

HIGH RIVER REGIONAL AIRPORT BOARD MEETING

Thursday, March 14, 2024, 1:00 p.m.

Foothills County Administration Office - Council Chambers

309 Macleod Trail South – High River



	Pages
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. MINUTES OF PREVIOUS MEETING	
3.1 High River Regional Airport Board Minutes - February 6, 2024	3
Proposed motion: That the minutes of the February 6, 2024 High River Regional Airport Board meeting be accepted as presented.	
4. PUBLIC COMMENTS	
5. DELEGATION	
6. FINANCIAL REPORTS	
6.1 February 2024 Financial Reports	10
Presented by: Reginald Hammond	
Proposed motion: That the High River Regional Airport Board receive the February 29, 2024 financial reports as information.	
7. AIRPORT MANAGER REPORT	
7.1 Airport Manager Monthly Update Summary	
8. BUSINESS	
8.1 Lot P44 - Transfer	12
Presented by: Jeff Porter	
Proposed motion: That the Board authorize the transfer of Lot P44 from R. and K. Pittet to D. and P. Fox, contingent on receiving any remaining payments owed on the lease to date.	
8.2 Sub-Lease Review	
Presented by: Jeff Porter	
8.3 Emergency Response Plan Update	
Presented by: Jeff Porter	
Proposed motion: That the Board acknowledge the Emergency Response Plan Update as information.	
8.4 Alberta Air Tours (AAT) - Visit to Southern Alberta	17
Presented by: Dennis Fox / Richard Pittet	

Proposed motion: That the Board authorize the collaboration with Alberta Air Tours to host a celebration at the Foothills Regional Airport.

- 8.5 Pilot Lounge Facility - Maintenance
Presented by: Don Waldorf
- 8.6 Future Capital Projects List
Presented by: Jeff Porter
- 8.7 Aircraft Recovery Fee
Presented by: Jeff Porter
- 8.8 Revenue Generation
Presented by: Jeff Porter
- 8.9 Runway Lighting - Grant Update
Presented by: Jeff Porter
- 8.10 Name Change - Company and Board
Presented by: Jeff Porter

Proposed motion #1: To change the name of the part nine company to **Foothills Regional Airport Ltd.** from High River Regional Airport Ltd.

Proposed motion #2: To change the name of the board to **Foothills Regional Airport Board** from High River Regional Airport Board.

- 8.11 Livestreaming of Board Meetings
Presented by: Don Waldorf

Proposed motion: That the Board direct administration to amend the terms of reference to provide the opportunity to livestream the High River Regional Airport Board meetings.

9. ACTION ITEMS

- 9.1 Updated Action List

19

10. CORRESPONDENCE

- 10.1 Correspondence - Requiring Action
None
- 10.2 Correspondence - For Information
None

11. CONFIDENTIAL CLOSED MEETING

- 11.1 Advice from Officials - FOIP s. 24

12. NEXT MEETING DATE - April 11, 2024 at 1:00 p.m.

13. ADJOURNMENT

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD

February 6, 2024, 2:30 p.m.

Foothills County Administration Office
309 Macleod Trail South – High River

Present: FC Deputy Reeve Don Waldorf (Chair)
FC Councillor Rob Siewert
Member at Large Myron Stadnyk
Member at Large Richard Pittet
Member at Large Dennis Fox

Administration: FC Manager of Parks and Recreation Jeff Porter
Airport Manager Pedro Hernandez
FC Legislative Services Assistant Krista Conrad

Guests: FC CAO Ryan Payne
Tom Watkins

1. **CALL TO ORDER**

The High River Regional Airport Board met on February 6, 2024 at 2:30 p.m.

Chair D. Waldorf called the meeting to order at 2:30 p.m.

2. **ADOPTION OF AGENDA**

Resolution 1

Moved by: Rob Siewert

That the agenda of the February 6, 2024 High River Regional Airport Board meeting be adopted as circulated.

CARRIED

8. **BUSINESS**

8.1 **Board Member Introductions and Onboarding**

Board members and meeting attendees provided introductions.

