

FOOTHILLS REGIONAL AIRPORT BOARD

Monday, February 10, 2025, 1:00 p.m.
CES Board Room



Pages

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **MINUTES OF PREVIOUS MEETING**
 - 3.1 Foothills Regional Airport Board Special Meeting Minutes - January 30, 2025 3
4. **PUBLIC COMMENTS**
5. **DELEGATION**
6. **FINANCIAL REPORTS**
 - 6.1 Financial Reports - None
7. **AIRPORT MANAGER REPORT**
 - 7.1 Airport Manager Monthly Update Summary
8. **BUSINESS**
 - 8.1 2025 Budget Approval 5
 - 8.2 Foothills Regional Airport Signage
Presented by: Jeff Porter
 - 8.3 Great Southern Route Promoter - Request for Financial Support
Presented by: Richard Pittet
 - 8.4 Airport Manager Discussion
Presented by: Dennis Fox
 - 8.5 Power Pole Anchor
Presented by: Jeff Porter
9. **ACTION ITEMS**
 - 9.1 Updated Action List 6
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**

The next meeting of the Foothills Regional Airport Board is scheduled for March

13, 2025 at 1:00 p.m.

13. ADJOURNMENT

**MINUTES OF THE FOOTHILLS REGIONAL AIRPORT BOARD
SPECIAL MEETING**

**January 30, 2025, 12:00 p.m.
VIA VIDEOCONFERENCE**

Present: Deputy Reeve Don Waldorf, Chair
Reeve Delilah Miller
Richard Pittet
Dennis Fox

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

1. CALL TO ORDER

The Foothills Regional Airport Board - Special Meeting met by way of electronic communications on January 30, 2025 at 12:00 p.m.

Chair D. Waldorf called the meeting to order at 12:04 p.m.

2. ADOPTION OF AGENDA

RESOLUTION: 77

Moved by: Richard Pittet

That the agenda of the January 30, 2025 Foothills Regional Airport Board - Special Meeting be adopted as circulated.

CARRIED

3. MINUTES OF PREVIOUS MEETING

3.1 Foothills Regional Airport Board Minutes - October 10, 2024

RESOLUTION: 78

Moved by: Dennis Fox

That the minutes of the October 10, 2024 Foothills Regional Airport Board meeting be accepted as presented.

CARRIED

3.2 Foothills Regional Airport Board Minutes - Special Meeting - November 25, 2024

RESOLUTION: 79

Moved by: Richard Pittet

That the minutes of the November 25, 2024 Foothills Regional Airport Board meeting be accepted as presented.

CARRIED

4. BUSINESS

4.1 Airport Manager's Agreement - FOIP s. 19 & 24

RESOLUTION: 80

Moved by: Richard Pittet

The Foothills Regional Airport Board recommends that the Foothills County administration enter into a one-month extension to the current airport manager contract for February 2025.

CARRIED

5. ADJOURNMENT

RESOLUTION: 81

Moved by: Richard Pittet

That the Foothills Regional Airport Board adjourn the meeting of January 30, 2025 at 12:13 p.m.

CARRIED

Foothills Regional Airport Ltd.

2025 Budget

Revenues	2024 Budget	2025 Budget
Lease Revenue	\$ 115,000	\$ 120,000
Ramp Parking Fees	\$ 7,500	5,000
Grant	1,000	-
Transfer Fee	1,000	1,000
Interest Revenue	6,000	2,000
Hay Sales	3,000	3,000
Miscellaneous Revenue	2,000	1,000
New Lot Sales	15,000	15,000
	\$ 150,500	\$ 147,000
Expenses		
Donations	\$ 3,500	\$ 3,850
Airport Manager	30,000	30,000
Audit Expense	2,000	4,500
Administration Fees	18,200	18,200
Legal Expense	4,000	4,000
Fuel	3,000	3,000
Courier & Postage	100	100
Insurance	5,900	6,200
Bank Service Charges	420	400
Interest Expense	-	-
Office Supplies	3,500	3,000
Supplies	1,500	1,000
Software Expense	800	1,000
Licence	700	700
Dues & Membership	500	500
Utilities	2,500	2,500
Property Taxes	500	-
Miscellaneous	0	1,000
Web Design Expense	3,000	3,000
Equipment Rental	2,000	2,000
Snow Removal/Grass Cutting/Roadwork	5,000	8,000
Repair & Maintenance	10,000	8,000
Security Operation Expense	1,000	1,000
Telephone	-	-
Consulting fees	10,000	8,000
Depreciation	10,737	10,737
	\$ 118,857	\$ 120,687
Gain (Loss) before Capital expenditures	\$ 31,643	\$ 26,313
Capital expenditures (estimates)		
Runway Lighting	841,840	\$ 841,840
Taxiway to Runway 25	200,000	\$ 200,000
Plow Truck	60,000	\$ 60,000
Website Phase 2	15,000	\$ 15,000
North South Runway Re-build	150,000	\$ 150,000
Storage Building for Airport Assets	120,000	\$ 120,000
Main Runway Paving (2032?)	2,000,000	\$ 2,000,000
	3,386,840	3,386,840
Excess of Revenue (expenses) for the year	\$ (3,355,197)	\$ (3,360,527)

