

# **MINUTES**

## **High River Regional Airport Board Meeting**

**7:00 PM – Wednesday May 6, 2020**

Meeting Held by Electronic Means

**PRESENT:** TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, FC Councillor Rob Siewert, TOHR-FC Joint Representative (Treasurer) Bill Zurawell, TOHR Councillor Jamie Kinghorn, TOHR Member at Large Kola Oladimeji, Member at Large Toby Kliem

**STAFF PRESENT:** Ryan Payne (FC Deputy CAO & Director of Community Services).  
Susan Bogart (Legislative Services Assistant)

**MEDIA:** There were no members of the media in attendance.

**PUBLIC:** There were no members of the public in attendance.

### **1. PRESENT**

### **2. CALL TO ORDER**

The High River Regional Airport Board Meeting for May 6, 2020 was called to order at 7:02 p.m.

### **3. ADOPTION OF AGENDA**

#### **Resolution #19 – 2020**

Moved by Rob Siwert

**THAT** the High River Regional Airport Board adopt the agenda of the May 6, 2020 meeting.

**CARRIED**

### **4. ADOPTION OF MINUTES**

High River Regional Airport Minutes – March 3, 2020

#### **Resolution #20 - 2020**

Moved by Bill Zurawell

**THAT** the High River Regional Airport Board adopt the March 3, 2020 Meeting Minutes, as presented.

**CARRIED**

## **5. PUBLIC COMMENTS**

There were no public comments.

## **6. DELEGATION**

There were no delegations made.

## **7. FINANCIAL REPORTS**

Treasurer Bill Zurawell presented the April 2020 Financial Reports.

A discussion period took place among the High River Regional Airport Board members regarding the April 2020 Financial Reports. Member at Large Kola Oladimeji requested that an additional column be added to the financial report so that comments may be added to line items for clarification. In addition, Kola requested that several items on the year to date budget as at April 2020 be amended such that line items match the approved budget.

### **Resolution #21 - 2020**

Moved by Kola Oladimeji

**THAT** the High River Regional Airport Board approve the April Financial Reports, as amended.

**CARRIED**

## **8. AIRPORT MANAGER REPORT**

### 8.1. Update from the High River Regional Airport Manager

As the Airport Manager position remains vacant, no Airport Manager report was presented at the May 6, 2020 meeting.

## **9. BUSINESS**

### 9.1 Frozen Culverts/Flooding Issues

A discussion period took place among the High River Regional Airport Board members regarding frozen culverts, which had resulted in some localized flooding.

One leaseholder hired a company to remove the blockage and may request reimbursement for this expense. Foothills County Deputy CAO Ryan Payne reminded board members that the Foothills County Public Works Department will steam frozen culverts at no cost, and should be contacted in the event of frozen culverts.

## 9.2. Airport Manager Hiring Process

A discussion period took place among the High River Regional Airport Board members regarding the ongoing search for an Airport Manager. Foothills County Deputy CAO Ryan Payne and Board Chairman Nico Meijer will coordinate to update an RFQ and advertising for the position.

## 9.3 AERIUM Proposal

Nico Meijer provided an update to Board members regarding the proposal from AERIUM Analytics to use drones to complete a surface scan of the airports runways and taxiways. There would be no cost to the High River Regional Airport; however AERIUM will use the collected data internally for software and algorithm development and calibration, as well as for marketing purposes. A copy of the data collected will be provided to the High River Regional Airport Board for internal use to help with wildlife management and airport maintenance, design and operations in the future.

### **Resolution #22 - 2020**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board authorize AERIUM Analytics to carry out a drone flight for the purposes of data collection, in accordance with the terms of the formal proposal.

**CARRIED**

## 9.4 Placement of Temporary Porta Pottys

Jamie Kinghorn informed the High River Regional Airport Board members that he is in the process of obtaining quotations for the temporary installation and on-going servicing of several porta pottys. The options will be brought forth for board members to review at a future meeting.

