

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT LTD.

**March 14, 2024, 1:00 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 Richard Pittet
Member at Large Dennis Fox
Member at Large Myron Stadnyk

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

Guests: Reid Snodgrass

1. CALL TO ORDER

The High River Regional Airport Board met on March 14, 2024 at 1:00 p.m.

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

2. ADOPTION OF AGENDA

Resolution: 12

Moved by: Myron Stadnyk

That the agenda of the March 14, 2024 High River Regional Airport Board meeting be adopted as amended to include Item 5 Delegation, R. Snodgrass and Item 8.12 Hay Land Lease Agreement.

CARRIED

3. MINUTES OF PREVIOUS MEETING

3.1 High River Regional Airport Board Minutes - February 6, 2024

Resolution: 13

Moved by: Richard Pittet

That the minutes of the February 6, 2024 High River Regional Airport Board meeting be accepted as presented.

CARRIED

5. DELEGATION

R. Snodgrass presented to the High River Regional Airport Board a request to extend/renew the haying contract with the airport. He would like to enter into a contract for another five years at the same 50/50 rate but would like the Board to consider adding the 28.0 +/- acres against the south fence line on the south side of the roadway going into the airport.

Should the Board agree with the 28.0 +/- acres being cultivated land for the next few years, he would be willing to pay \$80.00 per acre after the first year. He is proposing that no rent be paid the first year in exchange for the work put into the land to get it ready to grow a crop, noting there would be minimal tillage and affects on the airport. R. Snodgrass thanked the Agricultural Services Department for helping treat gophers at the airport.

6. FINANCIAL REPORTS

6.1 February 2024 Financial Reports

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

R. Hammond reported that the current bookkeeper is no longer contracted out, and the finances are being brought in-house. The airport will continue to be charged an administration fee for these services. In 2024, the budget for this was \$18,200.00. The remainder of these funds for the year would be paid to Foothills County.

R. Hammond noted that the Finance Department would provide an accounts receivable list and confirmed that payments to the Airport can still be made by cheque or e-transfer. The email address for e-transfers remains the same as what has been used previously, and those paying by cheque can pay at the front counter at the Foothills County Administration Office Building.

Resolution: 14

Moved by: Dennis Fox

That the High River Regional Airport Board receive the February 29, 2024 financial reports as information.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- The last large snowfall took 5.5 hours to clear the airport. Thankful that Foothills County fixed the plow and that it is working well.
- Twice, there have been issues with the bathroom in the terminal. He is not sure if it is intentional. The toilet flapper stays open, which results in the water pump continuing to pump and emptying the tank. He put a sign on the toilet, and it got destroyed. There have been no issues over the past four years; however, it has happened twice in a short period. He continues to check the facility and will monitor.
- They did not receive a phone call notifying them that an ambulance for AHS was coming to the airport. Typically, they are informed and open the gate so the ambulance can access the airport. He checked his phone, and there were no missed calls or messages. Had he not noticed them, they would have had to park the ambulance and walk in with the gurney. The airport manager wanted confirmation on the procedure.
- R. Saulnier, Director of Emergency and Community Services, confirmed that the Airport Manager should be notified.
- D. Fox commented he felt that the snow removal on the taxiway could be improved.

8. BUSINESS

8.12 Hay Land Lease Agreement

Resolution: 15

Moved by: Rob Siewert

That the Board enter into an agreement with R. Snodgrass with an offer to extend his hay land agreement as per the proposed terms.

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

The Alberta Air Tours would like to include the High River Airport in their May 25, 2024 tour. The tour would start in Lethbridge that morning and proceed to High River sometime after 1:00 p.m.

D. Fox expressed that this is a great opportunity for the local community to promote an open airport day. The air tours are to inspire and educate the general public through positive direct interaction. To keep the public on the airside of the airport, he would suggest having the public event centred around the cadet's air hangar. Some ideas would be to have food, park some local aircraft west of the hangar for viewing and approach different aircraft business to set up a small trade fair. The cadets agree with the use of their hangar and are checking into the legalities of it. With volunteers, they should have enough manpower to handle airport parking and crowd control.

