

High River Regional Airport Board - September 26, 2017

Tuesday, September 26, 2017

Start time 7:00 PM

309B Macleod Trail SW, High River, AB Room: LO4/O5

AGENDA

1. **PRESENT**

2. **CALL TO ORDER**

3. **Adoption Of Agenda**

4. **DELEGATIONS**

4.1. **Jodi Dawson, Manager of Economic Development**

Summary:

Jodi Dawson, Manager of Economic Development will be present to discuss how to increase awareness of the airport.

4.2. **187 Foothills Squadron Report**

Summary:

The 187 Foothills Squadron liaison will be present the following for the Board to consider:

1. Airport support – expectations around recording of Aircraft call signs and flag maintenance?
2. Signage – would it be possible to add a 187 Foothills RCACS sign at the airport entrance for community awareness?
3. Gala event – October 14th in High River, looking to make people aware and get more attendance if possible.

5. **Minutes Approval**

5.1 **High River Regional Airport Ltd. Board - August 15, 2017 (2017/08/15)**

6. **FINANCIAL REPORTS**

6.1. **Treasury Monthly Report Summary**

Summary:

To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

7. **AIRPORT LIAISON REPORT**

7.1. **General Updates**

Summary:

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

7.2. **Parking Report**

Summary:

To discuss the status of the following items:

- There are currently no items to discuss.

8. **ACTION LIST**

8.1. **August 15, 2017 Action List**

Summary:

To review and discuss the action list and update accordingly.

9. **OLD BUSINESS**

10. **NEW BUSINESS**

10.1. **Lot C21 Development Proposal**

Summary:

To discuss Lot C21 development proposal.

11. **NEXT MEETING**

11.1. **Next Meeting**

Summary:

The next regular meeting of the High River Regional Airport Board is scheduled for Tuesday, October 24, 2017.

12. **Adjournment**

13. **Additional Items**

Issue Summary Report

4.1. Jodi Dawson, Manager of Economic Development

#20170926002

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

Jodi Dawson, Manager of Economic Development will be present to discuss how to increase awareness of the airport.

Issue Summary Report

4.2. 187 Foothills Squadron Report

#20170926004

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

The 187 Foothills Squadron liaison will be present the following for the Board to consider:

1. Airport support – expectations around recording of Aircraft call signs and flag maintenance?
2. Signage – would it be possible to add a 187 Foothills RCACS sign at the airport entrance for community awareness?
3. Gala event – October 14th in High River, looking to make people aware and get more attendance if possible.

High River Regional Airport Ltd. Board - August 15, 2017

Date : Tuesday, August 15, 2017

Start time : 7:00 PM

Location : 309B Macleod Trail SW, High River, AB T1V 1Z5, Room: LO4/O5

Minutes

PRESENT

Steff Stephansson, Director (for MD of Foothills) - President
Nico Meijer, Director (joint for MD of Foothills and Town of High River) - Secretary
Bill Zurawell, Director (for Town of High River) - Treasurer
Councillor Rick Percifield, Director (for MD of Foothills)
Councillor Michael Nychyk, Town of High River
Ralph Nelson, Director (for MD of Foothills)
Jamie Kinghorn, Director (for Town of High River)

STAFF

Ryan Payne, MD of Foothills
Jennifer Hogan, Recording Secretary

PUBLIC

No members of the public were present.

CALL TO ORDER

The Chairman called the August 15, 2017 Regular Meeting of the High River Regional Airport Board to order at 6:57 p.m. Quorum was met.

Adoption Of Agenda

Resolution #AB20170815.1001

Moved By: Nico Meijer Second By: Jamie Kinghorn

THAT the Board adopt the agenda for the Regular Meeting of the High River Regional Airport Board on August 15, 2017 as amended to include the following:

- Bid for Paving

Carried

Minutes Approval

Resolution #AB20170815.1002

Moved By: Jamie Kinghorn Second By: Councillor Michael Nychyk

THAT the Board adopt the Regular Meeting of the High River Regional Airport Board Minutes for June 13, 2017 as presented.

Carried

Treasury Monthly Report Summary

To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

- The Board discussed the receivables list and the protocol in regards to money owed.

- The Chairman has contacted the tenant of Lot 41 regarding the availability of Lot 43 however there has been no response. This tenant has a development permit which will expire March 2018.
- A new lawnmower has been purchased and a weed trimmer has been donated along with it.
- It was noted that due to the tie downs, funds will be short later in the year.

Resolution #AB20170815.1003

Moved By: Bill Zurawell Second By: Jamie Kinghorn

THAT the Board Recess the Regular Meeting of August 15, 2017 and move In-Camera at 7:15 p.m.

