

# HIGH RIVER REGIONAL AIRPORT BOARD MEETING

Thursday, November 16, 2023, 7:00 p.m.  
VIA VIDEOCONFERENCE



Pages

1.	<b>CALL TO ORDER</b>	
2.	<b>ADOPTION OF AGENDA</b>	
3.	<b>MINUTES OF PREVIOUS MEETING</b>	
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4.	<b>PUBLIC COMMENTS</b>	
5.	<b>DELEGATION</b>	
	None	
5.1	Regional Airport Land Use Project Presented by: Drew Granson	
6.	<b>FINANCIAL REPORTS</b>	
6.1	October 2023 Financial Reports Presented by: Reginald Hammond	12
	Proposed Motion: That the High River Regional Airport Board receive the October 2023 financial report as information.	
6.2	2024 Capital and Operating Budget Presented by: R. Hammond, J. Porter	
6.3	2023 Overdraft Presented by: Reginald Hammond	
	Proposed Motion: That the Board authorize the use of overdraft until December 31, 2023, up to a maximum of \$20,000.00	
7.	<b>AIRPORT MANAGER REPORT</b>	
7.1	Airport Manager Monthly Update Summary Presented by: Pedro Hernandez Proposed Motion: That the Board accept the Airport Manager's report for information.	
8.	<b>BUSINESS</b>	
8.1	Airport Equipment Storage Presented by: Rob Siewert	
8.2	STIP Grant Application - 2024 Projects - Runway Lighting Project Presented by: Jeff Porter	

- 8.3 Tie Down Area Update  
Presented by: Pedro Hernandez and Jeff Porter
- 8.4 Aviation Traffic - Noise and Hazard Complaint  
Presented by: Jeff Porter
- 8.5 Public Communication - Airport Manager  
Presented by: Don Waldorf

**9. ACTION ITEMS**

- 9.1 Updated Action List 14

**10. CORRESPONDENCE**

- 10.1 Correspondence - Requiring Action
  - 10.1.1 P11 - Request for Payment of Property Tax Late Payment Penalties 18  
Presented by: Jeff Porter
- 10.2 Correspondence - For Information  
None Received

**11. CLOSED MEETING**

Proposed Motion: That in accordance with Section 197 of the Municipal Government Act, the High River Regional Airport Board move into Closed Meeting at \_\_\_\_\_ p.m. to discuss Item 11.1 Non-Aviation Use of Hangers as per Section 17 & 24 and Item 11.2 Personnel as per Section 17 of the Freedom of Information and Privacy Act (FOIP).

- 11.1 Non-Aviation Use of Hangers - FOIP s. 17 & 24
- 11.2 Personnel - FOIP s. 17

**12. NEXT MEETING DATE - December 14, 2023**

**13. ADJOURNMENT**

# MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD

September 14, 2023, 7:00 p.m.  
VIA VIDEOCONFERENCE

Present: Member at Large Toby Kliem  
FC Councillor Rob Siewert  
FC Councillor (Chair) Don Waldorf  
FC CAO Ryan Payne  
TOHR Councillor Brenda Walsh  
TOHR - FC Joint Representative Richard Pittet  
Airport Manager Pedro Hernandez

Administration: FC Manager of Parks & Recreation Jeff Porter  
FC Deputy Director of Corporate Services Reginald Hammond  
FC Legislative Services Assistant Garity Stanley

Absent: TOHR Councillor Jamie Kinghorn  
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 September 14, 2023 at 7:00 p.m.

Recording Secretary G. Stanley called the meeting to order at 7:00 p.m.

## 2. **APPOINTMENT OF OFFICERS OF THE COMPANY**

Recording Secretary Stanley called for nominations for the position of President/Chair for the High River Regional Airport Board.

Councillor Siewert nominated Councillor Waldorf. Councillor Waldorf accepted the nomination.

No further nominations were received.

Recording Secretary Stanley declared Councillor Waldorf as the President/Chair.

Councillor Waldorf took over chairing the meeting.

Councillor Waldorf asked for nominations for the position of Vice-President for the High River Regional Airport Board.

Councillor Walsh nominated Richard Pittet. Richard Pittet accepted the nomination.

No further nominations were received.

Councillor Waldorf declared Richard Pitter as Vice-President.

Councillor Waldorf asked for nominations for Recording Secretary.

Being that this position is currently being performed by Foothills County, Councillor Waldorf asked if the Foothills County Legislative Services Department would continue to stand.

FC CAO Payne accepted and provided approval for the Foothills County Legislative Services Department to perform the Recording Secretary duties.

The Foothills County Legislative Services Department was declared as Recording Secretary.