CAO Ryan Payne provided information regarding the changeover of the airport to Foothills County; airport board responsibilities, procedures, code of conduct; airport ownership changeover; staff responsibilities; and the airport accounting and financial process.

3. MINUTES OF PREVIOUS MEETING

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

Resolution 2

Moved by: Richard Pittet

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

CARRIED

3.2 High River Regional Airport Board Minutes - December 20, 2023

Resolution 3

Moved by: Rob Siewert

That the approval of the minutes of the December 20, 2023 Special Meeting of the High River Regional Airport Board be postponed to the next Annual General Meeting of the corporation.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- There are two new airplanes in grass parking lots.
- An abandoned aircraft has been located at the airport since approximately November 2022 and the owner has not paid for parking or mechanical inspections. A bill will be sent to the registered owner in Saskatchewan.
- Repairs have been made to the snow plow.

- With finances transitioning to Foothills County, the airport manager requires the correct billing information to provide to vendors moving forward.
- The airport manager inquired as to whether an invoice had been sent for a downed aircraft recovered by the airport in late 2023.

Resolution 4

Moved by: Myron Stadnyk

That the Airport Manager's report be acknowledged as information.

CARRIED

8. BUSINESS

8.2 Lot P44 - Transfer

Resolution 5

Moved by: Rob Siewert

That the Board postpone decision on the transfer of lease for Lot P44 to its March 14, 2024 meeting.

CARRIED

8.3 Canadian In-Flight Information Broadcast (CIFIB) - Contractual Obligation Update

J. Porter provided an update on the Board's contractual obligation with Canadian In-Flight Information Broadcasting.

As CIFIB does not have hardware or installation done, an amending agreement was signed in March 2023 and to-date the airport still does not have any equipment. Installation was to have been provided as per the agreement but CIFIB is now reneging on installation and stating they will ship materials for the airport to install on its own.

D. Fox questioned whether the Board still wants to buy the CIFIB system, stating it could enhance safety and encourage pilots to upgrade their aircraft and make use of the information the system can provide, such as weather data, avoiding aircraft conflicts, etc.

M. Stadnyk said the onus is being put on the pilot to upgrade and while it could enhance safety, if not everyone uses it perhaps it could be unsafe.

It was suggested pilots may not subscribe to something they won't use unless it becomes mandatory.

R. Pittet clarified that if the airport subscribes to the CIFIB system, anyone who pings in the area will have access to the information, so users do not need to subscribe. However, he questioned the value of the system as pilots can receive the same data by other means.

J. Porter informed the Board the financial obligation of contract cancellation would be a forfeit of the \$2,000 initiation fee, which was non-refundable, and no further penalties would be incurred.

Resolution 6

Moved by: Myron Stadnyk

That the Board terminate its agreement with the Canadian In-Flight Information Broadcasting.

CARRIED

8.4 Alberta Air Tours (AAT) - Visit to Southern Alberta

D. Waldorf stated a letter received by Reeve Delilah Miller from Alberta Air Tours requesting the High River Regional Airport be a stop on one of its Southern Alberta tours.

D. Fox gave an overview of the Alberta Air Tours events, which typically include three stops in a day. The events are usually capped at around 40 aircraft. Pilots fly into an airport and spend some time with local crews and residents before taking off for the next airport. The objective is to promote aviation.

The tour in question is set for May 18 and begins in Lethbridge, with Pincher Creek as the second stop, and pilots would land at the High River Regional Airport mid-afternoon.

D. Fox has spoken with the High River Flying Club and the EAA Chapter 1410, and would rely on these groups to help park planes.

P. Hernandez said 40 airplanes could not be accommodated on the apron and parking would have to extend to the gravel runways 15 and 33 so as not to interfere with operation of airport.

R. Siewert said a decision cannot be made on whether to host the Alberta Air Tours with documentation provided to the Board.

Resolution 7

Moved by: Richard Pittet

That the Board postpone a decision on hosting the Alberta Air Tours (AAT) Visit to Southern Alberta to the March 14, 2024 meeting.

CARRIED

8.5 Emergency Response Plan Update

J. Porter informed the Board the final draft will be ready for review by the March 14, 2024 meeting.

Resolution 8

Moved by: Dennis Fox

That the Board postpone discussion on the Emergency Response Plan to March 14, 2024.

