

MINUTES
High River Regional Airport Board
Meeting

7:00 PM – Wednesday, February 5, 2020

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 (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 ServicesAssistant)

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 February 5, 2020 was called to order at 7:00 p.m.

3. ADOPTION OF AGENDA

Resolution #1 – 2020

Moved by J. Kinghorn to adopt the agenda for the February 5, 2020 meeting, as amended.

THAT the High River Regional Airport Board adopt the agenda of February 5, 2020 as amended to remove item 9.11 Request for Proposals and add item 9.11 Request To Use Runway for Music Video.

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – December 4, 2019

Resolution #2 - 2020

Moved by K. Olademeji

THAT the High River Regional Airport Board adopt the December 4, 2019 Meeting Minutes, as presented.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

There were no delegations made.

7. FINANCIAL REPORTS

A discussion period took place among the High River Airport Board members regarding the December 2019 Financial Reports, however the reports were not formally presented.

As well, it was noted that there are two outstanding charges for parking that remain uncollected and are being pursued.

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 February 5, 2020 meeting.

9. BUSINESS

9.1 High River Regional Airport Board Investment Update

K. Oladimeji presented the investment update.

A discussion period took place among the High River Regional Airport Board members regarding options for short term and long term investment.

K. Olademeji and B. Zurawell will present a joint proposal with investment options at the 2020 budget meeting.

9.2. Snow Clearing Contract

A discussion period took place among the High River Regional Airport Board members regarding snow clearing. Services have been secured through a contract with Brian Burness at a rate of \$30.00 per hour. Snow clearing services are to be supervised by the Airport Manager, and on an interim basis, by N. Meijer until such time as an airport manager is hired.

Resolution #3 - 2020

Moved by J. Kinghorn

THAT the High River Regional Airport Board hire Brian Burness for snow clearing, per the negotiated terms.

CARRIED

9.3 Airport Manager Hiring Process

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

A discussion period took place among the High River Regional Airport Board members regarding the search for a replacement airport manager and the board agreed that the job description and scope of work are accurate, and that the Airport Manager should be a contract position, rather than an employee. The board members will review how the new Airport Manager is to submit expenses. N. Meijer and T. Kliem will take part in the selection committee. The board will determine where and how to advertise for the position.

9.4 Flight School Update

N. Meijer provided updates regarding the flight school. Kanata Flight School has reached a deal with the owners of the C1 and C2 hangers, and are renovating the space with plans to be operational by the end of February, 2020. The new space will include classroom space, office space, and kitchen facilities, and is expected to accommodate 14 students. One year exclusive rights will begin on the first day

of business operations, which is anticipated to be March 1, 2020 ending on February 28, 2021.

A discussion period took place among the High River Regional Airport Board members and there was agreement that the High River Regional Airport Board should circulate news of the grand opening of the flight school.

9.5 Airport Lounge Update

B. Zurawell provided an update regarding the airport lounge. At present, there is no lounge space at the airport.

B. Zurawell also presented a proposal regarding the airport lounge, whereby a new structure could be constructed to include equipment storage, washrooms, a lounge area, as well as a second story with office space and a board room.

A discussion period took place among the High River Regional Airport Board members regarding the possibility of constructing a new building to house an airport lounge. The Board agrees that further costing of the project is necessary before they can commit to such a project. The proposal will be discussed further at the 2020 Budget Meeting.

9.6 Progress on new Sublease/Insurance coverage

Foothills County Deputy CAO Ryan Payne provided updates regarding the head lease, subleases and insurance coverage. The head lease has been approved by Foothills County Council and the Intermunicipal Committee. The master lease is for 99 years, while sub-leases will be for 49 years. Further, the Foothills County insurance provider requires all hanger owners to maintain \$5,000,000.00 in insurance coverage.

A discussion period took place among the High River Regional Airport Board members regarding sub leases and insurance. The board agrees that members will investigate a possible umbrella policy to replace individual policies. The master lease has not yet been approved by Town of High River Council.

Resolution #4 - 2020

Moved by J. Kinghorn

THAT the High River Regional Airport Board will have the new head lease drafted by a lawyer, subject to Town of High River Council approval.

CARRIED

9.7 Lot Sales

A discussion period took place among the High River Regional Airport Board members regarding lot sales. As there is no airport manager at this time, it is unclear who is managing lot sales. J. Kinghorn will be the interim contact person for lot sales until a new airport manager is hired.

9.8 Culvert Repair

A discussion period took place among the High River Regional Airport Board members regarding the end of the taxiway in the Northwest corner, where a culvert was not buried deep enough, resulting in a large bump on the surface. This will need to be repaired and is to be added as a capital budget item.

Other pending maintenance items were also discussed, including a blocked culvert behind C1/C2 which causes flooding during high water events which will need to be cleared out, as well as a water cistern that needs to be drained, excavated and repaired or replaced. In addition, the parking pad is sinking and needs to be repaired. The board members agreed that these items should be part of a larger budget discussion.

9.9 CAF Family Activity

A discussion period took place among the High River Regional Airport Board members regarding an Air Cadet family event scheduled for March 7, 2020. This event is anticipated to include approximately 300 cadets. The board members agreed that Griffin helicopters will be permitted to land on the grass area across from the C1 and C2 hangers. N. Meijer will coordinate with D. Eaglesham with regard to logistics and possible media coverage.

Resolution #5 - 2020

Moved by J. Kinghorn

THAT the High River Regional Airport Board approve the use of the High River Regional Airport for the Air Cadet family event on March 7, 2020.

CARRIED

9.10 Schedule 2020 Budget Meeting

A discussion period took place among the High River Regional Airport Board members regarding the scheduling of a 2020 Budget Meeting. The board members agreed to hold a separate 2020 Budget meeting on Tuesday, March 3, 2020 at 6:00 pm.

9.11 Request to Use Runway for Filming of a Music Video

A discussion period took place among the High River Regional Airport Board members regarding a request to close one runway for several hours to facilitate the filming of a music video. The precise details are not yet known, but will be reviewed by N. Meijer. Compensation will be by way of a donation to the airport.

10. ACTION ITEMS

The updated action list will be reviewed at the next regular 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 pending legal matters.

Resolution #6 - 2020

Moved By T. Kliem

THAT the High River Regional Airport Board Recess the Regular Meeting for February 5, 2020 and move into a Closed Meeting at 8:40 pm.

CARRIED

Resolution #7 - 2020

Moved By R. Siewert

THAT the High River Regional Airport Board Reconvene the Regular Meeting for February 5, 2020 at 8:46 p.m.

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 TUESDAY March 3, 2020 at 6:00 pm.

A 2020 Budget meeting will take place from 6:00 pm to 7:00 pm, followed by the regular monthly meeting for March 2020 from 7:00 pm to 9:00 pm.


14. ADJOURNMENT

Resolution #8

Moved by R. Siewert

THAT the High River Regional Airport Board adjourn the meeting of February 5, 2020 at 8:47 pm.

CARRIED



Board President and Chair



Second Board Member