Councillor Waldorf asked for nominations for Treasurer.

Being that this position is currently being performed by Foothills County, Councillor Waldorf asked if the Foothills County Corporate Services Department would continue to stand.

FC CAO Payne accepted and provided approval for the Foothills County Corporate Services Department to perform Treasurer duties.

The Foothills County Corporate Services Department was declared Treasurer.

**4. ADOPTION OF AGENDA**

RESOLUTION: **87-2023**

Moved by: Brenda Walsh

That the agenda of the September 14, 2023 High River Regional Airport Board meeting be adopted as circulated.

CARRIED

**5. MINUTES OF PREVIOUS MEETING**

RESOLUTION: **88-2023**

Moved by: Richard Pittet

That the minutes of June 15, 2023 High River Regional Airport Board meeting be accepted as presented.

CARRIED

**10. BUSINESS**

10.1 Airport Equipment Storage

Councillor Siewert had no new updates and requested this item be placed on the October 12, 2023 agenda.

10.2 Sublease Agreement - P9

RESOLUTION: **89-2023**

Moved by: Toby Kliem

That the Board authorize the transfer of Lot P9 from N. Meijer to M. C. Lin as approved via electronic vote on August 21, 2023, contingent on receiving any remaining payments owed on the lease to date.

CARRIED

10.3 Sublease Agreement - P10

RESOLUTION: **90-2023**

Moved by: Toby Kliem

That the Board authorize the transfer of Lot P10 from the Estate of N. Meijer to M. Meijer as approved via electronic vote on August 21, 2023, contingent on receiving any remaining payments owed on the lease to date.

CARRIED

10.4 Runway Crack Filling

J. Porter provided an update that crack filling and rut repairs were completed by Foothills County.

## 9. AIRPORT MANAGER REPORT

### 9.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- As a result of the accident near the airport there were many take aways;
- The Beacon is not yet connected as the electrician took a job up north. P. Hernandez is currently looking for another electrician in High River to finish that installation;
- Due to frequency jams he is looking into getting another frequency. P. Hernandez has called NAV Canada regarding what the procedure is to do this or how to fix frequency overlapping with other airports;
- P. Hernandez reminded the Board that the emails need to be fixed so that they can notify tenants of any changes that are coming and to send safety concerns.
- The aircraft in the clear way will need to be moved as the new precision approach comes into effect November 30<sup>th</sup>;
- The snowplow will be taken in for repairs next week as the 4x4 locks are not locking and there is a small leak on the hydro line;
- P. Hernandez and K. Lowe have volunteered to do snow removal to help save on the budget.

It was brought to the attention of the Board that snow removal and landscaping in the past has been done through a separate third-party contract. There currently is no contract for landscaping contract.

**RESOLUTION: 91-2023**

Moved by: Toby Kliem

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

CARRIED

## 10. **BUSINESS**

### 10.5 STIP Grant Application - 2024 Projects

J. Porter informed the Board that there is an infrastructure grant for municipal airports that the Board could look at making application for the airport lighting project. The lifespan for the lights is over and parts are no longer available. The deadline is November 30, 2023. The funding for this grant is cost-shared with 75% provincial contribution and 25% municipal contribution for eligible costs. The runway lighting would cost approximately \$500,000.00; therefore, the Board/County would need to come up with approximately \$125,000.00 for the municipal contribution.

R. Pittet advised that the Board include in the application that the airport has a two types of instrument approaches and the use of the airport for that type of training, tied in with the enhanced license system will attract more aircraft here for training and will require the increase in safety with the LED lightning. As well as a modernized system will eliminate the need for a 24-hour lighting system, and with the lighting being LED it will reduce the amount of electricity.

The Board would like to investigate this further and defer this item to the next High River Regional Airport Board meeting on October 12, 2023.

T. Kliem will send the lighting quote to J. Porter.

### 10.6 Airport Aircraft Crash - August 10, 2023

J. Porter expressed that there were two things that raised awareness as a result of this incident.

- The determination on whether or not the incident occurred on or off the airport as it was not clear. They thought the crash was at the airport, but it was actually a half mile from the airport.
- RCMP were going down the runway when it was not closed and there was an aircraft on final approach that had to abort and reroute.

As a result, we are working on protocols with first responders and 911 to make sure they get that information, as well as J. Porter is working with the Town of Qualicum Beach in BC as they have allowed us to use their template for our Emergency Response Plan for the airport.

T. Kliem will assist J. Porter with updating the template.

The aircraft has been removed from the scene and has been dropped off at the airport.

#### 10.7 Aircraft Recovery Equipment

P. Hernandez provided an update that the tow bar has arrived, and he is tracking the lifting device in hopes that it will arrive soon.

