

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD MEETING

December 14, 2023, 7:00 p.m.
VIA VIDEOCONFERENCE

Present: Deputy Reeve (Chair) Don Waldorf
Member at Large Toby Kliem
Member at Large Richard Pittet

Absent: Councillor Rob Siewert

Administration: Manager of Parks, Recreation & Agriculture Services Jeff Porter
Deputy Director of Corporate Services Reginald Hammond
Manager of Finance Disha Joshi
Airport Manager Pedro Hernandez
Legislative Services Assistant Garity Stanley

1. **CALL TO ORDER**

The High River Regional Airport Board met by way of electronic communications on December 14, 2023 at 7:00 p.m.

Chair D. Waldorf called the meeting to order at 7:06 p.m.

2. **ADOPTION OF AGENDA**

RESOLUTION: **107-2023**

Moved by: Richard Pittet

That the agenda of the December 14, 2023 High River Regional Airport Board meeting be adopted as circulated.

CARRIED

3. **MINUTES OF PREVIOUS MEETING**

3.1 **High River Regional Airport Board Minutes - November 16, 2023**

RESOLUTION: **108-2023**

Moved by: Richard Pittet

That the minutes of the November 16, 2023 High River Regional Airport Board meeting be accepted as presented.

CARRIED

5. DELEGATION

5.1 Airport Internet

L. St. Hilaire made a presentation to the High River Airport Board requesting consideration of the implementation of an ADS-R (Rebroadcast) system for the airport, a ground-based broadcast system that uploads (978 UAT ADS-B) local traffic targets and local weather to participating aircraft within a thirty to fifty mile range of the transmitter. This system is widely mandated and used throughout the United States, and although Canadian counterparts have not opted into the program, CIFIB - Canadian In-Flight Information Broadcasting Association, a non-profit entity, has developed a program for the Canadian market, noting that the system will not conflict with the upcoming Canadian ADS-B diversity and will operate completely transparent of the system.

RESOLUTION: **109-2023**

Moved by: T. Kliem

That the Board accept the CIFIB update as presented.

CARRIED

6. FINANCIAL REPORTS

6.2 High River Regional Airport Board 2024 DRAFT Budget

RESOLUTION: **110-2023**

Moved by: Richard Pittet

That the High River Regional Airport Board approve a 3.1 % lease rate increase.

CARRIED

6.1 Financial Reports

RESOLUTION: **111-2023**

Moved by: T. Kliem

That the High River Regional Airport Board approve the 2024 Operating Budget as presented with an amendment to adjust the hay sale to \$1,500.00 and revenues of lot sales to \$30,000.00.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- The plow truck has been serviced twice since the last meeting. They were unable to look at hydraulics or windshield wipers. Foothills County now has the plow truck and has repaired it. It will be picked up tomorrow.
- The Airport had a downed aircraft today with a flat tire. They got to try the wheel trolley and towed it with K. Lowe's truck as the plow was in getting serviced. All went well, and they got the plane back into its hangar.

RESOLUTION: **112-2023**

Moved by: T. Kliem

That the Board accept the Airport Manager's report for information.

CARRIED

8. BUSINESS

8.1 Airport Name Update

Foothills County is in the final stages of changing the name of the High River Regional Airport to the Foothills County Regional Airport. The paperwork has been filed with the lawyers and corporate registry.

8.2 Land Use Open House Update

D. Waldorf provided the following update:

- Approximately 30-35 attended
- Three main issues/questions that we heard from area landowners throughout the evening were:

- Were any of the proposed Land Use Bylaw changes going to change our operation, e.g. affect livestock or farming practices?
 - Some limited concerns (mainly closest landowners) over plane flight paths over their property, especially residences. There was the odd mention of planes disturbing livestock when flying overhead.
 - There were a number of questions about residents installing personal solar arrays on their buildings. We assured them there would be no problem as long as they respected structure and height regulations.
- Generally, attendees appreciated the opportunity to participate in the process.

8.3 Emergency Response Plan

The Board discussed the draft Emergency Response Plan. T. Kliem suggested that the line drawings be incorporated into the plan. R. Pittet recommended the inclusion of a contact number for the Transportation Safety Board of Canada.

8.4 Fire Protection Update

J. Porter updated the Board on fire protection for the airport. A meeting was held with the fire department to discuss their needs and the possibility of moving forward with a hydrant. It was determined that fire protection would include potential inspections at the airport, working with building and safety codes. A variety of options were brought forth for future development of the airport, such as steel construction, fire-rated walls, increasing lot sizes and separations between buildings.

8.5 Hangar P10

T. Kliem provided the history that hangar P10, owned by N. Meijer, was sold to W. and J. Peterson; however, the legal process needs to play out, and the application needs to be signed.

J. Porter confirmed that this was approved on August 21, 2023 by email and was ratified at the September High River Regional Airport Board meeting. J. Porter will get the necessary documents signed and continue to move through the process.

8.6 STIP Grant Application - 2024 Projects - Runway Lighting Project Update

J. Porter updated the Board that the STIP grant Application was submitted to the Alberta Government for the airport lighting. The County has not heard anything back as of yet and do not expect to hear back until spring. J. Porter has received confirmation that the application has been received.

11. CONFIDENTIAL CLOSED MEETING

11.1 Advice from Officials - FOIP s. 24

RESOLUTION: **113-2023**

Moved by: T. Kliem

That in accordance with Section 197 of the Municipal Government Act, the High River Regional Airport Board move into Closed meeting at 8:10 p.m. to discuss CIFIB System as per Section 17 of the Freedom of Information and Privacy Act (FOIP).

CARRIED

11.2 Return to Open Session

RESOLUTION: **114-2023**

Moved by: T. Kliem

That the Board return to its Open Session at 8:51 p.m.

CARRIED

9. ACTION ITEMS

9.1 Updated Action List

There were no specific comments on the action list. Due to the length of the meeting, the Board will review the action list in more detail at the next meeting.

14. ADJOURNMENT

RESOLUTION: **115-2023**

Moved by: Richard Pittet

That the High River Regional Airport Board adjourn the meeting of December 14, 2023 at 8:52 p.m.

CARRIED