

# MINUTES OF THE FOOTHILLS REGIONAL AIRPORT BOARD

April 11, 2024, 1:00 p.m.

## FOOTHILLS COUNTY COUNCIL CHAMBER

Present: Deputy Reeve Don Waldorf, Chair  
Councillor Rob Siewert  
Richard Pittet  
Dennis Fox  
Myron Stadnyk

Administration: Legislative Services Assistant Krista Conrad  
  
Manager of Parks & Recreation Jeff Porter  
Airport Manager Pedro Hernandez

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### 1. **CALL TO ORDER**

The Foothills Regional Airport Board met on April 11, 2024 at 1:00 p.m.

Chair D. Waldorf called the meeting to order at 1:02 p.m.

### 2. **EMERGENT ITEM**

#### 2.1 **Emergent Items for April 11, 2024**

##### **Resolution 25**

**Moved by:** Rob Siewert

That Foothills County Bookkeeping Services - Administration Fee and Heartland - Request for Use of Airport be added to the April 11, 2024 Foothills Regional Airport Board meeting agenda.

**CARRIED**

### 3. **ADOPTION OF AGENDA**

##### **Resolution 26**

**Moved by:** Dennis Fox

That the agenda of the April 11, 2024 Foothills Regional Airport Board meeting be adopted as amended.

**CARRIED**

**4. MINUTES OF PREVIOUS MEETING**

4.1 Foothills Regional Airport Board Minutes - March 14, 2024

**Resolution 27**

**Moved by:** Dennis Fox

That the minutes of the March 14, 2024 Foothills Regional Airport Board meeting be accepted as presented.

**CARRIED**

4.2 Foothills Regional Airport Board Minutes - Special Meeting - March 25, 2024

**Resolution 28**

**Moved by:** Dennis Fox

That the minutes of the March 25, 2024 Foothills Regional Airport Board special meeting be accepted as presented.

**CARRIED**

**7. FINANCIAL REPORTS**

7.1 Foothills County Bookkeeping - Administration Fee

Financial Reports, including detailed Income and Receivable Statements, are presented to the Board quarterly.

**Resolution 29**

**Moved by:** Myron Stadnyk

That the Board acknowledge it will be charged an administration fee for bookkeeping services provided by Foothills County not to exceed a total of \$18,200.00, as budgeted for 2024.

**CARRIED**

**8. AIRPORT MANAGER REPORT**

8.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- inspection of the airport terminal has been increased to twice per week, and another bathroom incident has occurred despite changing the flapper and monitoring closely. A zip-tie on the circuit breaker had also been cut.
- snow removal - tenants must be reminded they cannot push snow into taxiways or the apron, as build-up occurs and becomes ice, which is difficult for the plow to remove.
- parked planes are beginning to sink on the grass tie-down area - these are single-wing, and so the area will not be strong enough to hold twin aircraft
- Murray's Aircraft Repair has been parking planes in the apron area and the airport has not been charging as he claims the land is his land, but the land belongs to the airport and therefore Murray's Aircraft Repair should be charged for parking
- Heartland requested to film at the airport and was advised to email the Board
- a request was received for a twin-engine to park in the apron during the summer, since the grass tie-down area will not work for this plane

J. Porter indicated he cut the zip tie from the circuit breaker to turn off the pump the first time the bathroom issue arose but if it was done a second time it was someone else. The issue of water may need more investigation to determine the cause. P. Hernandez indicated he has checked for leaks but has not found anything. R. Siewert inquired as to how much the water loss is costing. P. Hernandez said it is approximately \$190 every two weeks, but is now being refilled more often.

J. Porter indicated plane owners are to provide their own concrete blocks to support their planes. Springtime is a difficult time to park on the grass. It would not be advised to put in gravel after spending \$200,000 to build the tie-down areas. D. Waldorf suggested a memo be issued to all tenants with regards to grass tie-down parking and requirement for cement blocks, and that snow clearing is to remain on their lots.

R. Siewert stated the Murray's Aircraft Repair parking issue has been ongoing for years and inquired as to whether it has been delineated where the property lines are. J. Porter indicated it has been shared with Murray's

Aircraft Repair, but to ensure they are aware a formal letter could be issued with the GIS map attached. R. Siewert questioned whether a line should be drawn on the road to indicate property lines clearly and avoid future issues. D. Fox inquired as to whether there is an option to extend the lease area and charge for its use. J. Porter will work with P. Hernandez to discuss potential fee structures and engage with Murray's Aircraft Repair to ensure they understand where their property line ends. M. Stadnyk shared the parking creates some risk for pilots using the taxiway and indicated setbacks for aircraft should be taken into account.

### **Resolution 30**

**Moved by:** Myron Stadnyk

That administration investigate potential fee structures and work with Murray's Aircraft Repair to resolve issues with property lines and parking.

