: none"> <li>• Quotes are being collected to replace cables for runway lighting, which have exceeded their 25-year lifespan – <u>July 2022</u></li> <li>• This item has been deferred to 2023.</li> <li>• <b><u>Need to get started on grant application for LED replacement, needs to be applied for by one of the owners.</u></b></li> <li>• <b><u>A light quote has been received from Andrew J Walker Enterprises, Inc. and the cost is higher than the previous quote. It is now quoted at</u></b></li> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: April 13, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<p><u>\$467,544.00. The previous quote was \$372,120.00.</u></p>	
Broken Gate at Spitfire Way	February 9, 2023	P. Hernandez	<ul style="list-style-type: none"> <li>• To obtain a quote from Gateworks for repairs to gate, and miscellaneous gate repairs and send to the Board.</li> <li>• <b><u>Replacement of gate approved at March 14 and April 13 meeting</u></b></li> </ul>	Ongoing
Outstanding Development Permit	March 14, 2023	R. Siewert	<ul style="list-style-type: none"> <li>• <b><u>To work with Foothills County and do what is necessary to meet the requirements of the DP.</u></b></li> </ul>	Ongoing

\*Please note: Action list items will be removed from this list once they have been circulated for one meeting from the date of being resolved. This is to ensure all Board members are able to view the results for one meeting after the resolution and to maintain a concise action list.