

MINUTES

HIGH RIVER REGIONAL AIRPORT BOARD

TUESDAY, MAY 26, 2015 - 7:00 PM
JOINT ADMINISTRATION BUILDING, HIGH RIVER, ALBERTA

BOARD Chris Blundell, Director, Board Secretary and Acting Chairman
Rick Percifield, Director (for MD of Foothills)
Ralph Nelson, Director (MD of Foothills)
Jamie Kinghorn, Director (for Town of High River)
Peter Loran, Director (Town of High River)
Glen Coffey, Director
Ken Edey, Non-voting Treasurer

Regrets Steff Stephansson, Director, Chairman

STAFF Ryan Payne, MD Administrative Representative
Janice King, MD/Town Recording Secretary

Also Present

1) Chris Blundell, Acting Chairman called the High River Regional Airport Board meeting to order 7:02 PM

2) **ADOPTION OF AGENDA**

MOTION

Jamie Kinghorn MOVED and Glen Coffey SECONDED that the High River Regional Airport Board agenda for May 26, 2015 be adopted as amended by adding 8.0 - Hay.

Carried.

3) **REVIEW/ADOPT MINUTES**

SECOND MOTION UNDER 3 INSERT THE WORD PROCESS AFTER WITH DEVELOPMENT IN THE MOTION.

6.4 REMOVE FROM AFTER THE COMMA, HOWEVER THE BOARD WILL.

8.6 MOTION WILL BE SECONDED BY RALPH NELSON INSTEAD OF STEFF, FIX SPELLING OF HIS NAME LATER ON IN THE MOTION AS WELL.

6.3 CAPITALIZE SKY WING FLIGHT TRAINING, PROPER NOUN.

MOTION

Jamie Kinghorn MOVED and Rick Percifield SECONDED that the High River Regional Airport Board adopt the April 28, 2015 minutes as amended.

Carried.

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4) FINANCIAL REPORTS

4.1 Financial Report (Attachment A) If Directors have any questions please contact Ken Edey.

Paid out all deposits except Jim Suderman for \$14,000, Jim has not asked for it back and it is sitting on the books as unclaimed.

ACTION – Chris will talk to Lionel about the topic. Janice will search the minutes for any information.

ACTION- once more information is received a letter will be written to Jim to notify him of the money on the books.

Accounts Receivable –

MOTION

Jamie Kinghorn **MOVED** and Rick Percifield **SECONDED** that the Board move to apply the Robert Wickens account receivable in the amount of \$1,417.50 against the allowance for doubtful accounts.

Carried.

Ken expressed concern that leases and subleases and transfer of lease are not kept in a standard process so that it is a permanent record of the board. The group agreed that names would remain in the minutes.

Mike Wood amount will stay on the books.

Ken went through the remainder of the financial report.

MOTION

Rick Percifield **MOVED** and Chris Blundell **SECONDED** that \$5,000 for 2015 and \$5,000 for 2014 capital reserve be moved into a capital reserve account at the TD Bank.

Carried.

MOTION

Jamie Kinghorn **MOVED** and Peter Loran **SECONDED** to accept the financial report as presented.

Carried.

4.2 Financial – Other

- a. Sublease Lessee Insurance Requirements. Peter Loran reported some progress, the Town insurer is OK to have a board arrangement to cover the gap in coverage. The Western Financial person will talk with Steff in order to ensure the proper coverage.

5) BUSINESS CARRIED OVER

5.1 Excel Aviation Fuel Sales, historical fuel truck asphalt damage at gate – **TABLED**

ACTION - Mr Blundell and Mr Payne will follow up personally on site.

5.2 C-GQED parked on the grass regarding outstanding parking fees.

Has asked for parking, there is no place to put the plane. Topic will be continued.

UPDATE: Mr Edey, Mr Blundell. The owner has been informed and has contacted Doug Eaglesham regarding ramp parking (which we are ill equipped to provide).

5.3 Road signs and building numbers

Some buildings are incorrectly labeled.

Group talked about the P23 division and the possibility of 6 lots or 7, will need to renumber the remainder of the lots depending on how many lots will be inserted into the P23 space.

Group talked about renumbering C5 in the P order.

Group noted that the renumbering of the hangars will likely mean the leases need to be rewritten.

Jamie will order the numbers and get them hung.

ACTION - Mr. Stephansson and Mr. Kinghorn will work on the exact subdivision and renumbering.

ACTION - Mr. Kinghorn will get all the missing numbers done up.

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5.4 Resurfacing – East ramp tie down area and South road. Update to come from Mr. Coffey
Board would like to see a budget from the fellow doing the work as to how much it will cost. Chris stated it would be best to figure out how many sq feet could be done for 12,000 and make the extension that size.

ACTION - Group wants to ensure that the largest parking area possible will be built for the allotted 12,000. Group wants Glen to supply a frontage number of how big the parking area will be prior to the work being undertaken. The frontage size must be supplied prior to the work being undertaken.

MOTION

Jamie Kinghorn **MOVED** and Peter Loran **SECONDED** that the board authorizes Glen Coffey to proceed with the parking and tie down area construction in an amount not to exceed \$12,000, after the contractor/volunteer provides to the board the total square footage for the project prior to commencing the project. Any additional square footage required will be budgeted at that time for future board approval.