#### 10.8 Monthly Newsletter - Proposed

R. Pittet proposed that a monthly/bi-monthly newsletter may help to assist the airport manager in compliance with the lease holders. R. Pittet has received feedback that the lease holders are feeling detached and unaware of happenings at the airport.

R. Pittet would be willing to spear head this, assuming they could access a mailing list.

T. Kliem advised that the current list is missing some names and needs to be updated. T. Kliem will send the mail chimp password to J. Porter, D. Waldorf and R. Pittet and offered to sit down with D. Waldorf and R. Pittet to provide a tutorial on mail chimp. Mail chimp will allow them to reach the entire complex without using their personnel emails.

It was requested that this be added to the action list. J. Porter will check with Foothills County IT department to see if mail chimp would a suitable/secure way to distribute the newsletter.

**RESOLUTION: 92-2023**

Moved by: Toby Kliem

That the Board authorize R. Pittet to develop a bi-monthly newsletter, to be circulated to the Board for approval prior to sending to airport tenants, to assist in airport communications.

CARRIED

#### 10.9 Hire a Student - Funding Program

R. Pittet inquired if Foothills County or the Town of High River has hired students for the summer or at other times of the year.

J. Porter submitted that Foothills County does have a student program to hire staff during the summer season. J. Porter suggested that this could be looked into and that typically the call out for applications is in February/March.

D. Waldorf shared that there is an Aviation Skills Grant through the province that provides funding to offset training costs to help address skill gaps, fill jobs and support workforce growth for Alberta's aviation and aerospace industry. Unfortunately, the intake period closed in May; however, it looks like they may do a second intake in the fall.

P. Hernandez commented he had heard about this grant through Community Futures in Okotoks, but at the point the first intake was closed. He plans to apply for the second intake to help instructors develop, to help grow employees to help train new students.

## 11. **ACTION ITEMS**

### 11.1 Updated Action List

The Board reviewed the Action List and provided updates on the following items:

Emergency Response Plan - The incident in August provided an opportunity for a gap analysis. J. Porter has been in contact with Qualicum Beach who is willing to share their plan. This plan will be utilized for all airports in Foothills County. R. Pittet volunteered to help edit Qualicum's Emergency Response Plan with the assistance of J. Porter.

North Tie Down Area - J. Porter talked with the engineers and is waiting for final sign off. Target date is Thursday, September 21, 2023. Once the engineer's sign off it will depend on how soon equipment and volunteers can be coordinated to implement tie down eyelets.

Reserves Transfers - To inquire with R. Hammond if the paperwork has been completed for the transfer of funds.

Paving Assessment - A report was submitted, and Foothills County Public Works Department did micro surfacing and it is hoped that this could potentially postpone the paving of the runway for approximately ten years. This will be a two to three million project that the Board will need to have on its horizon for budgeting and it was suggested that the taxi ways be looked at being completed at the same time.

Coordination with Fire Department - The Fire Department now has access to the gate and P. Hernandez has provided them with the phone number for NAV Canada should they need to close the runway temporarily. It was confirmed that Emergency Services should not enter the runway unless it is closed to avoid any further accidents. Things will be coordinated through the 911 dispatch after hours. The Board requested that this item be merged with the Emergency Response Plan on the Action List.

Review of Lot Prices - The Board will continue to look at other options for different funding methods (landing fees for non lease holders, parking pad fees, tax on fuel sales etc.).

Planning of Future/New Lots - This will be tied into discussion regarding ways to increase revenue. The Board requested this item be combined with Review of Lot Prices on the Action List.

Beacon Replacement - The beacon is not connected yet. Currently, looking for a local electrician.

Development Permit Process - Work continues to be done to streamline this process.

Underground Electrical Installation - T. Kliem shared there is one item left before this item is complete. The tenant of P27 needs to be moved back onto the proper grid.

Runway LED Replacement - The Board will investigate the STIP Grant for possible funding for this project.

Broken Gate - P. Hernandez submitted the gate on the northern close has not been repaired due to lack of power to operate the gate. He will have the electrician who comes for the Beacon take a look at the gate when they are here.

Outstanding Development Permit - This was for the Terminal Building and has been completed.

Equipment Storage - The Board continues to look at options.

## 12. CORRESPONDENCE

### 12.1 Correspondence - Requiring Action

None

12.2 Correspondence - For Information

None

**13. CLOSED MEETING**

RESOLUTION: **93-2023**

Moved by: Brenda Walsh

That in accordance with Section 197 of the *Municipal Government Act*, the High River Regional Airport Board move into Closed Meeting at 8:00 p.m. to discuss Item 11.1 Personnel as per Section 17 of the *Freedom of Information and Privacy Act* (FOIP).