Carried

Resolution #AB20170815.1004

Moved By: Rick Percifield Second By: Jamie Kinghorn

THAT the Board reconvene the Regular Meeting for August 15, 2017 at 7:17 p.m.

Carried

Resolution #AB20170815.1005

THAT the Board accept the update and summary on the financial statements for the High River Regional Airport as information.

General Updates

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

- Lot 41 transfer was discussed
- Sale on Lot P19, agreement has been executed
- P6C - no revised site plans
- Revised version provided to N6 tenants

Parking Report

To discuss the status of the following items:

- Aircraft parked
- MD work on leveling off the grass tie down area
- Completion of the ditch

**June 13, 2017
Action List**

To review and discuss the action list and update accordingly.

**Experimental
Aircraft
Association
(EAA) Request to
Place a Bench**

The offer from the EAA to place a bench at the grass area beside the fuel tank now includes a request to place a wind sock on the east end of the runway.

- Installing the bench on August 26, 2017
- This wind sock will be the same size as the current one but will not be lite.
- The Board will provide the set back information to the EAA.

Resolution #AB20170815.1006

Moved By: Rick Percifield Second By: Jamie Kinghorn

THAT the Board provide the EAA with \$1000 from the operational budget to install the wind sock on the east end of the runway.

Carried

**Council & Staff
Information
Package**

To discuss making a presentation to both the Town and MD Councils to increase the understanding of how the airport functions, what it currently contributes to the area and the changes being experienced that will create opportunities to increase contribution to the community and region.

- The Board will plan to present to the Councils as a delegation in November
- Interest in speaking with the economic development manager for the Town

**Gravel Strip
Work**

To provide an update on the grading and other work being done on the gravel strip.

- Target completion is August 26, 2017.
- Will discuss weed control at the airport with the contractor as well.

**PUBLIC
COMMENTS**

There are no public comments.

Adjournment

Resolution #AB20170815.1007

Moved By: Jamie Kinghorn Second By: Rick Percifield

THAT the Board adjourn the Regular Meeting of the High River Regional Airport Board for August 15, 2017 at 9:07 p.m.

Carried

Chairman

Issue Summary Report

6.1. Treasury Monthly Report Summary

#20170926005

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

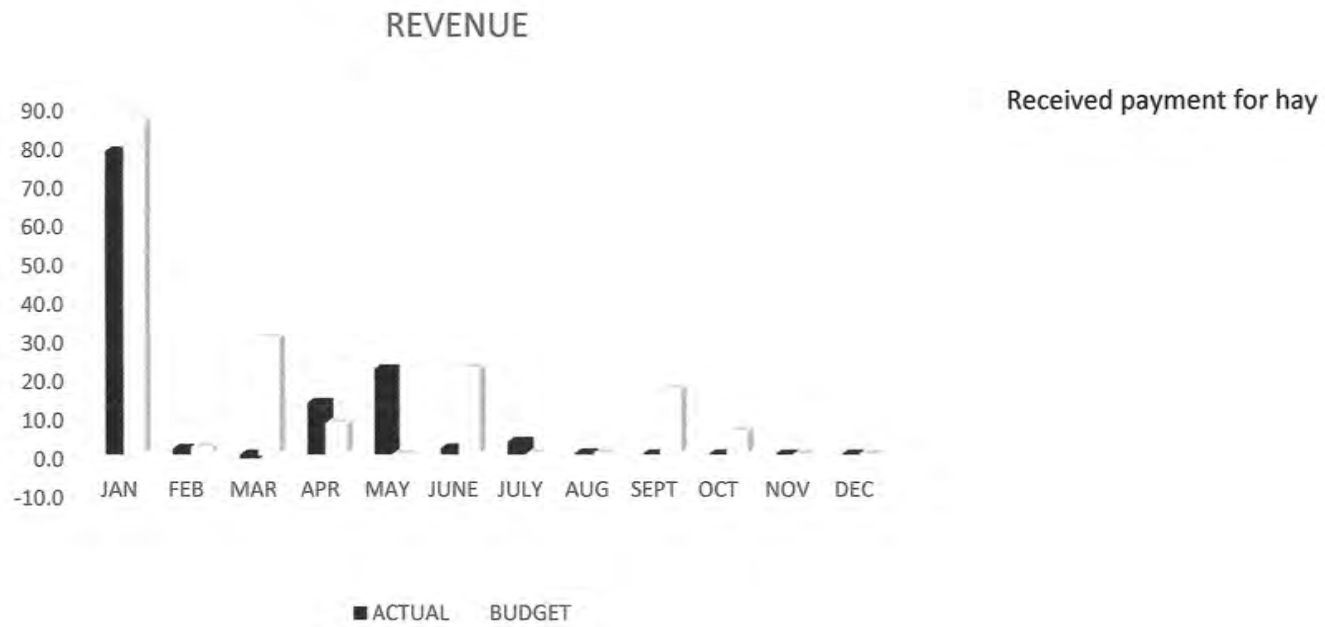
Executive Summary

To provide the Committee with an update and summary on the financial statements for the High River Regional Airport.