J. Porter explained that since the event has grown from fly-in/fly-out to an event with the public in attendance, it may require a special event permit along with traffic control on 2A. He recommends that an outline be put together, and then it can be reviewed. There are some constraints on the cadets' development permit and the use of their hangar that will need to be addressed.

P. Hernandez reminded the Board that the airport must remain open and in operation on this day to accommodate the three commercial operations. He suggested the main apron remain clear and that taxiway Bravo be used along with runway 1533 for parking and parking on the grass on C2 and C3. There should not be people walking through the main apron and they need to plan for arriving and departing traffic.

R. Saulnier, Director of Emergency and Community Services, reminded the Board that they must maintain access for the fire department and keep fire lanes clear.

R. Pettit does not feel that a complete shutdown of the runway is necessary, as the event is transient.

D. Fox shared that he is not too concerned about the aircraft arriving and that the bigger challenge will be to control public access on the airside of the airport.

Administration and the Board will continue gathering information and details for review at the next airport meeting.

8.5 Pilot Lounge Facility - Maintenance

J. Porter reiterated the bathroom concerns that P. Hernandez shared in his airport manager report. The toilet flapper stays open, which causes the water pump to continue pumping and empty the tank. Water had to be brought in for \$200.00. P. Hernandez has since changed the flapper and is monitoring it. If this continues, two options are replacing the toilet or going to a port-a-potty service. P. Hernandez will put another sign on the toilet in hopes that users will be conscientious of running water.

R. Siewert expressed he would hate to see the airport return to a port-a-potty and suggested an RV toilet.

J. Porter checked into the cost of janitorial services once a week, with the same janitorial service that Foothills County uses. It would be \$250.00 per month.

P. Hernandez shared that he cleans the terminal once a week, mopping and cleaning as much as possible. This includes toilets and stocking of supplies.

D. Fox expressed how an unclean terminal can give a bad first impression of the airport and feels it needs to be replaced for the size of the airport.

8.7 Aircraft Recovery Fee

J. Porter notified the Board that an invoice had not yet been sent for an aircraft recovery. The Board discussed charges at other airports and suggested pricing for the High River Regional Airport.

Resolution: 16

Moved by: Richard Pittet

That the Board approve an aircraft recovery fee of \$150.00/hour during regular hours and \$200.00/hour after 6:00 p.m.

CARRIED

8.8 Revenue Generation

J. Porter requested the Board start looking at ways to generate airport revenue. He has seen tie-down fees, landing and take-off fees, airport improvement fees, aircraft fuel concession rates, and HOA fees in his research. If the Board decides to increase the aesthetics and serviceability of the terminal building, it will come with a cost. Paving the main runway will cost \$3 million.

The Board discussed a few options and requested that this be a future agenda item.

8.10 Name Change - Company and Board

Resolution: 17

Moved by: Rob Siewert

That the Board authorize changing the name of the part nine company from High River Regional Airport Ltd. to **Foothills Regional Airport Ltd.**

CARRIED

Resolution: 18

Moved by: Dennis Fox

That the Board authorize to change the name of the board from High River Regional Airport Board to **Foothills Regional Airport Board.**

CARRIED

8.11 Livestreaming of Board Meetings

Resolution: 19

Moved by: Richard Pittet

That the Board authorize the livestreaming of the High River Regional Airport Board meetings.

CARRIED

8.1 Lot P44 - Transfer

Resolution: 20

Moved by: Rob Siewert

That the Board authorize the transfer of Lot P44 from R. and K. Pittet to D. and P. Fox, contingent on receiving any remaining payments owed on the lease to date.

CARRIED

9. ACTION ITEMS

9.1 Updated Action List

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

J. Porter provided an update that he has generated an email list for the airport. An email requesting permission to send them emails will be sent out. J. Porter confirmed that this includes the tenants and not the tie-down area.

R. Siewert noted that R. Hammond is listed as the individual assigned to the paving assessment. This will need to be changed.

R. Siewert noted that the outstanding development permit for the terminal building is complete.

12. NEXT MEETING DATE - April 11, 2024 at 1:00 p.m.

The next meeting of the High River Regional Airport Board will be held on April 11, 2024 at 1:00 p.m.

13. ADJOURNMENT

Chair D. Waldorf adjourned the High River Regional Airport Board meeting at 2:47 p.m.