

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD

February 6, 2024, 2:30 p.m.

Foothills County Administration Office
309 Macleod Trail South – High River

Present: FC Deputy Reeve Don Waldorf (Chair)
FC Councillor Rob Siewert
Member at Large Myron Stadnyk
Member at Large Richard Pittet
Member at Large Dennis Fox

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

Guests: FC CAO Ryan Payne
Tom Watkins

1. **CALL TO ORDER**

The High River Regional Airport Board met on February 6, 2024 at 2:30 p.m.

Chair D. Waldorf called the meeting to order at 2:30 p.m.

2. **ADOPTION OF AGENDA**

Resolution 1

Moved by: Rob Siewert

That the agenda of the February 6, 2024 High River Regional Airport Board meeting be adopted as circulated.

CARRIED

8. **BUSINESS**

8.1 **Board Member Introductions and Onboarding**

Board members and meeting attendees provided introductions.

CAO Ryan Payne provided information regarding the changeover of the airport to Foothills County; airport board responsibilities, procedures, code of conduct; airport ownership changeover; staff responsibilities; and the airport accounting and financial process.

3. MINUTES OF PREVIOUS MEETING

3.1 High River Regional Airport Board Minutes - December 14, 2023

Resolution 2

Moved by: Richard Pittet

That the minutes of the December 14, 2023 High River Regional Airport Board meeting be accepted as amended.

CARRIED

3.2 High River Regional Airport Board Minutes - December 20, 2023

Resolution 3

Moved by: Rob Siewert

That the approval of the minutes of the December 20, 2023 Special Meeting of the High River Regional Airport Board be postponed to the next Annual General Meeting of the corporation.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- There are two new airplanes in grass parking lots.
- An abandoned aircraft has been located at the airport since approximately November 2022 and the owner has not paid for parking or mechanical inspections. A bill will be sent to the registered owner in Saskatchewan.
- Repairs have been made to the snow plow.

- With finances transitioning to Foothills County, the airport manager requires the correct billing information to provide to vendors moving forward.
- The airport manager inquired as to whether an invoice had been sent for a downed aircraft recovered by the airport in late 2023.

Resolution 4

Moved by: Myron Stadnyk

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

CARRIED

8. BUSINESS

8.2 Lot P44 - Transfer

Resolution 5

Moved by: Rob Siewert

That the Board postpone decision on the transfer of lease for Lot P44 to its March 14, 2024 meeting.

CARRIED

8.3 Canadian In-Flight Information Broadcast (CIFIB) - Contractual Obligation Update

J. Porter provided an update on the Board's contractual obligation with Canadian In-Flight Information Broadcasting.

As CIFIB does not have hardware or installation done, an amending agreement was signed in March 2023 and to-date the airport still does not have any equipment. Installation was to have been provided as per the agreement but CIFIB is now renegeing on installation and stating they will ship materials for the airport to install on its own.

D. Fox questioned whether the Board still wants to buy the CIFIB system, stating it could enhance safety and encourage pilots to upgrade their aircraft and make use of the information the system can provide, such as weather data, avoiding aircraft conflicts, etc.

M. Stadnyk said the onus is being put on the pilot to upgrade and while it could enhance safety, if not everyone uses it perhaps it could be unsafe.

It was suggested pilots may not subscribe to something they won't use unless it becomes mandatory.

R. Pittet clarified that if the airport subscribes to the CIFIB system, anyone who pings in the area will have access to the information, so users do not need to subscribe. However, he questioned the value of the system as pilots can receive the same data by other means.

J. Porter informed the Board the financial obligation of contract cancellation would be a forfeit of the \$2,000 initiation fee, which was non-refundable, and no further penalties would be incurred.

Resolution 6

Moved by: Myron Stadnyk

That the Board terminate its agreement with the Canadian In-Flight Information Broadcasting.

CARRIED

8.4 Alberta Air Tours (AAT) - Visit to Southern Alberta

D. Waldorf stated a letter received by Reeve Delilah Miller from Alberta Air Tours requesting the High River Regional Airport be a stop on one of its Southern Alberta tours.

D. Fox gave an overview of the Alberta Air Tours events, which typically include three stops in a day. The events are usually capped at around 40 aircraft. Pilots fly into an airport and spend some time with local crews and residents before taking off for the next airport. The objective is to promote aviation.

The tour in question is set for May 18 and begins in Lethbridge, with Pincher Creek as the second stop, and pilots would land at the High River Regional Airport mid-afternoon.

D. Fox has spoken with the High River Flying Club and the EAA Chapter 1410, and would rely on these groups to help park planes.

P. Hernandez said 40 airplanes could not be accommodated on the apron and parking would have to extend to the gravel runways 15 and 33 so as not to interfere with operation of airport.

R. Siewert said a decision cannot be made on whether to host the Alberta Air Tours with documentation provided to the Board.

Resolution 7

Moved by: Richard Pittet

That the Board postpone a decision on hosting the Alberta Air Tours (AAT) Visit to Southern Alberta to the March 14, 2024 meeting.

CARRIED

8.5 Emergency Response Plan Update

J. Porter informed the Board the final draft will be ready for review by the March 14, 2024 meeting.

Resolution 8

Moved by: Dennis Fox

That the Board postpone discussion on the Emergency Response Plan to March 14, 2024.

CARRIED

8.6 Fire Protection Update

J. Porter informed the Board fire protection at the airport is being reviewed. Currently there is no water on-site. Foothills County administration is working with the Town of High River to find solutions and a request as been made to the Town to accommodate water flow to the site on an as-needed basis.

A report will be brought back to the Board with the Town's response at a later date.

Resolution 9

Moved by: Rob Siewert

That the Board acknowledge the Fire Protection update as information.

CARRIED

8.7 Projects for 2024:

The Board discussed the following priorities for 2024 in a round table format:

- Foothills County lease rewrite status

- Communication plan, e.g. email list, newsletter, IT Department involvement
- Snow removal in the capital budget, e.g. snow blower
- Clear statement of hangar permitted use, i.e. there must be an air-worthy aircraft inside, no living on-site, what is permitted to be stored, etc.
- Potential hangar owner package including land use and Foothills County planning department requirements
- Parallel taxiway
- Additional airport revenue generation, e.g. landing fees, non-aviation use of land south of Gordon Jones Way
- Hangar owner open house format and date
- LED lighting project
- Capital budgeting
- Delays with development permit processes for airport leaseholders and hangar owners

10. **CORRESPONDENCE**

10.1 Correspondence - Requiring Action

10.1.1 P22 - Request to Waive Property Tax Late Payment Penalties

J. Porter provided information on a request from two individuals, C. Noseworthy and J. Conlin, who co-own a hangar, to have their tax penalties reimbursed, claiming there was a lack of communication with the transfer of lease from the past Board to Foothills County.

J. Porter said a few people have incurred penalties on taxes because transfers have not been completed, and either the Board or the former owner have not informed the Foothills County tax department of new ownership.

C. Noseworthy and J. Conlin have paid the penalties and back-owed taxes and are requesting reimbursement of the tax penalties, amounting to \$526.60.

Resolution 10

Moved by: Rob Siewert

That the Board authorize reimbursing tax penalties in the amount of \$526.60.

CARRIED

13. ADJOURNMENT

Resolution 11

Moved by: Myron Stadnyk

That the High River Regional Airport Board adjourn the meeting of February 6, 2024 at 4:25 p.m.

CARRIED

Board Chairperson

Recording Secretary