

MINUTES OF THE FOOTHILLS REGIONAL AIRPORT LTD.

May 9, 2024, 1:00 p.m.

FOOTHILLS COUNTY COUNCIL CHAMBER

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

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

Guests: Planner Drew Granson
Director of Community & Emergency Services Rick Saulnier
Deputy Director of Community & Emergency Services Peter Stapley

1. **CALL TO ORDER**

The Foothills Regional Airport Board met on May 9, 2024 at 1:00 p.m.

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

2. **ADOPTION OF AGENDA**

RESOLUTION: 38

Moved by: Rob Siewert

That the agenda of the May 9, 2024 Foothills Regional Airport Board meeting be adopted as amended to move Item 10.1 Correspondence Requiring Action to after Item 7.1 Airport Manager's Report and to add Lots P34 & P35 as Item 8.9.

CARRIED

3. **MINUTES OF PREVIOUS MEETING**

3.1 **Foothills Regional Airport Board Minutes - April 11, 2024**

RESOLUTION: 39

Moved by: Richard Pittet

That the minutes of the April 11, 2024 Foothills Regional Airport Board meeting be accepted as presented.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- The bathroom issue has been solved, and there is no more water leaks;
- The crashed aircraft is being removed today;
- There are parking issues with the apron, and we are looking for a solution to park a twin-engine aircraft in the grass area. In the meantime, it is parked on the main apron;
- The airport needs new flags (Foothills County and Canada Flag);
- Overall, things have been quiet at the airport;
- Murray's Aircraft Repair and parking still need to be addressed.

J. Porter suggested the next step would be to send a formal letter from the airport board to Murray's Aircraft Repair with a diagram of property lines and other options for their consideration.

R. Pittet suggested that the Board deal with both fuel vendors at the same time.

RESOLUTION: 40

Moved by: Dennis Fox

That the Airport Manager's report be acknowledged as information.

CARRIED

RESOLUTION: 41

Moved by: Rob Siewert

That the Board authorize that a letter be written to the two properties in question regarding their property lines.

CARRIED

10. CORRESPONDENCE

10.1 Correspondence - Requiring Action

10.1.1 Airport Concerns - N. Niemans

The Board reviewed the letter of concern submitted by N. Niemans, noting that he is in the middle of the runway, located a mile and a half from Runaway 25, the most-used runway.

The Board discussed some options such as reinstating the NOTAM for the nighttime training restriction of hours from 10:00 p.m. to 8:00 a.m., imposing a noise abatement departure (taking off to the east), and the ability or inability to change the flight pattern.

The NOTAM still allows aircraft to depart and arrive, but they cannot circle. P. Hernandez noted that the NOTAM has not been in effect for 6-7 months. R. Pittet will reactivate it.

The Board acknowledged that the air traffic at the airport has increased since the flight school came into effect, and with the GPS approaches that the airport now has, the airport has become more desirable.

The Airport Manager and members of the Board will meet with Mr. Niemans and offer to take him on a flight to see the flight plan.

RESOLUTION: 42

Moved by: Rob Siewert

That the letter from Mr. Niemans be received for information with follow-up as discussed.

CARRIED

8. BUSINESS

8.1 Financial Statement of Operations Overview

R. Hammond gave a high-level overview of the Airport's finances.

Revenue

- Main revenue source is leasing revenue, which is 81% of the revenue, roughly \$120,000 annually depending on CPI increases;

- A small amount from ramp parking and tie-down fees;
- Transfer fees, noting last year there were only two transfers, totaling \$1,000.00;
- Lot Sales - have not had any in the last couple of years;
- Hay Sales Revenue - \$3,000-\$4,000 per year;
- GIC \$250,000 from which interest is approx. \$6,000-\$10,000 per year.

Expenses

- Personnel, airport manager, financial services, fuel for equipment, insurance, general supplies, utilities, power and gas, snow removal, road work, repairs to equipment and building, minor repairs and maintenance, some years consulting fee with engineers and other contractors.

Future Capital Expenses - The Board is currently looking at some large projects:

- Runway lighting - \$840,000.00;
- Taxiway to Runway 25 - \$200,000.00 (would like to tie this into the main runway paving project);
- Plough truck;
- Website phase 2;
- North/south runway re-build;
- Main runway paving - \$2 million .