## 9.5 Sublease Transfer Request

A discussion period took place among the High River Regional Airport Board members regarding an application to transfer the sub-lease of hanger N3, which

requires the approval of the Board.

**Resolution #23 – 2020**

Moved by Bill Zurawell

**THAT** the High River Regional Airport Board approves the sub-lease transfer application for hanger N3.

**CARRIED**

9.6 Investment Decision Implemented

The High River Regional Airport Board acknowledged that the sum of \$225,000.00 was invested with the Town of High River and/or investment managers deemed suitable by the Town for a period of two years, with the option of cash availability on demand, in accordance with the investment decisions agreed upon in 2019.

**Resolution #24 - 2020**

Moved by Kola Oladimeji

**THAT** the High River Regional Airport Board acknowledge that the investment of \$225,000.00 has been implemented, as directed.

**CARRIED**

9.7 C1A Fuel Station/Lot Survey

A discussion period took place among the High River Regional Airport Board members regarding updates on the development of a fuel station on C1A. Nico notified board members that the applicants have requested to amend the dimensions of the lot to make it rectangular and to meet set-back requirements. A lot survey will be undertaken at the expense of the owners, and is to be reviewed by the High River Regional Airport Board. Foothills County staff will contact the owners to provide direction on obtaining a lot survey.

9.8 Terminal Building – Discussion/Decision

The High River Regional Airport Board members continued their discussion regarding a terminal building. Bill Zurawell presented a proposal to board members from a local contractor for construction of a 32' x 52' terminal/maintenance building at a cost of \$122,501.97, including a 10% contingency. The project would be funded 50% from the airport reserve, and 50% from bank financing over a five year term.

**Resolution #25 - 2020**

Moved by Bill Zurawell

**THAT** the High River Regional Airport Board supports the proposal presented by Bill Zurawell regarding a terminal/maintenance building at the High River Regional Airport as presented, at a cost not to exceed \$122, 501.97; subject to review and approval by the Foothills County-High River Intermunicipal Committee, and the respective Councils of both municipalities.

**CARRIED**

9.9 Confidential Closed Meeting Item – Legal Issue

An in-camera discussion period took place among the High River Regional Airport Board members regarding a pending legal issue.

**10. ACTION ITEMS**

The Action List was not discussed or updated at the May 6, 2020 meeting.

**11. CLOSED MEETING**

11.1 In accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1)(a)(ii), 16(c)(i), 17(1), 23(1)(b), 24(1)(c) and 24(1)(g) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(c) of the *Freedom of Information and Protection of Privacy Regulation*, the High River Regional Airport Board is hereby authorized to move into a Closed Meeting to discuss a pending legal issue.

**Resolution #26 - 2020**

Moved By Toby Kleim

**THAT** the High River Regional Airport Board Recess the Regular Meeting for May 6, 2020 and move into a Closed Meeting at 8:51 p.m.

**CARRIED**

**Resolution #27 - 2020**

Moved By Jamie Kinghorn

**THAT** the High River Regional Airport Board Reconvene the Regular Meeting for May 6, 2020 at 9:06 p.m.

**CARRIED**

**Resolution #28 - 2020**

Moved by Rob Siewert

**THAT** the High River Regional Airport Board-directs Foothills County Deputy CAO Ryan Payne and Board Chairman Nico Meijer to coordinate with legal counsel to proceed with the legal action previously reviewed and sent in prior correspondence as directed, discussed, and agreed upon by the board.

**CARRIED**

**12. PUBLIC COMMENTS**

There were no public comments.

**13. NEXT MEETING**

The next meeting of the High River Regional Airport Board is scheduled for Wednesday June 3, 2020 at 7:00 pm.

**14. ADJOURNMENT**

**Resolution #29 - 2020**

Moved by Toby Kleim

**THAT** the High River Regional Airport Board adjourn the meeting of May 6, 2020 at 9:09 pm.

**CARRIED**

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Board President and Chair

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Second Board Member