

MINUTES OF THE FOOTHILLS REGIONAL AIRPORT BOARD

October 10, 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

Administration: Deputy Director of Corporate Services Reginald Hammond
Manager of Parks and Recreation Jeff Porter
Legislative Services Assistant Krista Conrad

1. **CALL TO ORDER**

The Foothills Regional Airport Board met in person and electronically on October 10, 2024 at 1:00 p.m.

Chair D. Waldorf called the meeting to order at 1:00 p.m.

2. **EMERGENT ITEMS**

2.1 **Butuk / Heidelberg - Development Permit 24D 129**

RESOLUTION: 65

Moved by: Rob Siewert

That the Butuk/Heidelberg Development Permit 24D 129 and Bird Mitigation Strategy be added to the October 10, 2024 agenda.

CARRIED UNANIMOUSLY

3. **ADOPTION OF AGENDA**

RESOLUTION: 66

Moved by: Richard Pittet

That the agenda of the October 10, 2024 Foothills Regional Airport Board meeting be adopted as amended.

CARRIED

4. **MINUTES OF PREVIOUS MEETING**

4.1 Foothills Regional Airport Board Minutes - September 12, 2024

RESOLUTION: 67

Moved by: Myron Stadnyk

That the minutes of the October 10, 2024 Foothills Regional Airport Board meeting be accepted as presented.

CARRIED

9. **BUSINESS**

9.1 2025 Budget Discussion

R. Hammond provided an overview of the 2025 draft budget for the Foothills Regional Airport Ltd.

- Every year the airport lease rates are increased based on inflation. The lease rate in 2024 was 0.266 per square footage, and as of the end of August CPI inflation was 2%, meaning the Board could increase lease rates by 2% or more.
- The draft budget is based on a 2% increase, from 0.266 to 0.271 per square footage, approximately \$134,473 lease revenue overall.

R. Pittet questioned whether the implementation of a fee for non-tenant users of airport hangars could be included in the budget. This will be investigated and brought forward to an upcoming meeting.

R. Hammond will explore fuel tax surcharges for the next airport board meeting.

Board members questioned whether the Board is responsible for all capital projects or whether Foothills County would provide budget dollars for capital items. Further, the Board requested a definition of its scope and whether it is expected to fund multi-million-dollar capital projects, or if the County would provide these funds as it is now a County asset.

9.2 Tenants Meeting

R. Pittet shared the purpose of the tenants meeting would be to introduce tenants to the Foothills County managers and Airport Board members to discuss recent changes regarding hangar use and the objectives of the

Board and the County moving forward, as well as issues of airport regulation violations.

The Board would like to host the tenants meeting the morning of November 2, 2024 at the 187 Foothills RCACS hangar.

An agenda will be put together and R. Pittet will extend an invitation to Transport Canada.

9.3 Runway Lighting Project Update

J. Porter shared that MPE Engineering Ltd. has been chosen as the engineering firm for the runway lighting project. There is work that needs to be done prior to the lighting project commencing.

RESOLUTION: 68

Moved by: Myron Stadnyk

That the Board authorize JetPro to work with K2 Engineering and MPE Engineering Ltd. to survey and establish the correct threshold positions on Runway 25 and 07.

CARRIED

9.4 Parallel Taxiway Study Update

D. Fox indicated he would like to see the work be done.

J. Porter shared the engineering could be costly, between \$7,000 - \$20,000, and he will try to get Deputy Director of Public Works M. Gallant to the site to provide an estimate for the project prior to the Board committing to expenses.

R. Siewert added a grant application would need to be done for the work, which would include the costs of the engineering studies.

9.5 Aircraft Owner Maintenance/Oil Changes - Grass Parking Areas

R. Pittet shared there was a request made of the Airport Manager for the airport's policy with maintenance, as owners have been doing routine maintenance such as oil changes, and that the Board needs to decide whether maintenance is permitted or if hangar owners should be directed to a maintenance facility.

J. Porter stated the issues falls under the purview of Alberta Environment. Oil changes are considered a contaminant. He suggested oil changes would only be permitted on hangar owners' lots, so they are responsible for remediation should clean-up be required.

D. Fox suggested oil changes should not be permitted in grass areas, and they should be restricted to hard surfaces.

RESOLUTION: 69

Moved by: Dennis Fox

That the Board prohibit oil changes and airplane maintenance on grass parking areas at Foothills Regional Airport.

CARRIED

12. CONFIDENTIAL CLOSED MEETING

RESOLUTION: 70

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 Butuk / Heidelberg Development Permit 24D 129 and Bird Mitigation Plan, Airport Manager Contract, and Advice from Officials at 2:35 p.m.

CARRIED

12.2 Airport Manager Contract - FOIP s. 24

RESOLUTION: 71

Moved by: Rob Siewert

That the Board terminate the current airport management contract effective November 30, 2024.

CARRIED

14. ADJOURNMENT

D. Waldorf adjourned the meeting at 3:12 p.m.