CARRIED

RESOLUTION: **94-2023**

Moved by: Brenda Walsh

That the High River Regional Airport Board return to their open session at 8:29 p.m.

CARRIED

**14. MOTIONS ARISING FROM CLOSED**

RESOLUTION: **95-2023**

Moved by: Toby Kliem

That the Chair and Vice-Chair pursue renewing subcontractor agreements with the High River Regional Airport.

CARRIED

**15. ADJOURNMENT**

Chair D. Waldorf adjourned the High River Regional Airport Board meeting at 8:32 p.m.

**High River Regional Airport Board**  
**Balance Sheet**  
as at October 31, 2023

**Assets**

**Current Assets**

Cash	\$ 15,853.68
ATB Investment	250,000
Term Deposits	-
Accounts Receivable	1,315
GST Receivable	166
Prepaid Expenses & Deposits	6,697
Land Inventory	78,527

**Fixed Assets**

Tie-Downs	440,504
Equipment	38,196
Leasehold Improvements	24,442
Terminal Building	61,888
Capital Improvements	167,281

<b>Total Assets</b>	<u><u>\$ 1,084,868.90</u></u>
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**Liabilities**

**Current Liabilities**

Accounts Payable	\$ -
Refundable Deposits	10,000
GST Payable	

Long Term Debt - Foothills County	78,527
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**Equity**

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	711,265
Retained Earnings Current Year	175,014

<b>Total Liabilities and Equity</b>	<u><u>\$ 1,084,868.90</u></u>
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**High River Regional Airport Board**  
**Preliminary Statement of Operating Revenues and Expenses**  
**For Month Ending October 31, 2023 (16.7% of year remaining)**

<b>Revenues</b>	<b>Month of October</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>Balance Remaining</b>	<b>% Left</b>
Lease Revenue	\$ -	\$ 106,000	113,553	\$ (7,553)	(7%)
Ramp Parking Fees	1,000	\$ 6,000	6,929	(929)	(15%)
Grass Tie Down Parking	-		500	(500)	
Grant	-	2,000	124,779	(122,779)	(6139%)
Transfer Fee	-	500	1,000	(500)	(100%)
Interest Revenue	-	6,000	3,091	2,909	48%
Hay Sales	-	1,000		1,000	100%
Miscellaneous Revenue	-	2,000	225	1,775	89%
New Lot Sales	-	30,000		30,000	100%
	<b>\$ 1,000</b>	<b>\$ 153,500</b>	<b>\$ 250,077</b>	<b>\$ (96,577)</b>	<b>(63%)</b>
<b>Expenses</b>					
Donations	\$ -	\$ 3,500	3,664	\$ (164)	(5%)
Airport Manager	2,500	30,000	25,000	5,000	17%
Audit Expense	-	1,800	-	1,800	100%
Bookkeeping Services	1,208	15,000	13,045	1,955	13%
Accounting	-		1,900	(1,900)	
Legal Expense	596	5,000	596	4,404	88%
Brokerage Fee	-		103		
Fuel	163	2,500	2,549	(49)	(2%)
Contracted Services	-	10,000	-	10,000	100%
Courier & Postage	-	100	10	90	90%
Insurance	-	6,000	12	5,988	100%
Bank Service Charges	25	420	314	106	25%
Interest Expense	4		52	(52)	
Office Supplies	281	500	4,819	(4,319)	(864%)
Supplies	-	1,500	1,181	319	21%
Software Expense	-	750	792	(42)	(6%)
Licence	-	200	617	(417)	(209%)
Dues & Membership	-	400	308	92	23%
Utilities	246	1,500	2,148	(648)	(43%)
Property Taxes	-	700	-	700	100%
Web Design Expense	-	1,500	3,375	(1,875)	(125%)
Equipment Rental	-	2,000	370	1,630	82%
Donation	-		2,100	(2,100)	
Snow Removal/Grass Cutting/Roadwork	-	4,000	4,500	(500)	(13%)
Repair & Maintenance	-	10,000	5,234	4,766	48%
Security Operation Expense	-	1,000	962	38	4%
Roadways	-		1,394	(1,394)	
Telephone	-		18	(18)	
Depreciation	-	10,737	-	10,737	100%
	<b>\$ 5,023</b>	<b>\$ 109,107</b>	<b>\$ 75,063</b>	<b>\$ 23,410</b>	<b>21%</b>
Gain (Loss) before Capital expenditures	\$ (4,023)	\$ 44,393	\$ 175,014	\$ (119,987)	(270%)
<b>Capital expenditures</b>					
Electrical for Lots	\$ -	67,500	48,885	\$ 18,615	28%
Stop Short Line Painting	-	3,201	3,050	151	5%
Lot Site plans	-	16,000	15,405	595	4%
Storage Building for Airport Assets	-	10,000	-	10,000	100%
Aircraft Recovery	-	9,000	-	9,000	100%
<b>Excess of Revenue (expenses) for the year</b>	<b>\$ (4,023)</b>	<b>\$ (61,308)</b>	<b>\$ 107,674</b>	<b>\$ (158,348)</b>	<b>258%</b>