Carried.

5.5 Funding airport initiatives – **TABLED**

ACTION- Mr. Loran and Mr. Percifield to investigate the development of a capital reserve fund.
- No urgency until the lot lease or sales decision is made. **Carried over**

ACTION- Mr. Blundell, list of leases to include expiry dates, numbers and owners. **In progress**

5.6 Clean up of hangar and lot - in progress

Mr. Stephansson reported that he saw signs of progress on lot P22 being cleaned up.

5.7 Gate for Lancaster Way

Services will be located this week and the project proceed after that.

ACTION- Mr. Coffey will get the underground services marked.

ACTION- Mr. Nelson will pound the posts once the services are marked.

5.8 Planning Services for the High River Airport

No progress as the program has not been opened at this point with the new government.

The Town of High River and the MD of Foothills will apply for a grant to fund the estimated \$50,000.00 for the ASP update, the business plan, a development plan and a master drainage plan. If funding is not secured by August 5 the board will discuss other options for securing funding for the business plan.

5.9 Water for fire protection

Excel Aviation has received written notice that the tanks will be removed on September 8.

Board has not yet received a letter from the MD of Foothills Fire Chief outlining the fire response plan for the airport.

This information was relayed by Steff at the last leaseholder meeting but has not gone out in written format as far as the group knows.

ACTION- 90 day written notice that the tanks will be removed needs to be sent out to all leasees.

5.10 Website and Platinum Communications account continuance.

ACTION- Mr. Stephansson to call Mr. St. Hilaire regarding this outstanding issue.

5.11 Commercial ramp fees

ACTION- Jamie will get the signs made at the same time as the hangar numbers.

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6) New lot applications, lot transfers and other changes:

- 6.1 Sky Wings Flight Training – has signed an agreement May 20 with the HRRRA for \$400.00 per month for 3 planes for 1 year. The fees were paid and have been deposited. Item finished and can be removed from future meetings.
- 6.2 Hangar P1 – this lot has always been held by the MD of Foothills and in 2016 the agreement ends and the lot reverts back to the High River Regional Airport. The frontage fee has never been paid for this lot. Board will wait and see what the family wishes to do with the lot.
- 6.3 Access Helicopters – will not build a building with the present short lease. They have been squatting for over a month in C11 and C12, they should be paying something.

7) STAKEHOLDER MEETING ITEMS

Nothing on the agenda.

8) NEW BUSINESS

- 8.0 Hay- Glen has an interested party who is willing to cut the hay, bale it and remove it and then give the airport half the amount gained.

ACTION- Chris will go and talk to the landowner who currently cuts the hay. If he has an agreement and what is it, and notify him that another party is interested.

- 8.1 An amendment to the current head lease and subsequent sublease for a twenty five year extension. The development of the airport has slowed down significantly in the last few years due to uncertainty about the future. Access Helicopters will not build a facility at the airport with only 7 years left, but would build with a 25 year head lease in place.

Group discussed the possibility of extending the current lease by 20 years. The head lease currently says that as long as the board is not in default of the lease an automatic additional 20 year lease will be given if the board asks for an extension.

ACTION- A letter is required prior to Thursday May 28 from the board requesting an extension to the current lease for an additional 20 years at the end of the current lease.

The subleases may need to be looked at to ensure they get extended when the head lease gets extended.

MOTION

Rick moved and Peter seconded that the board direct Chris Blundell write a letter to the Town and MD requesting a 20 year extension to the current Head Lease as per the current head lease terms at the end of the current lease.

Carried.

- 8.2 Ramp Parking Fees- TABLED

Will be dealt with once the new parking area with tie downs is constructed.

- 8.3 Discussion of the sublease Process

Board wants to ensure that when the board is approached about development they are to direct the person to the MD for proper instruction.

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8.4 P23

MD is wanting to remove the footings and bring it up to grade. The cost is likely to be \$40,000 and could be divided between the P23 lots and the ones to the South of it as they will all benefit from the added dirt and grading. As well drainage to the North of P23 needs to be addressed.

Ken noted that the lease fees are based on the square footage of the hangar not on the lot and therefore feels that the cost should be split up according to the square footage.

The MD just wants assurance that the money will be added to the subleases, and will be recovered from the board.

ACTION- There will need to be an agreement that assures the MD gets their money and is added to the subleases.

ACTION- This item will be carried on the minutes until such time as a better method for ensuring it is added to the subleases is developed.

The cost of the lots will be added to the price of the lot.

MOTION

Ralph Nelson **MOVED** and Jamie Kinghorn **SECONDED** that the board authorizes the MD of Foothills to proceed with the improvement of the undeveloped lots South of Spitfire Way and North of Lancaster Way, with the \$40,000 cost estimate to be spread over the square footage on future subleases.

Carried.

9) **NEXT MEETING**

The Annual General Meeting will be held in November of 2015.

The next meeting is Tuesday June 30, 2015 at 6:30 PM

10) **ADJOURNMENT**

MOTION:

Jamie Kinghorn **MOVED** and Glen Coffey **SECONDED** that the High River Regional Airport Board meeting of May 26, 2015 adjourn at 8:53 PM.

Carried.



Steff Stephansson, Chairman

Jan. 30. 2015
Date