

**HIGH RIVER REGIONAL AIRPORT LTD. BOARD
MINUTES**

Tuesday, September 27, 2016, at 6.30 P.M.
Hangar P40 on Lancaster Way, High River Airport, Alberta.

Board Steff Stephansson, Board Chairman, President
Jamie Kinghorn, Vice President, Director (for Town of High River)
Rick Percifield, Director (for M.D. of Foothills)
Ralph Nelson, Director (for M.D. of Foothills)
Vacant, Director (for Town of High River)
Bill Zurawell, Treasurer, Director

Regrets Nico Meijer, Director

Staff Tom Maier, Town of High River
Ryan Payne, M.D. of Foothills
Johanna Kortenschyl-Allan, Recording Secretary

Guest Jim Bleaney

1) **CALL TO ORDER**

Mr. Stephansson called the Regular Meeting of the High River Regional Airport Board meeting for September 27, 2016 to order at 7:38pm.

2) **ADOPTION OF AGENDA-**

Mr. Kinghorn **MOVED** to approve the September 27, 2016 agenda for the High River Regional Airport Board meeting as amended with the addition of item 9.4 C12 update. **SECOND** by Mr. Percifield.

CARRIED

3) **ADOPTION OF MINUTES**

Mr. Kinghorn **MOVED** to adopt the minutes for the August 30, 2016 for the High River Regional Airport Board meeting as presented. **SECOND** by Mr. Zurawell.

CARRIED

There was a brief discussion regarding the minutes on the website.

The board meeting was preceded by a tour of the airport including the new tie down area there was discussion regarding the number of tie downs that could be achieved with minor width adjustments and further discussion on the cost associated with the installation of the electrical, much of which was done by work in kind and that the cost may be paid back through rentals of the tie downs in approximately 3 years.

The Board thanked Mr. Bleaney for the tour.

Mr. Nelson **MOVED** to budget \$20,000 to proceed with the electrical for the tie down area. **SECOND** by Mr. Percifield.

CARRIED UNANIMOUSLY

4) **FINANCIAL REPORTS**

4.1 Treasury Monthly Report Summary

Mr. Zurwell presented the monthly Treasury report current to August 31, 2016 and indicated that there are a number of expenses that will not be shown until the next report to include end of summer items, grounds maintenance and capital items.

4.2 Financial – Other

There was discussion surrounding liability of construction beginning before a sublease agreement is signed. Occupancy was also discussed and the general consensus was that a process needs to be developed.

Other financial items discussed included:

- Sites that are prepared for building are more attractive to potential leaseholders.
- Future high cost of the runway.
- Capital reserve
- The budget will be developed during the October meeting.

5) AIRPORT LIAISON (Jamie Kinghorn)

5.1 New Lot Applications, lot transfers and other changes around the airport

**Status: Lot P44 (Richard Pittet) built
Lots P41, 42, 43, 45 and C12**

P41 application has been received including the \$1000 fee.

Mr. Kinghorn **MOVED** to accept the completed application for P41 from Mr. Carl Dennis. **SECOND** by Mr. Zurawell.

CARRIED UNANIMOUSLY

5.2 Parking report

**Status: Central Grass, new temporary tie down on C3, ramp
- Parking manager needed**

A letter was sent to the individuals who are parking in the temporary tie down area, with 5 out of 12 responses. October 1 will be the cut off to move the aircrafts with a change to \$10/night for nightly parking. Fees are based on an honour system drop box either existing or needing construction and installation.

Mr. Kinghorn **MOVED** to accept the "\$10/day ramp overnight plus 5% GST" as presented. **SECOND** by Mr. Zurawell.

CARRIED UNANIMOUSLY

5.3 Lot/Sublease transfer,

- Excel Aviation hangar C1-C2
 - Sublease Agreement sent to purchaser
 - fuel tank pending sale; needs lot survey
- P1 transfer to HRRRA Ltd. From MD of Foothills
 - Sublease agreement with purchasers; signatures pending

There was further discussion on the following items regarding the survey, the credit card shack needs to be moved and a table to show the discrepancy of map to leases may be available in the next few weeks. Tie down locations on airport property was also discussed.

6) ACTION LIST

7) **BUSINESS CARRIED OVER**

- 7.1 Headlease Amendment and Sublease Agreement**
- issue with the \$5 M insurance requirement
- implementing the new Sublease Agreement

There was discussion regarding the new sublease agreement and time extensions on the sublease.

A report is needed on all of the sublease agreements to identify and when the next 5 year review will occur for each lease.

- 7.2 North Tie-down area construction, new P lots preparation**
- update re construction schedule,
* Plots
* north tie down area
- electrical and natural gas installation contract for new P lots, C lots
- extension to runway 07/25 approval
- fencing change and budget increase approval
- electrical plug ins project (new)

7.3 Business Plan – Grant Application – Update

Mr. Kinghorn **MOVED** to proceed with an amendment request to the Alberta Community Partnership program for the Intermunicipal Collaboration - High River Regional Airport Planning project for the additional cost of the survey. **SECOND** by Mr. Percifield.

CARRIED UNANIMOUSLY

There was discussion regarding an open house for the week of November 21 during the evening or on Saturday, November 26th in the Cadet hangar (10 to 2pm) with coffee and doughnuts/cookies. Mr. Nelson will contact the Cadets to reserve the hangar.

Dillon Consulting has developed a survey through Survey Monkey for Airport users to complete. The survey will be forwarded to Mr. Edey to post on the website for leaseholders and users to complete.

- 7.4 Airport survey work, Challenger Geomatics**
- **status** – final product to show discrepancies at next meeting
- **implementing survey results**
- **adjustments to boundaries**

8) **STAKEHOLDER MEETING ITEMS**

8.1 Fly In September 25, 2016

The Fly-In was successful. It will be important to be aligned with other events in the community to achieve greater exposure.

9) **NEW BUSINESS**

Mr. Maier, CAO for the Town of High River was in attendance to learn more about the airport. It is an asset to the region and addressing the challenges proactively on the runway are important.

The Town of High River will hold a by-election on October 17, 2016 for the Council vacancy with the organizational meeting in late October.

9.1 Parking fees reassessment (result of tie down areas restructuring)

Discussed under item 5.2

9.2 Building Standards revisions

There was discussion regarding culvert standards and the issue would be assessed during drainage study with Dillon Consulting.

9.3 Rework all outstanding lot fees

9.4 C12 Update

Applicants for C12 and P44 have continuing challenges with natural gas installations facing a 500% fee increase since as recent as 2011. Finding a resolution continues to be an item being pursued with ATCO Gas.

10) **NEXT MEETING**

October 25, 2016

Mr. Nelson advised that he will not be able to attend the meeting.

Mr. Kinghorn MOVED to adjourn the High River Airport Board Meeting of September 27, 2016 at 9:35pm.

Steff Stephansson, Chairman

Date