R. Hammond noted that, as it stands right now, the airport does not have money for these projects, and the GIC funds would be used quickly. The current income barely covers the daily operating costs.

It was noted that Foothills County does a good portion of the work and does not charge the airport for it.

R. Pittet expressed that the number one safety concern at the airport is the lack of a parallel taxiway.

8.2 Incremental Operations Revenue Opportunities

The Board discussed possible revenue-increasing options, such as landing fees, fuel charges, third-party rentals, etc. A letter to leaseholders for their input was suggested.

R. Pittet pointed out that the people renting hangars are paying for storage; they are not paying for airport options. He suggested three options: increasing the lease fee, increasing Foothills County taxes, or adding a rented space surcharge. R. Pittet would like to see an active marketing program for the airport lots and the option of the airport running one of the fuel distribution systems.

R. Siewert wondered if we could look at the creation or development of more lots. He hopes that a long-term capital budget can be developed before lease rates are set for next year. R. Siewert feels the fuel surcharge may be the number one option and that previously the Board had discussed a fuel distribution system but felt that the Board should not be in competition for this business.

RESOLUTION: 43

Moved by: Dennis Fox

The Board philosophically agrees with the concept of "user-pay charges," and the Board will continue to investigate further options and present them at a future date.

CARRIED

8.3 Hangar Storage / Aircraft Requirement Discussion

The Board had a discussion on whether an aircraft needs to be a part of the hangar requirements and how to define it.

D. Granson reviewed the definition of an aircraft in the Land Use Bylaw and requested the Board's input on what is airworthy and what is an appropriate timeline for an aircraft under construction repair or overhaul.

R. Pittet suggested an aircraft under construction or repair could be determined by an annual review by the Board, noting that for an airport to be successful, there have to be airplanes there, and that it is not turned into a mini storage place.

R. Siewert commented that currently hangars must be used for aviation-related purposes only. There is no provision for personal storage. If we

opened this up to personal storage, what would be the limits? R. Siewert suggested that the hangar require an aircraft and that a limit be put on the square footage that is allowed for personal storage.

P. Stapley, Deputy Director of Community and Emergency Services explained enforcement would be challenging and that each situation is different. The first thing they will look at is if the use falls within the Land Use Bylaw itself.

In summary, three issues were discussed:

- Is the hangar to be used for aircraft only?
- Can the hangar be used for personal storage? (commercial storage is different)
- How will it be enforced?

11. CONFIDENTIAL CLOSED MEETING

RESOLUTION: 44

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 Hangar Storage / Aircraft Requirements at 2:36 p.m.

CARRIED

11.1 Advice from Officials - FOIP s. 24

RESOLUTION: 45

Moved by: Richard Pittet

That the Board return to its open session at 3:23 p.m.

CARRIED

12. Motion Out of Closed

RESOLUTION: 46

Moved by: Rob Siewert

That the Board recommend to Foothills County as they revise the Land Use Bylaw to allow personal storage in hangars with the restriction that there must be

an airworthy active aircraft in the hangar or a project aircraft with an annual approval with personal storage limited to 15% of the square footage of the building.

CARRIED

8. BUSINESS

8.1 Financial Statement of Operations Overview

RESOLUTION: 47

Moved by: Dennis Fox

That the Board acknowledge the treasurer's presentation on the airport's financial structure

CARRIED

8.6 Tenant Open House - June 1, 2024

The Tenant Open House has been scheduled for June 1, 2024. The time will be confirmed later.

8.7 Rodent Control

J. Porter updated the Board that bait stations have been set out and that Mr. Snodgrass has broken up the field along the south fence line and hopes that will help disperse the gophers.

8.8 Runway Lighting Project Update

J. Porter updated the Board that he has not yet heard anything regarding the grant application. If he has not heard anything by May 15, he will follow up with the province.

8.9 Lot P34 and Lot P35 - Update

J. Porter updated the Board that in reviewing the lots on P34 and P35 they were on hold for Mr. Sudderman. The Board directed J. Porter to remove the hold after he inquires with the past chair. Administration will investigate further.

9. ACTION ITEMS

9.1 Review and Update Action List

Due to the length of the meeting, the Board will review the action list at the next meeting.

14. ADJOURNMENT

D. Waldorf adjourned the Foothills Regional Airport Board meeting of May 9, 2024 at 3:32 p.m.