CARRIED

8.6 Fire Protection Update

J. Porter informed the Board fire protection at the airport is being reviewed. Currently there is no water on-site. Foothills County administration is working with the Town of High River to find solutions and a request as been made to the Town to accommodate water flow to the site on an as-needed basis.

A report will be brought back to the Board with the Town's response at a later date.

Resolution 9

Moved by: Rob Siewert

That the Board acknowledge the Fire Protection update as information.

CARRIED

8.7 Projects for 2024:

The Board discussed the following priorities for 2024 in a round table format:

- Foothills County lease rewrite status

- Communication plan, e.g. email list, newsletter, IT Department involvement
- Snow removal in the capital budget, e.g. snow blower
- Clear statement of hangar permitted use, i.e. there must be an air-worthy aircraft inside, no living on-site, what is permitted to be stored, etc.
- Potential hangar owner package including land use and Foothills County planning department requirements
- Parallel taxiway
- Additional airport revenue generation, e.g. landing fees, non-aviation use of land south of Gordon Jones Way
- Hangar owner open house format and date
- LED lighting project
- Capital budgeting
- Delays with development permit processes for airport leaseholders and hangar owners

10. **CORRESPONDENCE**

10.1 Correspondence - Requiring Action

10.1.1 P22 - Request to Waive Property Tax Late Payment Penalties

J. Porter provided information on a request from two individuals, C. Noseworthy and J. Conlin, who co-own a hangar, to have their tax penalties reimbursed, claiming there was a lack of communication with the transfer of lease from the past Board to Foothills County.

J. Porter said a few people have incurred penalties on taxes because transfers have not been completed, and either the Board or the former owner have not informed the Foothills County tax department of new ownership.

C. Noseworthy and J. Conlin have paid the penalties and back-owed taxes and are requesting reimbursement of the tax penalties, amounting to \$526.60.

Resolution 10

Moved by: Rob Siewert

That the Board authorize reimbursing tax penalties in the amount of \$526.60.

CARRIED

13. ADJOURNMENT

Resolution 4

Moved by: Myron Stadnyk

That the High River Regional Airport Board adjourn the meeting of February 6, 2024 at 4:25 p.m.

CARRIED

Board Chairperson

Recording Secretary

High River Regional Airport Board
Balance Sheet
as at February 29, 2024

Assets

Current Assets

Cash	\$	85,715
ATB Investment		250,000
Accounts Receivable		31,941
GST Receivable		-
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

Total Assets

\$ 1,185,191.00

Liabilities

Current Liabilities

Accounts Payable	\$	-
Refundable Deposits		10,000
GST Payable		5,100

Long Term Debt - Foothills County	78,527
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Equity

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	881,036
Retained Earnings Current Year	100,465

Total Liabilities and Equity

\$ 1,185,191.00

High River Regional Airport Board
Preliminary Statement of Operating Revenues and Expenses
For Month Ending February 29, 2024

