

# MINUTES

## High River Regional Airport Board Meeting

7:00 PM - Wednesday, October 2, 2019

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

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**PRESENT:** TOHR-FC Joint Representative (Treasurer) Bill Zurawell, TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, TOHR Member at Large Tom Maier, FC Councillor Rob Siewert, TOHR-FC Joint Representative Steff Stephansson, TOHR Councillor Jamie Kinghorn

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

**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 October 2, 2019 was called to order at 7:00 p.m.

### 3. ADOPTION OF AGENDA

#### **Resolution #41 – 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board adopt the agenda for the Board meeting of October 2, 2019.

**CARRIED**

### 4. ADOPTION OF MINUTES

High River Regional Airport Board Minutes – September 4, 2019

#### **Resolution #42 – 2019**

Moved by Steff Stephansson

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

**CARRIED**

**5. PUBLIC COMMENTS**

There were no public comments.

**6. DELEGATION**

There were no delegations made.

**8. AIRPORT MANAGER REPORT**

8.1. Update from the High River Regional Airport Manager.

Gary Abel provided the following update:

- The Airport Manager informed the High River Regional Airport Board that a letter of support is needed from the Board for the development application.
- Foothills County Deputy CAO and Director of Community Services, Ryan Payne provided information stating that the Board does need a approval from the owners for the proposed Shed, which requires formal approval of the plan by both Foothills County Council and the Town of High River Council. The Airport Manager reminded the High River Regional Airport Board that Foothills County Development Officer, Logan Cox stated that the Board could submit the Development Permit application without the hard details. The Airport Manager has asked the Board to provide direction in regards to submitting the Shed Development Permit application. The High River Airport Board has requested that the Airport Manager come up with a plan including the location, size, structure, and price to be presented to the Board, and if supported a recommendation in support of the plan could be provided to the Councils for consideration.
- The Airport Manager informed the High River Regional Airport Board that Hangar N3 is sold and had to go through the court system.
- The Airport Manager informed the High River Regional Airport Board that Hangar P5 was purchased by David Dexter. David Dexter has already put in an application for sublease.
- The Airport Manager gave an update on the snow removal. The High River Regional Airport Board requested that The Airport Manager recommend personnel and rates for snow removal, to be brought forward for the Board's consideration for the November 6, 2019 meeting.

**Resolution #43 – 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board request that a ‘thank you’ be sent to the Coffee family for snow removal assistance during the recent snowstorm.

**CARRIED**

**Resolution #44 – 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board approve of David Dexter’s application for sublease of Hangar P5.

**CARRIED**

**7. FINANCIAL REPORTS**

Bill Zurawell presented the August 2019 financial reports

A discussion period took place among the High River Regional Airport Board members regarding the August 2019 Financial Reports. Councillor Jamie Kinghorn requested that the Board ask for a budget amendment by Foothills County and the Town of High River going forward in the future.

**9. BUSINESS**

9.1. Wellhead/Holding Tank on Hangar C1

A discussion period took place among the High River Regional Airport Board members regarding the wellhead/Holding Tank of Hangar C1.

The Airport Manager informed the High River Regional Airport Board that before proceeding there is a joint that must be secured. The Airport Manager also informed the Board that Andy Hammel will bring an excavator to dig out the wellhead/holding tank, he is just waiting for the area to be flagged before digging.

9.2. HRRR Ltd. Lot Sublease Approval Process

A discussion period took place among the High River Regional Airport Board members regarding the HRRR Ltd. Lot Sublease Approval Process.

**Resolution #45 – 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board approve the HRRRA Ltd. Lot Sublease Approval Process with the recommended addition of '1(a) – unless it is a simple change of ownership'.

**CARRIED**

9.3 Terms of Headlease and Sublease

The High River Regional Airport Board members reviewed Nico Meijer's and Steff Stephansson's comments in regards to the sublease agreement, and a discussion period took place regarding the term of the agreement, conditions that apply during the term, and what should be done during the term to ensure sublease conditions are met.

Steff Stephansson and Nico Meijer will gather more information regarding term of the agreement, conditions that apply during the term, and what should be done during the term to ensure sublease conditions are met, and will circulate to the Board.

9.4. High River Regional Airport Board Members Term Expiry

A discussion period took place among the High River Regional Airport Board members regarding a call for nominations from stakeholders. It was noted that three stakeholder director positions need to be filled, and it is suggested there be both 1 year terms and 2 year terms in order to stagger appointments.

**Resolution # 46 – 2019**

Moved by Steff Stephansson

**THAT** the High River Regional Airport Board authorize a call for nominations from stakeholders for consideration by Councils of appointment to the Board beginning January 1, 2020.

**CARRIED**

9.5. Kanata Aviation Inc. – Letter of Authorization Discussion

A discussion period took place among the High River Regional Airport Board members regarding sample letter of authorization and request provided by CEO of Kanata Aviation Training Inc., Kevin Lowe.

**Resolution # 47 – 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board approve sending the Letter of Authorization with the recommended revision, to Transport Canada in regards to Kanata Aviation Inc. – Application for Flight Training Unit Operator Certificate.

**CARRIED**

9.6. 2020 Lease Rate Discussion

A discussion period took place among the High River Regional Airport Board members regarding the 2020 Lease Rate.

The High River Regional Airport Board requested that information be gathered regarding the CPI by the November 6, 2019 Board meeting, so that Rosanne can have the 2020 lot price list increases created before the end of November 2019.

**10. ACTION LIST**

The action list was not reviewed or updated.

**11. CLOSED MEETING**

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 an emergent item – Gashed Solicitor Response Letter.

**Resolution # 48 - 2019**

Moved By: Nico Meijer

**THAT** the High River Regional Airport Board Recess the Regular Meeting for October 2, 2019 and move into a Closed Meeting at 8:34 p.m.

**CARRIED**

**Resolution # 49 - 2019**

Moved By: Steff Stepansson

**THAT** the High River Regional Airport Board Reconvene the Regular Meeting for October 2, 2019 at 8:37 p.m.

**CARRIED**

**Resolution # 50 - 2019**

Moved By: Nico Meijer

**THAT** the High River Regional Airport Board approve of the recommended approach to the Gashed Solicitor's August 30, 2019 response letter as proposed by legal counsel, Marlena Paul with Brownlee Law on October 1, 2019.

**12. PUBLIC COMMENTS**

There were no public comments.

**13. NEXT MEETING**

The next meeting of the High River Regional Airport Board is scheduled for November 6, 2019.

**14. ADJOURNMENT**

**Resolution # 51 - 2019**

Moved by Jamie Kinghorn

**THAT** the High River Regional Airport Board adjourn the meeting of October 2, 2019 at 8:40 pm.

**CARRIED**

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Board President and Chair

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Vice-Chair