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: September 14, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Emergency Response Plan/Coordination with Fire Department	March 2021 (originally Mar 28, 2017)	J. Porter R. Pittet	<ul style="list-style-type: none"> <li>• Need to draft ERP</li> <li>• <u>J. Porter and R. Pittet will modify Qualicum Emergency Response Plan to use as our own.</u></li> <li>• <u>Continue to liaison with Fire Department.</u></li> <li>• <u>Fire Department now has access to the gate and has been supplied the NAV Canada phone number.</u></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>• Black dirt and sod is down in the North Tie 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.</li> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: September 14, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> <li>• <u>Waiting for final engineer sign off and coordination of equipment and volunteers for installation of eyelets.</u></li> </ul>	
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. Hammond	<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 Read 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>• 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.</li> <li>• <u>Micro surfacing is complete. Should post pone paving for approx. 10 years. Keep on horizon for budgeting.</u></li> </ul>	Ongoing
Review of Lot Prices / Planning of New Future Lots	April 7/2021	R. Hammond R. Siewert	<ul style="list-style-type: none"> <li>• Will be considered in the upcoming budget</li> <li>• 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.</li> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: September 14, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> <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 P. Hernandez	<ul style="list-style-type: none"> <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> <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>• 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.</li> <li>• The Board approved the donation from an airport tenant for parts and labor (by a certified electrician) to get the beacon operating</li> <li>• <b><u>Looking for a new electrician</u></b></li> </ul>	Ongoing
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> <li>• <b><u>Work continues on streamlining process.</u></b></li> </ul>	Ongoing
Underground Electrical Installation	July 28, 2022	T. Kliem P. Hernandez	<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> </ul>	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: September 14, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> <li>• One or two months away from starting the underground electrical installation, paperwork is signed, just waiting on the weather.</li> <li>• <b><u>Almost complete with the exception of moving tenant back onto the proper grid.</u></b></li> </ul>	
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>• Need to get started on grant application for LED replacement, needs to be applied for by one of the owners.</li> <li>• <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 \$467,544.00. The previous quote was \$372,120.00.</u></li> <li>• Administration to bring forward at the next Foothills County / High River IMC meeting.</li> <li>• <b><u>Investigate STIP Grant and bring to October 12, 2023 meeting.</u></b></li> </ul>	Ongoing
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>• Replacement of gate approved at March 14 and April 13 meeting</li> <li>• <b><u>Electrician needs to look power supply to gate.</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
Develop a Policy -Utilization of Airport's Equipment	June 15, 2023	?	<ul style="list-style-type: none"> <li>• <b><u>That the Board develop a policy to utilize the Airport's equipment to aid in cost recovery</u></b></li> </ul>	Ongoing
Equipment Storage	June 15, 2023	R. Siewert	<ul style="list-style-type: none"> <li>• To investigate pricing and options for storage.</li> <li>• Bring to September 14, 2023 meeting.</li> <li>• <b><u>Bring forward to the October 12, 2023 meeting.</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.

From: RS HI [REDACTED]  
Date: Sat, Oct 21, 2023 at 11:19 AM  
Subject: Regarding: Tax Roll 1828192630  
To: <[airportmanager@highriverairport.ca](mailto:airportmanager@highriverairport.ca)>

Hello,

I am informed that the past Airport Board Chairman has been negligent in advising the Foothills County of a change in ownership of Hangar P11, which resulted in them being unable to invoice for property taxes, and thus my being unable to pay for them. As a result, I have been levied late payment penalties despite having not been invoiced or having had any opportunity to pay these property taxes on time.

I have requested that these penalties be waived, but the County has refused and has suggested that these are the result of the Airport Board Chairman's failure to fulfill their responsibilities. Representation from the County has suggested that I contact the Board asking that they cover the arrears penalties in the amount of \$482.86.

I am therefore requesting this of the Board, that they cover the arrears penalties in the amount of \$482.86.

I will forward your response to Mr. Jeff Porter, Manager of Parks and Recreation for the Foothills County, prior to October 30, 2023.

Reilly Smith