Revenues		Month of February	2024 Budget	2024 Actual	Balance Remaining	% Left
4020	Lease Revenue	\$ -	\$ 115,000	117,075	\$ (2,075)	(2%)
4035	Ramp Parking Fees	-	\$ 7,500	1,000	6,500	87%
4036	Grass Tie Down Parking	-			-	0%
4109	Grant		1,000		1,000	100%
4240	Transfer Fee	-	1,000		1,000	100%
4440	Interest Revenue	13	6,000	17	5,983	100%
	Hay Sales	-	3,000		3,000	100%
4460	Miscellaneous Revenue	-	2,000		2,000	100%
	New Lot Sales	-	15,000	-	15,000	100%
		\$ 13	\$ 150,500	\$ 118,092	\$ 32,408	22%
Expenses						
5110	Donations	\$ -	\$ 3,500		\$ 3,500	100%
5409	Airport Manager	2,500	30,000	5,000	25,000	83%
5607	Audit Expense	-	2,000	-	2,000	100%
5608	Bookkeeping Services	1,209	18,200	2,417	15,783	87%
5610	Legal Expense	-	4,000	-	4,000	100%
5616	Brokerage Fee	-		-	-	0%
5630	Fuel	915	3,000	1,809	1,191	40%
5640	Courier & Postage	-	100	-	100	100%
5685	Insurance	-	5,900	-	5,900	100%
5690	Bank Service Charges	-	420	30	390	93%
5691	Interest Expense	3		20	(20)	0%
5700	Office Supplies	110	3,500	957	2,543	73%
5701	Supplies	-	1,500	-	1,500	100%
5702	Software Expense	-	800	-	800	100%
5703	Licence	-	700	-	700	100%
5704	Dues & Membership	-	500	200	300	60%
5719	Utilities	320	2,500	563	1,937	77%
5720	Property Taxes	-	500	-	500	100%
5740	Miscellaneous	527		527	(527)	0%
5758	Web Design Expense	-	3,000	2,772	228	8%
5762	Equipment Rental	-	2,000	-	2,000	100%
5763	Donation	-	-	-	-	0%
5764	Snow Removal/Grass Cutting/Roadwork	-	5,000	1,265	3,735	75%
5765	Repair & Maintenance	741	10,000	2,061	7,939	79%
5766	Security Operation Expense	-	1,000		1,000	100%
5767	Roadways	-			-	0%
5780/	Telephone	-		6	(6)	0%
5781	Consulting fees	-	10,000		10,000	0%
	Depreciation	-	10,737	-	10,737	100%
		\$ 6,325	\$ 118,857	\$ 17,627	\$ 101,230	85%
Gain (Loss) before Capital expenditures		\$ (6,312)	\$ 31,643	\$ 100,465	\$ (68,822)	(217%)
Capital expenditures						
	Runway Lighting	\$ -	841,840		\$ 841,840	100%
	Taxiway to Runway 25	-	200,000		\$ 200,000	100%
	Plow Truck	-	60,000		\$ 60,000	100%
	Website Phase 2		15,000		\$ 15,000	100%
	North South Runway Re-build		150,000		\$ 150,000	100%
	Storage Building for Airport Assets	-	120,000		\$ 120,000	100%
	Main Runway Paving (2032?)		2,000,000		\$ 2,000,000	100%
			3,386,840	-	3,386,840	
Excess of Revenue (expenses) for the year		\$ (6,312)	\$ (3,355,197)	\$ 100,465	\$ (3,455,662)	103%

High River Regional Airport Limited

SAVE

PRINT

P.O. Box 5969, High River, Alberta, Canada T1V 1P6

Telephone (403) 601-1654

Sublease Application (new applicant and change in sublease ownership)

The Applicant is required to complete all of the following:

Clear Form

Hanger/Lot Number: p44, 119 Lancaster Way Date: July 29

Applicants Name: Dennis Fox

Company name (if applicable): _____

Mailing Address: [REDACTED]

City: High River AB

Telephone Number: H: _____ O: _____ C: [REDACTED]

Email Address: [REDACTED]

If this Application is a result of a change in hanger or sublease ownership provide the

following: Name of current owner: Richard Pittet Phone: [REDACTED]

Description any changes to existing approvals or proposed redevelopment, if applicable:

Estimated number of aircraft: 2 Number of employees: 0

Utilities requested: electricity , gas

Proposed new Sublease activation date: Sept 1, 2022

Signatures:

[REDACTED]

Current sublease holder

[REDACTED]

New Applicant

Approved by:

HRRA Ltd. Signature _____ Date _____

Print Name

Foothills County Signature _____ Date: _____

Print Name

Town of High River Signature _____ Date: _____

Print Name

Instructions: READ THE FOLLOWING CAREFULLY if considering applying for a Sublease

High River Regional Airport (HRRRA) is a general aviation airport owned by the Town of High River and Foothills County and managed by High River Regional Airport Ltd. (HRRRA Ltd.) Board of Directors.

The primary use of the airport is general aviation. Use of hangers and the conduct of activities and operations must be for aviation purposes. It is expected that everyone who uses the airport will be respectful of others and contribute in a safe and positive way to the wellbeing and reputation of the aviation community.

