

MINUTES

High River Regional Airport Board Meeting

7:00 PM - Wednesday, December 4, 2019

Room: Shawnee, Bob Snodgrass Recreation Centre, High River, AB

PRESENT: TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, FC Councillor Rob Siewert, TOHR-FC Joint Representative Steff Stephansson, TOHR Member at Large Kola Oladimeji

STAFF PRESENT: Ryan Payne (FC Deputy CAO & Director of Community Services)

REGRETS: TOHR-FC Joint Representative (Treasurer) Bill Zurawell
TOHR Councillor Jamie Kinghorn

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 December 4, 2019 was called to order at 7:01 p.m.

3. ADOPTION OF AGENDA

Resolution #59 – 2019

Moved by Barry King

THAT the High River Regional Airport Board adopt the agenda as amended to include the following items:

9.6 Airport Terminal Building

9.7 C1 Owner

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – November 6, 2019

Resolution #60 - 2019

Moved by Steff Stephansson

THAT the High River Regional Airport Board adopt the November 6, 2019 Meeting Minutes as presented.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

There were no delegations made.

7. FINANCIAL REPORTS

Nico presented the financial reports.

A discussion period took place among the High River Airport Board members regarding the November 2019 Financial Reports. As Bill was not present, more in-depth discussion was deferred until the next meeting.

A separate budget meeting to discuss the 2020 budget is to be scheduled as soon as possible.

Kola requested that there be more commentary on expenditures, particularly where they were not budgeted or where there was a variance in what was budgeted.

Resolution #61 – 2019

Moved by Kola Oladimeji

THAT the High River Regional Airport Board approves the financial reports, as presented.

CARRIED

Resolution #62 - 2019

Moved by Kola Oladimeji

THAT the High River Regional Airport Board approves an interim budget until a 2020 budget meeting takes place. The interim budget authorizes continued use of 2019 run-rate budget items for the same period last year.

CARRIED

8. AIRPORT MANAGER REPORT

8.1. Update from the High River Regional Airport Manager.

Gary Abel provided the following updates:

- The Airport Manager informed the High River Regional Airport Board that there have been difficulties with the truck caused by plowing; the universal joint of the front drive axel is damaged. Also, new tires have been purchased. Furthermore, the plow itself is currently not operational.
 - The plow supplier (Fort Gary Industries) recommends getting 'shoes' for the plow.
 - The cutting edge of the plow may also need to be replaced.
 - M. Gallant (Foothills County Public Works) will look for parts to repair the plow.
 - Glen may assist with plowing, if required. Wes may also be available.
 - The \$3200 spent to date on repairs (\$2000/tires + \$1200/U-joint) were not budgeted expenses. Possible future maintenance/repair costs are to be factored into next year's budget.

- The Airport Manager informed the High River Regional Airport Board that the wind sock on the east side has been replaced with a spare. The main wind sock has some holes and will also need eventual replacement. The Canada flag has been removed pending repair of the flag pole, which has been bent by wind.

- The Airport Manager informed the High River Regional Airport Board that CFI Kanata Aviation recommends multiple upgrades (e.g. lead-in center lights, control tower, etc) Gary informed the owner that any such improvements will need to be presented to the board for consideration. These will be presented at a later date.

- The Airport Manager agreed with the High River Regional Airport Board that he will attend the next board meeting to discuss any matters that come up in December and for a farewell.

- New emergent item: Nico updates: notice from Murray's to cancel the rental for pilot lounge space has been provided, and thus the Board will be required to find space in another hanger. The entire area is required for Murray's office space.

C1 office area will be rented to the Kanata Aviation Flight School. Also, Kanata Aviation is looking to implement their own fueling system – Nico reminded them that they will require a development permit. Has been in discussion regarding the water well on the property, which may need to be decommissioned – this will be deferred

until the summer. There have also been drainage issues which may require excavation and extension of the culvert.

- New emergent item: The sander which came with the truck is being sold for \$2000.00; this will help to offset some of the recent truck repair expenses.

Resolution #63 - 2019

Moved by Kola Oladimeji

THAT the High River Regional Airport Board approves the sale of the sander equipment for \$2000.00.

CARRIED

9. BUSINESS

9.1. Airport Manager – Search for replacement

A discussion period took place among the High River Regional Airport Board members regarding the search for a replacement airport manager.

Foothills County Deputy CAO Ryan Payne provided updates about the recruitment process:

- HR department at Town of High River has agreed to undertake the recruitment for a manager, however they will not be able to conduct interviews until mid-January due to staffing constraints.
- Board members are welcome to attend interviews as well. Nico and Kola are willing to participate.
- Foothills County staff will work closely with the Town to update the job posting, receive and vet applications, and conduct interviews.