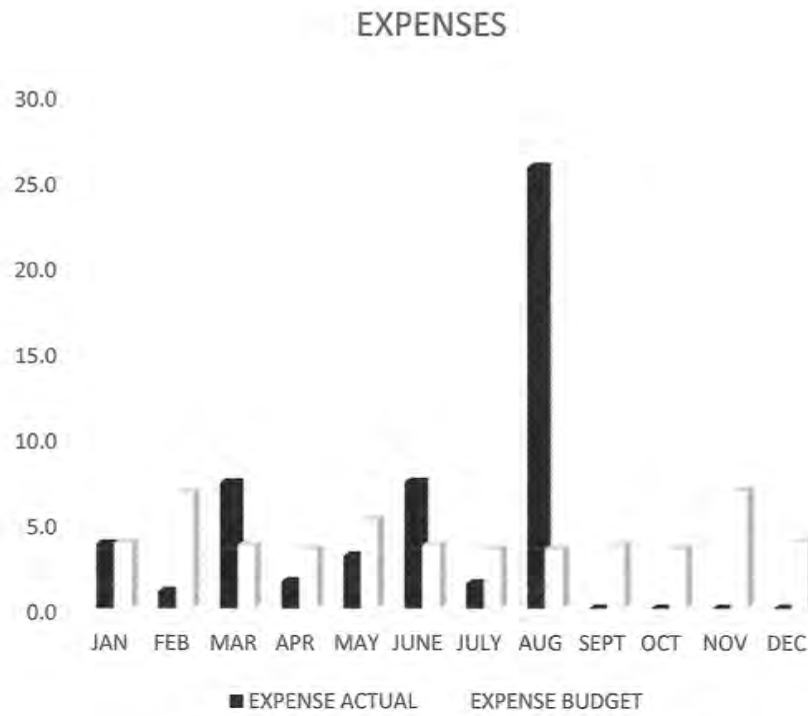
Background

- Attached for your review are the August financials and accounts receivable reports.
- With some of the large expenses incurred this month we are now over budget for the year.
- In looking forward for the balance of the year compared to budget we will not be collecting the tie down rent we had anticipated.
- At this point, there are no unplanned expenses.
- Currently our YTD net income is \$72K of which \$30K will be reversed as a result of the cancellation of lot P-41 sale.
- Planned expenses for the balance year will be in the range of \$20K.
- We should break even or slightly positive net income for 2017.

Appendix 1 for 6.1.: August Financials



Appendix 1 for 6.1.: August Financials



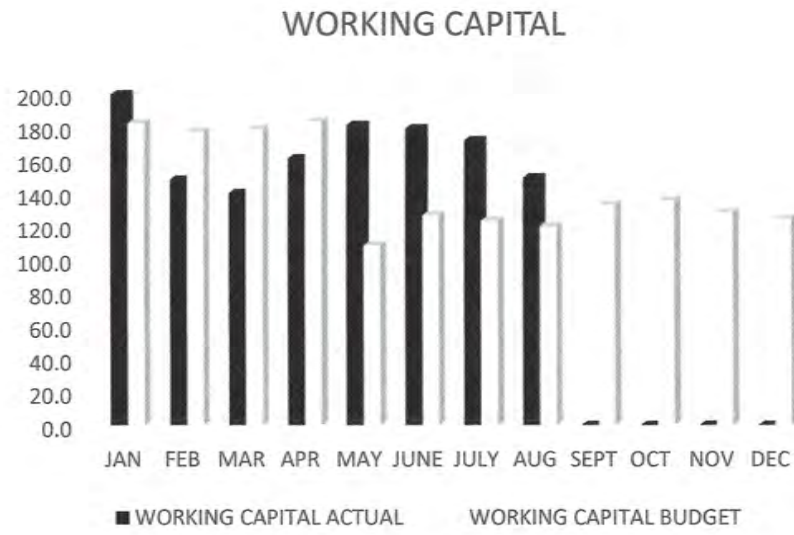
Unbudgeted expenses:

Extra costs to complete the evaluation 14,833

Instrument approach fees not in budget 4,000

Airport maintenance 4,309

Appendix 1 for 6.1.: August Financials



Appendix 1 for 6.1.: August Financials

High River Regional Airport Ltd
Balance Sheet
As At August 31, 2017

ASSETS

Current Assets

Cash	270,702
Accounts Receivable	49,361
Deposits	- 73
Taxes Receivable	-

Fixed Assets

Tie Downs	103,955
Equipment	8,957

TOTAL ASSETS

432,902

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	10,000
Taxes Payable	- 1,666