Sublease Applications require the approval of the HRRRA Ltd. Board, Foothills County and the Town of High River. Applications will be considered for approval if the proposed development meets criteria as set out in the Area Structure Plan for the Airport Lands and falls within a list of approved uses. There is no certainty that by applying for a Sublease will result in the Sublease or DP being approved.

The applicant should be familiar with the overall Sublease approval process. If this application is approved (see instructions below) and the Applicant wishes to proceed, a Development Permit (DP) application and fee must be submitted to and approved by Foothills County prior to the start of any construction and prior to signing a Sublease Agreement with HRRRA Ltd.

If Applicant has any changes to an existing Sublease or DP a new Sublease and DP will be required. A new DP may not be required for only an ownership name change.

Applicant's initials

Any approval is subject to conditions that may be required by High River Regional Airport Ltd. and Foothills County in accordance with the development plan for the airport. If a DP is not secured within one year of a Sublease Application approval the HRRRA will require evidence that progress is being made or the Application approval may be rescinded.

The High River Regional Airport (HRRRA) is a registered aerodrome pursuant to the *Aeronautics Act* and governed by regulations to the *Act*. The airport is also subject to other legislation established by the Province of Alberta including the *Municipal Government Act*.

Instructions for Completion

1. This form is required for all Sublease Applications including a change in ownership, change to the existing Sublease and change to the existing Development Permit
2. Write and sign a covering letter to accompany the Application along with the following information:
 - a. Describe how you will access the hanger, number of parking spaces available (off-property parking is not permitted), lot plan with dimensions and that your building and aircraft movement will not have any conflict with adjacent hangers.
 - b. that you are a person in good standing and have no known pre-existing conflicts with HRRRA Ltd. or leaseholders at the airport.
 - c. If acquiring an existing developed lot, provide evidence that discussions are underway with the current owner showing that he/she is aware that you are making an Application.
 - d. **that you understand that hangars are for aviation use and aviation related uses as per Foothills County Direct Control District #5 (DC5) bylaw.**
3. Attach either an engineering or scale drawing of the hanger along with a basic description of layout, orientation, access (ramp and road), elevation, type of construction and material used
4. Enclose the non-refundable fee as follows: new owner of existing sublease with change in use and/or change to the DP \$500; new undeveloped lot application \$1,000; no fee for only a change in address or ownership; fee payable to High River Regional Airport Ltd.
5. The completed package may be mailed to the address provided on this form or hand-delivered to a member of the High River Airport Ltd. Board of Directors.
6. For a new construction, if the Sublease Application is accepted and the applicant has received a DP from Foothills County a Sublease Agreement will be issued by HRRRA Ltd. At this point a \$5,000 construction security deposit is required payable High River Regional Airport Ltd. The deposit will be refunded when the building construction inspection is signed off by Foothills County and HRRRA Ltd.

Applicant's Initials

Applicant's initials

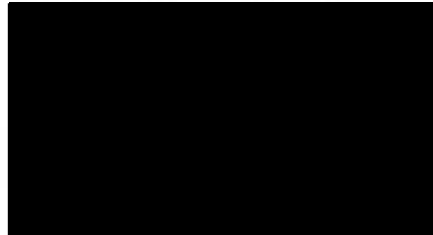
SALES AGREEMENT-AIRCRAFT HANGER

Sellers: Richard and Karen Pittet



Hereinafter referred to as "the Seller"

Purchasers: Dennis and Patricia Fox



Hereinafter referred to as "the Purchaser"

Description: Aircraft Hanger located at the High River Regional Airport

Location: lot # P44, legal description-PTN:SW 19-18-28 W4M Plan
8011027,
119 Lancaster Way.

Lease: The hanger is on a lot which is subject to a lease with the High River Region Airport Ltd. The Purchaser will assume the lease at the time of purchase.

Sale Price: The price for the Hanger is \$ Cdn.

Payment Terms: The Purchaser will pay the Seller a deposit of \$10,000 on or before July 2, 2022.