Resolution #64 – 2019

Moved by Nico Meijer

THAT the High River Regional Airport Board authorize Ryan Payne and Nico Meijer to pursue the recruitment of a replacement airport manager.

CARRIED

9.2. Snow Clearing

A discussion period took place among the High River Regional Airport Board members regarding the need to secure snow clearing services.

It may be necessary to circulate an invitation to tender to local contractors for snow clearing, however in the past the bids have been very high. Board members are still actively trying to locate a contractor willing to do the work with their owned vehicle/plow.

9.3 High River Regional Airport Board Contracts (Head lease/sub lease)

A discussion period took place among the High River Regional Airport Board members regarding the Head lease/sub lease. These are to be discussed at the Town of High River and Foothills County Inter-municipal Committee meeting on December 5, 2019. Any further discussion among the High River Regional Airport Board members will be deferred until after the IMC meeting.

9.4 High River Regional Airport Board Nominations

A discussion period took place among the High River Regional Airport Board members regarding a call for nominations from stakeholders. Three stakeholder director positions need to be filled. Bill and Nico have put forth nominations and a third application was also received. The two owners will review the three nominations and further discussions will take place at the IMC meeting on December 5, 2019.

9.5 Weather Station Update

Two possible options to provide for a weather station without the HRRA board having to construct their own.

- Nico spoke with Lionel about the existing weather station to discuss whether they can come to an agreement to keep the weather station operating. There has been a dispute over an expense payment. Nico to approach him again to confirm the board will authorize payment of the operating costs provided he commits to keeping the weather station operating.
- Possible alternate arrangement on another frequency operated by Bruce (C7).

9.6 Terminal building

A discussion period took place among the High River Regional Airport Board members regarding ongoing discussions about a pilots lounge and continued access to necessary parts of the building (washrooms, etc). These matters are deferred to a future meeting.

9.7 C1 Owners

The High River Regional Airport Board noted that they have been unable to access the lockbox in C1. This matter is deferred to a future meeting.

New Emergent Item: Kola – Kola asked whether there is a letter or other notification sent to retiring members to recognize and thank them for their service.

A discussion period took place among the High River Regional Airport Board members during which it was agreed that there has been no formal letter sent out in the past. This particularly relates to the departure of Tom and Steff at this time. Kola offered to draft a letter template, which will be presented to the board for their approval prior to being sent.

Resolution #65 - 2019

Moved by Kola Oladimeji

THAT the High River Regional Airport Board draft a standardized letter to thank retiring members for their service.

CARRIED

10. ACTION ITEMS

The action list was reviewed and discussed. The following changes to the Action Item List were recorded:

- Lease review report – change in assigned board member from Nico to Kola.
- Planes parked outside of lots N1/N2 – Steff and Nico – this item is deferred until the pilots lounge issue has been resolved
- Emergency Response Plan – change in assigned member from Gary to the new airport manager (once hired). Gary has drafted an emergency response plan, however it will need to be updated due to changes in fencing. The draft plan is to be circulated to the HRRRA board and Ryan for review and revision.
- Global Navigation Satellite System/GPS – confirmed that this item has been completed and will be removed from the list
- North Tie Down Area – the HRRRA board agrees this item is to be deferred until spring (March 2020)
- Land Title Search of airport property/liens – the HRRRA board agrees that this item has been completed and is to be removed from the list. The results however have not yet been presented to the HRRRA board, and as such this item is to be added as a 'business' item on the next agenda

The following items are to be added to the Action Item List:

- Letter of thanks for retiring members to be drafted (Kola)
- Investigate with Canada Post whether a proper 9-1-1 address can be assigned to the airport property for insurance purposes, registration of members title lots, emergency planning, etc. (Gary)

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 pending legal action.

Resolution # 66 - 2019

Moved By Steff Stephanson

THAT the High River Regional Airport Board Recess the Regular Meeting for December 4, 2019 and move into a Closed Meeting at 7:51 p.m.

CARRIED

Resolution # 67 - 2019

Moved By Kola Oladimeji

THAT the High River Regional Airport Board Reconvene the Regular Meeting for December 4, 2019 at 7:57 p.m.

CARRIED

Resolution #68 - 2019

Moved By Nico Meijer

THAT the High River Regional Airport Board supports the letter drafted by Brownlee LLP in response to the pending legal action. The Board will request that their legal counsel send the letter.

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 January 7, 2019.

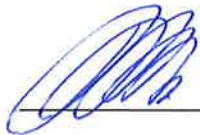
14. ADJOURNMENT

Resolution #69 - 2019

Moved by Steff Stephanson

THAT the High River Regional Airport Board adjourn the meeting of December 4, 2019 at 8:15 pm.

CARRIED



Board President and Chair

Second Board Member