MINUTES OF THE FOOTHILLS REGIONAL AIRPORT BOARD

February 10, 2025, 1:00 p.m.
CES Board Room

Present:	Deputy Reeve Don Waldorf, Chair Reeve Delilah Miller Richard Pittet Dennis Fox
Administration:	Director of Community and Emergency Service Rick Saulnier Manager of Parks and Recreation Jeff Porter Manager of Finance Disha Joshi Legislative Services Assistant Krista Conrad

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1. CALL TO ORDER

Chair D. Waldorf called the meeting to order at 1:08 p.m.

J. Porter requested that runway light resurfacing and fire water infrastructure be discussed in Item 8.1 - 2025 Budget Approval.

2. ADOPTION OF AGENDA

RESOLUTION: 05
Moved by: Dennis Fox
That the agenda of the February 10, 2025 Foothills Regional Airport Board meeting be adopted as presented.

CARRIED

3. MINUTES OF PREVIOUS MEETING

3.1 Foothills Regional Airport Board Special Meeting Minutes - January 30, 2025

RESOLUTION: 06
Moved by: Richard Pittet

That the minutes of the January 30, 2025 special meeting of the Foothills Regional Airport Board be adopted as circulated.

CARRIED

6. FINANCIAL REPORTS

There were no financial reports to discuss at this meeting.

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

D. Fox provided the following operational updates:

- Gateworks was called to repair four gates
- There were issues with terminal building furnace over the course of a few weeks, but it is now repaired and working well
- There were a couple of issues with the plow truck, which needs to go in for service and should be repaired within the week
- A new business inquiry was received by Air Shine, which does aircraft detailing and external shining of paint. He would like to add his logo to the airport entrance sign and is currently looking for a space to rent or lease, with intent to find a permanent space
- The new windsock and flags have been installed
- There have been a couple of inquiries for space, primarily people looking for hangars to rent, so the conversation has been steered toward discussing the lots available for purchase as well

RESOLUTION: 07
Moved by: Dennis Fox

That the Board accept the Airport Manager report as presented.

CARRIED

8. BUSINESS

8.1 2025 Budget Approval

D. Joshi provided an overview of the 2025 budget for the Foothills Regional Airport.

A discussion was had regarding the runway light resurfacing and fire water infrastructure.

A revised budget will be presented to the Board at its March 13, 2025 meeting.

RESOLUTION: 08
Moved by: Richard Pittet

That the Board acknowledge the draft 2025 budget and direct administration to make recommended revisions and present the budget for Board approval at its March 13, 2025 meeting.

CARRIED

8.2 Foothills Regional Airport Signage

J. Porter provided an update regarding existing airport signs, which will be removed and a new sign designed and erected within the next few months.

11. CONFIDENTIAL CLOSED MEETING

RESOLUTION: 09
Moved by: Richard Pittet

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 Foothills Regional Airport Signage at 2:27 p.m.

CARRIED

11.1 Return to Open Session

RESOLUTION: 10
Moved by: Dennis Fox

That the Board return to its open meeting at 2:32 p.m.

CARRIED

12. MOTIONS ARISING FROM CLOSED SESSION

RESOLUTION: 11
Moved by: Dennis Fox

That the Board request administration investigate a signage program for the Foothills Regional Airport

CARRIED

8. BUSINESS

8.3 Great Southern Route Promoter - Request for Financial Support

R Pittet provided an overview of the proposal and request from the Great Southern Route.

- A gentleman from Winnipeg has developed a website promoting travel east and west within Canada with interactive map listings of communities and community airports for a membership cost of approximately $2,000
- He received no interest from the Town of High River and therefore approached the Foothills Regional Airport Board directly

RESOLUTION: 12
Moved by: Dennis Fox

That the Board acknowledge the proposal from The Great Southern Route promoter and deny the request for financial support.

CARRIED

8.4 Airport Manager Discussion

D. Fox suggested the Airport Manager position would be easier to fill if it did not include snow removal and landscaping or grass-cutting responsibilities.

D. Fox stated he would consider the position in the long-term if it included only the management responsibilities rather than the labour.

8.5 Power Pole Anchor

J. Porter reported a power pole anchor on Hurricane Way has been rusted through, likely due to the alkali metals in the ground. A quote to replace the ground anchor was $7,000. While the ground is frozen it should not pose a threat. With the spring thaw and Chinook winds, there could be potential for it to fall. Tie-down anchors will be used replace the damaged power pole anchor.

RESOLUTION: 13
Moved by: Richard Pittet

That the Board acknowledge report for information.

CARRIED

9. ACTION ITEMS

9.1 Updated Action List

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

- Policy for Transferring Reserves - R. Hammond is working on this policy
- Paving Assessment - the recommendation was for micro-surfacing, and this has been completed
- Review of Lot Prices and Planning of New Future Lots - ongoing
- Runway LED Replacement - ongoing
- Equipment Storage - ongoing
- Signage - ongoing
- Noise Abatement - completed
- Aircraft Owner Maintenance - completed
- Windsock Replacement - completed
- Airport Marketing Plan - ongoing
- Parallel Taxiway - ongoing
- Road Maintenance - ongoing
- Transient Ramp Parking - completed
- D. Fox requested that the insurance and liability for the possibility of providing an airport courtesy car be investigated

RESOLUTION: 14
Moved by: Dennis Fox

That the Board authorize R. Pittet to issue a Notice to Air Missions (NOTAM) regarding a "No Run-Up Area" at the Foothills Regional Airport.

CARRIED

14. ADJOURNMENT

D. Waldorf adjourned the meeting at 3:16 p.m.

15. RECONVENE MEETING

D. Waldorf reconvened the meeting of the Foothills Regional Airport Board on February 10, 2025 at 3:26 p.m.

16. EMERGENT ITEM

16.1 Emergent Item - Dissolution of the Company

RESOLUTION: 15
Moved by: Richard Pittet

That the Dissolution of the Company be added to the agenda of the February 10, 2025 Foothills Regional Airport Board meeting as item 8.6.

CARRIED

17. APPROVAL OF AGENDA

RESOLUTION: 16
Moved by: Dennis Fox

That the agenda of the February 10, 2025 Foothills Regional Airport Board meeting be approved as amended.

CARRIED

8. BUSINESS

8.6 Dissolution of the Company

RESOLUTION: 17
Moved by: Richard Pittet

RESOLUTION OF THE DIRECTORS OF FOOTHILLS REGIONAL AIRPORT LTD. (THE "COMPANY")

WHEREAS:

1. The Company has no ongoing activities and has paid off all of its liabilities;
2. The members of the Company desire to wind up the Company voluntarily pursuant to Section 254(b) of the *Companies Act*.

THEREFORE BE IT RESOLVED:

1. The voluntary winding up of the Company is hereby approved;
2. Reginal Hammond be appointed as the liquidator of the Company for the purpose of winding up the affairs and distributing assets of the Company; and
3. This resolution may be signed in counterparts, by facsimile copy, by electronic or digital signature or by other written acknowledgement of consent and agreement to be legally bound by its terms. Each counterpart will be considered an original and together the parts will be considered one document.

CARRIED

19. ADJOURNMENT

D. Waldorf adjourned the meeting at 3:33 p.m.