The balance of \$ to be paid upon closing when the hanger is available to the Purchaser for occupancy, (cont'd)

which is expected to be on or before Sept 1, 2022.
If occupancy is delayed, the Seller agrees to credit the Purchaser in the amount of \$25 for each day after Sept 1, 2022 until the hanger is available to the Purchaser for occupancy.

Adjustments: The cost of Lease, Taxes, Electricity and Gas will be adjusted at the time of closing.

Inspection: The Purchaser will have the right to inspect the property on the day immediately prior to closing.

Warranty: the Seller guarantees that the building complies with all building code requirements (applicable at the time of construction) and that there are no outstanding issues that require attention.

Agreement: The Sellers and Purchasers enter into this agreement as indicated by the signatures, on this 2nd day of July, 2022.

Sellers: Richard Pittet _____

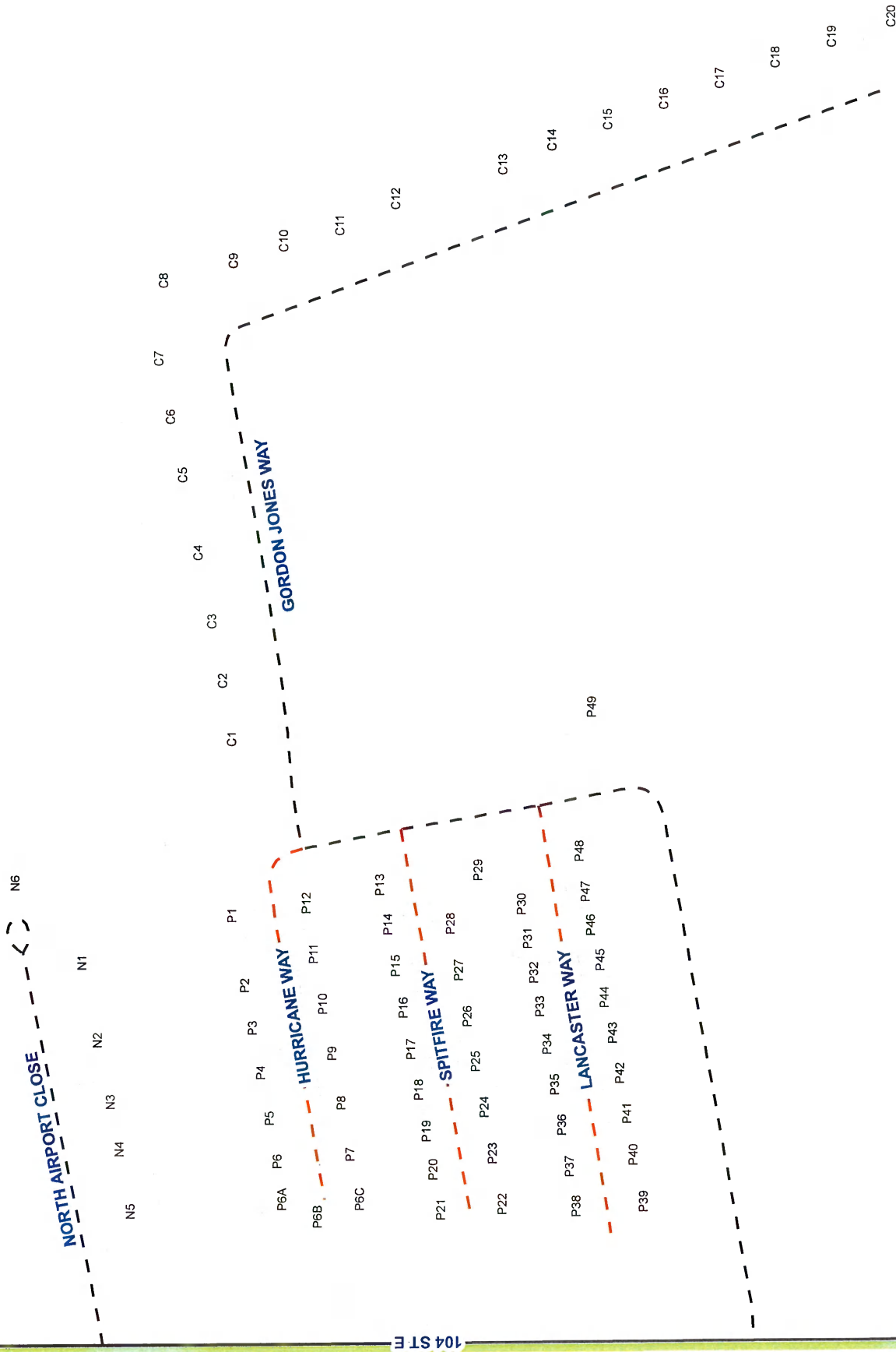
Karen Pittet _____

Purchasers: Dennis Fox _____

Patricia Fox _____



Town of High River Regional Airport



Legend

- Townships
- Private Gravel
- Private Pavement
- Parcels
- Pavement

1:3,000

Date Printed: 2/12/2021

Not Survey Quality

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From: Dina Jammaz [REDACTED]
Sent: Saturday, December 30, 2023 4:24 PM
To: Delilah Miller <Delilah.Miller@FoothillsCountyAB.ca>
Subject: Invitation to Collaborate- The Alberta Air Tours

You don't often get email from [REDACTED] [Learn why this is important](#)



Dear Reeve Miller,

My name is Dina Jammaz and I represent the Alberta Air Tours. I am writing to share some exciting news with you regarding our spring tour on May 18, where Pincher Creek has been selected as our mid day destination.

The Alberta Air Tours is a non profit organization that brings together a group of up to 40 aircraft, embarking on a journey to explore three Alberta airports in a single day.

Our mission is to demonstrate the value of general aviation by inspiring and educating the general public through positive interaction with aviators touring small communities. For more information on The Alberta Air Tours please visit our website at www.albertaairtours.ca.

