

**HIGH RIVER REGIONAL AIRPORT BOARD
MINUTES**

Tuesday, March 22, 2016
Scheduled to begin at 7:00 P.M.
309B Macleod Trail SW, High River, Alberta.

Board

Jamie Kinghorn, Director (for Town of High River)
Rick Percifield, Director (for MD of Foothills)
Nico Meijer, Director
Bill Zurawell, Director

Regrets

Steff Stephansson, Director, Chairman
Councillor Peter Loran, Town of High River
Ralph Nelson, Director (for MD of Foothills)

Staff

Ryan Payne, MD of Foothills Administrative Representative
Janice Storch, Recording Secretary

1) CALL TO ORDER

Vice-President and Acting Chair Jamie Kinghorn called the March 22, 2016 Meeting of the High River Regional Airport Board to order at 7:00 PM.

2) ADOPTION OF AGENDA

MOTION

Rick Percifield **MOVED** and Nico Meijer **SECONDED** that the agenda for the March 22, 2016 Meeting of the High River Regional Airport Board meeting be adopted as amended by adding; 9.2 wildfire email; 9.3 aged receivables; 9.4 potential liability during construction; 9.5 airport car.

CARRIED

3) ADOPTION OF MINUTES

MOTION

Nico Meijer **MOVED** and Bill Zurawell **SECONDED** that the February 23, 2015 Minutes of the High River Regional Airport Board be accepted as amended by correcting the spelling of Rick Percifield's name under 4.2 and under 4.3 correcting that it is not the ATB who wants the sign at the airport but the Board.

CARRIED

4) **FINANCIAL REPORTS**

4.1) **TREASURY MONTHLY REPORT SUMMARY**

Bill still needs to get his signature on the signing authority of the bank.
Bill went over the new graphics for revenue, expenses and working capital that he will be presenting each month and explained how he will present the reporting each month.
Bill inquired as to what the terms and conditions of the long term debt are. Ryan and Rick explained that as money comes in for sale of lots the Board must turn over the full amount until the debt is paid. Ryan also stated that when the true cost of the reclamation of the lots being done in the spring, is calculated, that will be added to the long term debt and will be spread over the lots, so that it is added to the sale price.
Aged receivables: Flying High has paid their debt in full plus interest. Group discussed particulars of outstanding amounts. On invoices for aircraft parking on the ramp it should include idents of the aircraft.
Bill indicated there are some lots that have secured financing under the headlease and would like to be able to know which lots those are.

5) **AIRPORT LIAISON (JAMIE KINGHORN)**

5.1) **NEW LOT APPLICATIONS**

Jamie indicated that most potential applicants are stating they are having trouble getting financing and that is what is holding up them applying.
Ryan added that there have been a development applications issued for P44 and C12.

5.2) **Parking Report**

Steff goes out every Friday and takes inventory of who is parking and sends to Roseanne and she invoices these aircraft for the ramp parking.

6) **ACTION LIST**

Group went over the action list.

7) **OLD BUSINESS**

7.2) **TIE-DOWN AREA DESIGN**

Group made a motion during the action list review which stated:

MOTION

Rick Percifield **MOVED** and Nico Meijer **SECONDED** to accept the revised 26 lot design for the tiedown area, with the option to develop the 6 lots to the East of the main taxiway at a future date.

CARRIED

7.3) **BUSINESS PLAN – GRANT APPLICATION UPDATE**

Nothing new to report, waiting decision.

7.4) **DRAFT POLICY STATEMENT RE FEE PAYMENT REQUIREMENTS**

Completed under action list.

8) **STAKEHOLDER MEETING ITEMS**

Meeting was poorly attended.
Most people happy and no major concerns.
Suggested that the board have a bbq at one of the hangers during the warmer months in order to meet more of the stakeholders.

9) **NEW BUSINESS**

9.1) **DASH 8 CHARTER VENTURE**

Jamie received a call about a Dash 8 charter venture which would like to make periodic stops at the High River Airport. Steff talked to them and they will get more information as to what they are proposing to the board.

9.2) **Alberta Agriculture and Forestry Email**

Jamie presented an email he received from Alberta Agriculture and Forestry – Forestry Division who want to have static displays at the airport for an event they are holding in High River on March 31.
Bill suggested that a general notice be sent out to leaseholders that this is happening and be put on the website.

9.3) **Aged receivables**

Dealt with in the Financial Section.

9.4) **Potential Liability during construction**

See the action list update.

9.5) **Airport Car**

Bill brought forward the proposal that a friend of his would like to donate a vehicle to the High River Regional Airport Board for the purposes of using it as a loaner/courtesy car for incoming pilots who may need/wish to travel into High River. The donor is asking if the board would consider taking on the insurance and liability for the vehicle.
Jamie asked that the donor come back with something formal. Ryan will look into any concerns the MD and Town may have in regards to liability.

10) **NEXT MEETING**

April 26, 2016

6) **ADJOURNMENT**

Rick Percifield **MOVED** and Bill Zurawell **SECONDED** that the Meeting of the High River Regional Airport Board for March 22, 2016 adjourn at 8:46 P.M.

Steff Stephansson
Board Chair