**CARRIED**

## **9. BUSINESS**

### 9.1 Alberta Air Tours (AAT) - Visit to Southern Alberta

D. Fox shared the Alberta Air Tours - Visit to Southern Alberta event will not be open to the public as it would require a Special Event Licence. The aircraft will fly in, and volunteers from the EAA Chapter 1410 and Foothills Flying Club will marshal parking and control foot traffic on the airport grounds. Aircraft parking will have to be arranged but the airport will remain open for regular business.

D. Fox stated aviation-specific events should not be considered special events in the scope of the County's Special Events Bylaw, and there should be a closer look at aviation events to make them permissible on the airport grounds.

J. Porter stated there is a difference between annual events and one-off events, and the Alberta Air Tours - Visit to Southern Alberta was viewed as a one-off rather than a historical event for the premises.

R. Siewert shared this is problematic and a solution must be found. Historically the events happened under the radar and were ignored, but things have changed and with the ownership being solely Foothills County these are being noticed and the County must take them into consideration. A solution should be found for annual and one-off events.

**Resolution 31**

**Moved by:** Dennis Fox

That the Board authorize the Foothills Flying Club's collaboration with the Alberta Air Tours (AAT) to host the AAT event at the Foothills Regional Airport.

**CARRIED**

9.2 Sub-Lease Review

J. Porter presented proposed changes to the Private and Commercial Sub-Lease Agreements for feedback from Board members.

R. Siewert suggested the approval of sub-leases be postponed until the Land Use Bylaw is approved.

D. Waldorf asked the Board to consider its preference for storage in hangars and other details of the sub-leases, to be brought back to the May 9, 2024 meeting.

9.3 Future Capital Projects List

J. Porter presented the list of Future Capital Projects for Foothills Regional Airport for review of priorities from past boards and potential work required at the airport.

R. Siewert suggested the Board meet with R. Hammond ahead of the budget being passed to develop a Capital Budget Plan that would forecast for five years and allow the Board to plan fiscally for projects that need to be done.

**Resolution 32**

**Moved by:** Rob Siewert

That the Board accept the Future Capital Project List for information.

**CARRIED**

9.4 Hangar Renter Fee

R. Pittet reported on an initial investigation into the Board levying a fee to those at the airport who do not rent tie-down space nor own hangars, but those who rent space within hangars. Common fees are \$50 per month,

and the method of collection is typically done through hangar owners who provide a list of those renting space in their hangars. If owners do not divulge their tenants, they are charged. It ensures all airport users are paying into the airport.

R. Siewert stated those who rent space in hangars are still paying their share despite not being on the tax roll, though indirectly. Lease fees are per hangar, not per aircraft or renter within a hangar.

R. Pittet stated it would be a user fee, not a parking fee. Renters are currently paying for storage, but not for regular airport use.

**Resolution 33**

**Moved by:** Dennis Fox

That the verbal report on possible revenue for the Foothills Regional Airport be received for information.

**CARRIED**

9.5 Heartland - Request for Use of Airport

J. Porter presented a request from Heartland to use Foothills Regional Airport for filming on an unspecified date between May and June 2024.

**CONFIDENTIAL CLOSED MEETING**

**Resolution 34**

**Moved by:** Rob Siewert

That, in accordance with Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection Privacy Act, the Foothills Regional Airport Board move into Closed Session to deal with Heartland - Request to Use Airport at 2:48 p.m.

**CARRIED**

12.1 Return to Open Session

**Resolution 35**

**Moved by:** Dennis Fox

That the Board return to its open meeting of the Foothills Regional Airport Board at 3:06 p.m.

**CARRIED**

**Resolution 36**

**Moved by:** Rob Siewert

That the Board acknowledge and deny the request from Heartland to film at the Foothills Regional Airport.

**CARRIED**

**10. ACTION ITEMS**

10.1 Updated Action List

The Board reviewed the Action List and provided updates on the following items:

- emergency response plan - completed in March 2024
- procurement policy is ongoing
- policy for transferring reserves (2021) - Deputy Director Hammond will have financial information moving forward
- paving assessment is ongoing, runways are assessed on an annual basis
- review of lots, prices, and new lots is ongoing
- review of DP process - going through the DP process with the Planning Department
- underground electrical installation - was conducted for the remaining lots - completed summer 2023
- runway LED replacement - regular updates are provided to the Board
- broken gate at Spitfire Way - completed April 2024
- policy for utilization of airport equipment (related to the towing bar) - instituted fee - complete
- equipment storage - ongoing

- regional airport funding and support working group - brought to Council and the County supported the letter sent to the Minister - can be removed

**Resolution 37**

**Moved by:** Rob Siewert

That the Board approve the updated Action List for the Foothills Regional Airport Board.

**CARRIED**

**14. ADJOURNMENT**

D. Waldorf adjourned the Foothills Regional Airport Board meeting of April 11, 2024 at 3:30 p.m.