Since our inaugural flight in 2019, the tours have evolved into an opportunity for towns to hold a celebration at their community airport. Last summer, at Olds-Didsbury, an estimated 750 people came out to see the aircraft, meet the pilots, and even discover careers in aviation. Reeve Angela Aalbers created an amazing event with food trucks, activities for children, an EMS display and much more. Other communities involve their local cadets to learn about safety and aviation, have live music and farmers markets and a booth with the local chamber of commerce- a chance for your town to create an impression that will bring these pilots back to visit in the future.

There is no fee involved in collaborating with us during this visit. We wish to celebrate Alberta with Albertans and pilots that join us from other provinces, share our love of aviation and invite you to celebrate with us.

It is my hope that you would agree to meet with me via a call or virtually at your earliest convenience. I look forward to your response,

Warmest regards

Dina

Dina Jammaz

Elevate Aviation | Director of Community Engagement & Indigenous Partnerships
NAV Canada | Air Traffic Controller

Alberta Air Tours | President
www.elevateaviation.ca
www.albertairtours.ca

E: [REDACTED] **T:** 780.862.346

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HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: November 16, 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"> • Need to draft ERP • <u>J. Porter and R. Pittet will modify Qualicum Emergency Response Plan to use as our own.</u> • <u>Continue to liaison with Fire Department.</u> • <u>Fire Department now has access to the gate and has been supplied the NAV Canada phone number.</u> 	Ongoing
North Tie Down Area	August 15/17	J. Porter R. Siewert D. Waldorf R. Pittet	<ul style="list-style-type: none"> • HR CAO C. Prosser gave STIP grant information: have until December 31, 2022 • FC Public Works to provide a proposal • Rob S. to report back to the Board once FC PW completes assessment/proposal • New options to be investigated, including a grass parking area or reapplying for STIP funding – March 2022 • FC will be issuing a tender for their 2022 Paving Projects and has included the airport paving for pricing – April 2022 • Tenders have not yet been received for the paving project – May 2022 • Tender has closed and bids are being reviewed – June 2022 • Project costs approved at 50% of total up to \$200,000 and the Board authorized work to proceed – August 2022 • 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. • 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. 	November 15