FOOTHILLS REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: October 14, 2024

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Procurement policy	Oct 3/18	TBD		Ongoing/Future Item
Policy for transferring reserves	January 6/21	TBD	<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>Deputy Director Hammond will have financial information moving forward</u> 	Ongoing
Paving Assessment	January 6/21	J. Porter R. Hammond (budgeting)	<ul style="list-style-type: none"> • <u>To be done by J. Porter and M. Gallant or a contractor</u> 	Ongoing
Review of Lot Prices / Planning of New Future Lots	April 7/2021	R. Hammond R. Siewert	<ul style="list-style-type: none"> • 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 FRAL is in the same market. • <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>Board to review current infrastructure and identify needs such as parallel taxiways and development of current taxiways</u> 	Ongoing
Runway LED Replacement	July 28, 2022	J. Porter	<ul style="list-style-type: none"> • <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> • Investigate STIP Grant and bring to October 12, 2023 meeting. • STIP Grant being sent to Council for approval • STIP Grant has been submitted • MPE has been assigned as engineering firm • <u>JetPro will work with K2 Engineering & MPE Engineering to do preliminary work</u> 	Ongoing
Equipment Storage	June 15, 2023	R. Siewert	<ul style="list-style-type: none"> • To investigate pricing and options for storage. • Bring forward to the October 12, 2023 meeting. 	Ongoing

FOOTHILLS REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: October 14, 2024

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> The Board needs to investigate what is needed on-site and what can become part of Foothills County's inventory 	
Foothills Regional Airport Signage	June 13, 2024	J. Porter	<ul style="list-style-type: none"> J. Porter to receive feedback from board members regarding info Request will be made to Alberta Transportation RE: airport directional signs on Hwy 2, J. Porter to work with Public Works to obtain airport signs <u>J. Porter to provide an update at the November 14, 2024 meeting.</u> 	Ongoing
Noise Abatement	June 13, 2024	TBD	<ul style="list-style-type: none"> Noise abatement options to be investigated J. Porter to reach out to Enforcement Services to see if decibel meters can be used to measure noise levels 	Ongoing
Aircraft Owner Maintenance / Oil Changes – Grass Parking Areas	September 12, 2024	J. Porter	<ul style="list-style-type: none"> Further discussion on environmental concerns to take place 	Ongoing
Windsock Replacement	September 12, 2024	P. Hernandez	<ul style="list-style-type: none"> P. Hernandez to contract a bucket lift truck to replace the windsock 	Ongoing
Airport Marketing Plan	September 12, 2024	R. Hammond J. Porter R. Pittet	<ul style="list-style-type: none"> Marketing options to be investigated Potential realtor interest to be investigated R. Hammon to research value of lots 	Ongoing
Parallel Taxiway	September 12, 2024	J. Porter	<ul style="list-style-type: none"> Investigation into costs and preliminary engineering to be done 	Ongoing
Road Maintenance	September 12, 2024	J. Porter	<ul style="list-style-type: none"> J. Porter to look into airport road maintenance 	Ongoing
Transient Ramp Parking	September 12, 2024	P. Hernandez	<ul style="list-style-type: none"> Look into signage to notify visitors 	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.