

MINUTES OF THE FOOTHILLS REGIONAL AIRPORT BOARD

September 12, 2024, 1:00 p.m.
Foothills County Administration Office
309 Macleod Trail South – High River

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

Absent: Manager of Parks & Recreation Jeff Porter

Administration: Legislative Assistant Garity Stanley
Deputy Director of Corporate Services Reginald Hammond
Airport Manager Pedro Hernandez

Guests: Tom Gilliss, K2 Engineering Ltd.

1. **CALL TO ORDER**

The Foothills Regional Airport Board met by way of electronic communications on September 12, 2024 at 1:00 p.m.

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

2. **EMERGENT ITEM - Appointment of Auditor**

RESOLUTION: 55

Moved by: Rob Siewert

That the Foothills Regional Airport Board add Appointment of the Auditor as an emergent item to the agenda for the Foothills Regional Airport Board meeting of September 12, 2024.

CARRIED UNANIMOUSLY

3. **ADOPTION OF AGENDA**

RESOLUTION: 56

Moved by: Myron Stadnyk

That the agenda of the September 12, 2024 Foothills Regional Airport Board meeting be adopted as circulated.

CARRIED

4. MINUTES OF PREVIOUS MEETING

4.1 Foothills Regional Airport Board Minutes - June 13, 2024

The Board discussed adding an item for business arising from the previous minutes.

RESOLUTION: 57

Moved by: Richard Pittet

That the minutes of the June 13, 2024 Foothills Regional Airport Board meeting be accepted as presented.

CARRIED

7. FINANCIAL REPORTS

7.1 July 31, 2024 Financial Reports

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

RESOLUTION: 58

Moved by: Dennis Fox

That the Foothills Regional Airport Board receive the July 31, 2024 financial reports as information.

CARRIED

7.2 Appointment of an Auditor

RESOLUTION: 59

Moved by: Myron Stadnyk

That the Foothills Regional Airport Board appoint Avail Chartered Professional Accountants for Financial Audit and Review Services for the years ending in December 31, 2024, 2025, 2026, 2027 and 2028.

CARRIED

8. AIRPORT MANAGER REPORT

8.1 Airport Manager Monthly Update Summary

P. Hernandez reviewed his report and notified the Board that Transport Canada and NAV Canada are holding a safety seminar in High River on September 28 at 9:00 a.m.

RESOLUTION: 60

Moved by: Myron Stadnyk

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

CARRIED

9. BUSINESS

9.1 Runway Lighting - Request for Proposal

RESOLUTION: 61

Moved by: Myron Stadnyk

The Board recommends that Foothills County award MPE Engineering Ltd. the Replacement of Runway Lighting at the Foothills Regional Airport for \$60,000 plus applicable taxes and that important check points and quotes be reviewed regularly.

CARRIED

9.2 Regional Airport Support and Funding Working Group - Letter of Support from Mountain View County

The Minister of Transportation has asked if Foothills County would like to meet at the Rural Municipalities Convention in November. One of the topics of discussion will be the future of the Foothills Regional Airport and the improvements to runways and taxiways. This supplements what other agencies, such as Mountain View County, are also discussing with the ministry.

9.3 187 Foothills Royal Canadian Air Cadet Squadron - Land Use Application

RESOLUTION: 62

Moved by: Dennis Fox

That the Board approve use of the public airport parking lot for users of the 187 Foothills Royal Canadian Air Cadet Squadron hangar.

CARRIED

9.4 Aircraft Owner Maintenance/Oil Changes - Grass Parking Areas

This item was deferred to the next meeting when J. Porter can attend and put on the action list for further discussion and for the development of rules that would encompass environmental concerns.

9.5 Windsock Replacement

The windsock at the east end of the runway was installed and donated by the EAA Chapter 1410 group, and they are requesting that the airport take over the changing of the windsock as required. The windsock was last replaced a year ago.

P. Hernandez has the new windsock. However, he does not have the manpower to change the windsock.

D. Fox suggested hiring a bucket truck to change the windsock.

R. Siewert suggested that the mechanism be changed for the windsock to an easier method that one person could do instead of paying for a bucket truck annually.

It was requested that this item be added to the action list.

D. Fox suggested that since this is temporary until the runway lighting is replaced, the windsock only needs to be replaced by a bucket truck once.

RESOLUTION: 63

Moved by: Dennis Fox

That the Foothills Regional Airport Board approve the hiring of a bucket truck to change the windsock at the east end of the airport.

CARRIED

9.6 Marketing Plan for 2025

R. Pittett suggested that Foothills County entertain actively advertising for the Foothills Regional Airport and lots available.

R. Payne offered that when the Board is ready and actively looking for tenants to come to the airport, they could do a Request for Proposal looking for a realtor/MLS to help sell the lots. Foothills County could offer resources, such as the website, social media and newsletter.

R. Siewert commented that the Olds/Didsbury airport auctions off their lots and have generated an interest that way. It is different in that the lots are owned and not leased.

D. Waldorf recommended adding this to the action item list to investigate potential realtor options.

R. Hammond will further research the value of the lots.

9.7 Parallel Taxiway Update

D. Fox inquired what must be done to make the parallel taxiway a priority.

CAO Payne suggested Foothills County staff could do a condition assessment on the base preparation that is there, and then they may be able to provide a high-level estimate or determine if we need to get an engineer involved in providing advice on a budget estimate that the Board could provide for future capital planning.

R. Siewert expressed his biggest concern is how this project is going to be funded should we move forward. After the runway lighting project, there will be no funds left.

D. Fox would like to start on this and find out the costs and possibly the preliminary engineering so that this project is ready to go after the runway lighting project is complete.

9.8 Maintenance and Grounds Care

R. Siewert provided an update that when he visited the airport, he noticed things needed upkeep and repair and passed on a thank you to the County for taking over the mowing. Going forward, how are we going to look after maintenance and ground care?

R. Pittett, D. Waldorf and P. Hernandez will meet to review things that need to be done and plans for the future.

9.9 Transient Ramp Parking

D. Waldorf suggested that the common suggestion is to allow parking for up to 30 days and not longer than 30 days.

D. Fox agreed that we should allow transient parking on the ramp; however, 30 days is too long. One should be able to park there for a short term.

R. Pittett suggested a three-day period for transient parking.

P. Hernandez has never seen a plane stay longer than a couple of days. He noted that we also need to consider the size of the plane visiting as the larger planes can not park on the grass (nothing bigger than a 172/150). If they are bigger, they will need to park on the run.

P. Hernandez will look into signage for notifying visitors of parking rules.

RESOLUTION: 64

Moved by: Richard Pittet

That Board authorizes transient ramp parking for aircraft of the appropriate size for visitors at the Foothills Regional Airport for a maximum 72 hours in the general ramp area at no cost.

CARRIED

10. **ACTION ITEMS**

10.1 Updated Action List

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

- An update to be provided by J. Porter on the paving assessment at the next meeting
- An update to be provided by J. Porter on road maintenance at the next meeting
- The board requested that oil changes in parking areas be added to the list

- An update to be provided on the parallel taxiway at the next meeting
- An update to be provided by J. Porter on the updating of airport signage at the next meeting

14. **ADJOURNMENT**

D. Waldorf adjourned the meeting of September 12, 2024 at 3:19 p.m.

DRAFT