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: November 16, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> • Waiting for final engineer sign off and coordination of equipment and volunteers for installation of eyelets. 	
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"> • 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. • Would like to see the Policy come into effect by the Fall of 2021. • It was noted that in the coming months, the Board would like to have a meeting dedicated to creating this policy. • <u>Leave on action list for a placeholder.</u> 	Ongoing
Paving Assessment	January 6/21	R. Hammond	<ul style="list-style-type: none"> • Obtain advice on how to maintain the cross runway • Report/quote for rehab work pending from FC Public Works &/or Read on Roads – Sept 2021 • Leave on action list as a place holder • R. Siewert to investigate if cracks were sealed prior to fogging. • The cracks were filled but some were so deep it may require another fill at another date. • 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>Micro surfacing is complete. Should postpone paving for approx. 10 years. Keep on horizon for budgeting.</u> 	Ongoing
Review of Lot Prices / Planning of New Future Lots	April 7/2021	R. Hammond R. Siewert	<ul style="list-style-type: none"> • Will be considered in the upcoming budget • 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. 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: November 16, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> • <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> • <u>Jeff to keep the Board posted on the development process regarding the Airport ASP.</u> 	Ongoing
Rotation Beacon Replacement	April 7/2021	T. Kliem P. Hernandez	<ul style="list-style-type: none"> • Beacon to be replaced with new LED version under 2022 Capital Budget • New location for Beacon – to be tied into Terminal Building • Beacon repair update – April 2022 • P. Hernandez will assess the size of the beacon and arrange for installation – May 2022 • Awaiting to hear back regarding an engineered pole for the weight of the beacon – June 2022 • 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. • 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. • The Board approved the donation from an airport tenant for parts and labor (by a certified electrician) to get the beacon operating • Looking for a new electrician • <u>Beacon is installed and functioning.</u> 	November 2023
Review of Development Permit Process for High River Airport	Sept 2, 2021	T. Kliem	<ul style="list-style-type: none"> • Review current DP application process and identify ways to streamline • Create flow chart so all stakeholders are aware of process and timelines • New template has been created and will be tried for upcoming lease transfers - April 2022 • <u>Work continues on streamlining the process.</u> 	Ongoing
Underground Electrical Installation	July 28, 2022	T. Kliem P. Hernandez	<ul style="list-style-type: none"> • Work will be done to terminate connections to remaining lots and rough in electrical lines – July 2022 • Costs approved and work authorized to proceed with electrical installation by Primary Engineering – August 2022 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: November 16, 2023

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> • One or two months away from starting the underground electrical installation, paperwork is signed, just waiting on the weather. • <u>Almost complete with the exception of moving tenant back onto the proper grid.</u> 	
Runway LED Replacement	July 28, 2022	P. Hernandez	<ul style="list-style-type: none"> • Quotes are being collected to replace cables for runway lighting, which have exceeded their 25-year lifespan – <u>July 2022</u> • This item has been deferred to 2023. • Need to get started on grant application for LED replacement, needs to be applied for by one of the owners. • <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> • Administration to bring forward at the next Foothills County / High River IMC meeting. • Investigate STIP Grant and bring to October 12, 2023 meeting. • STIP Grant being sent to Council for approval 	Ongoing
Broken Gate at Spitfire Way	February 9, 2023	P. Hernandez	<ul style="list-style-type: none"> • To obtain a quote from Gateworks for repairs to gate, and miscellaneous gate repairs and send to the Board. • Replacement of gate approved at March 14 and April 13 meeting • <u>Electrician needs to look power supply to gate.</u> 	Ongoing
Outstanding Development Permit	March 14, 2023	R. Siewert	<ul style="list-style-type: none"> • <u>To work with Foothills County and do what is necessary to meet the requirements of the DP.</u> 	Ongoing
Develop a Policy -Utilization of Airport's Equipment	June 15, 2023	?	<ul style="list-style-type: none"> • <u>That the Board develop a policy to utilize the Airport's equipment to aid in cost recovery</u> 	Ongoing
Equipment Storage	June 15, 2023	R. Siewert	<ul style="list-style-type: none"> • To investigate pricing and options for storage. • Bring to September 14, 2023 meeting. • Bring forward to the October 12, 2023 meeting. • <u>The Board needs to consider type of equipment being stored.</u> 	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.