Long Term Debt

52,306

Equity

Capital Reserve	110,000
Retained Earnings	262,178

TOTAL LIABILITIES AND EQUITY

432,902

Appendix 1 for 6.1.: August Financials

High River Regional Airport Ltd
Income Statement
For The Period ended August 2017

Current Period			Year-to-date		
Actual	Budget	Variance	Actual	Budget	Variance
OPERATIONAL REVENUE					
(448)	-	(448)	75,552	86,135	(10,583)
-	150	(150)	162	600	
6,400	-	6,400	27,000	44,000	(17,000)
-	-	-	4,680	-	4,680
(6,400)	-	(6,400)	13,600	16,000	(2,400)
-	-	-	-	-	-
-	-	-	1,950	-	1,950
-	-	-	900	1,800	(900)
-	-	-	-	-	-
-	-	-	(965)	-	(965)
3,662	-	3,662	4,012	-	4,012
3,213	150	3,063	126,891	148,535	(21,206)
NEW HANGER DEVELOPMENT					
-	-	-	-	-	-
-	-	-	(3,600)	-	(3,600)
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	(3,600)	-	(3,600)
3,213	150	3,063	123,291	148,535	(24,806)
OPERATIONAL EXPENSES					
-	-	-	3,124	-	3,124
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	1,700	1,700	-
746	500	246	3,773	4,000	(227)
-	250	(250)	-	2,000	(2,000)
14,833	-	14,833	15,114	-	15,114
-	-	-	1,076	400	676
-	-	-	-	3,440	(3,440)
25	-	25	203	-	203
4,000	-	4,000	4,000	-	4,000
-	-	-	-	-	-
-	-	-	-	-	-
-	50	(50)	51	400	(349)
150	-	150	774	-	774
-	-	-	-	-	-
-	-	-	41	-	41
200	100	100	1,050	800	250
-	-	-	-	-	-
69	120	(51)	466	960	(494)
-	-	-	-	-	-
650	600	50	5,200	4,800	400
750	-	750	750	-	750
-	1,650	(1,650)	6,750	13,400	(6,650)
4,309	200	4,109	4,620	1,600	3,020
62	41	21	248	328	(80)
-	-	-	-	-	-
25,794	3,511	22,283	50,651	33,828	16,823
(22,581)	(3,361)	(19,220)	72,640	114,707	(41,629)

**High River Regional Airport Limited
Customer Aged Summary As at 08/31/2017**

Name	Currency Code	Total	Current	31 to 60	61 to 90	91+	
CDR Systems Holdings Inc P-41		31,291.03	0.00	246.66	0.00	31,044.37	Cancelled the lot purchase will be reversed in September
Gashed Enterprises Ltd (C1 & C2)		8,966.63	0.00	75.40	0.00	8,891.23	Options being taken to resolve this issue
Haydon, Basil		109.06	0.00	0.00	0.00	109.06	
Karaki, Shawn #1 North tie Down		0.50	0.00	0.00	0.00	0.50	
Leslie, Benjamin		109.02	0.00	0.00	0.00	109.02	
MacFarlane, Patrick		1,117.54	0.00	802.54	0.00	315.00	
R. D. Watson & Associates Ltd/ Parking for 2014		1,921.50	0.00	1,921.50	0.00	0.00	
Wittal, David # 2 North Tie Down		1,284.02	0.00	0.00	0.00	1,284.02	
Total outstanding in:		44,799.30	0.00	3,046.10	0.00	41,753.20	
Canadian Dollars							

Issue Summary Report

7.1. General Updates

#20170926006

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

Issue Summary Report

7.2. Parking Report

#20170926007

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

To discuss the status of the following items:

- There are currently no items to discuss.

Issue Summary Report

8.1. August 15, 2017 Action List

#20170926008

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

To review and discuss the action list and update accordingly.

Appendix 1 for 8.1.: August 15, 2017 Action List

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: August 15, 2017 – **items in bold**

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Blanket insurance of \$5 million to cover all lease holders	Jan26/16	Bill Zurawell	<ul style="list-style-type: none"> • Bill still needs to follow up with the Western Financial company to find out what the deficiencies were. • Umbrella policy may be available for leaseholders to make application to. • Bill hasn't done anything yet • Pricing is excessive • Looking at blanket coverage 	
Value of lots P23-28 as well as P30-35	Feb 23/16	Jamie Kinghorn	<ul style="list-style-type: none"> • To determine the value of the lots. • This will be done once the MD has done the reclamation work on the lots so that the costs can be spread over the affected lots equally. ATCO \$8k hot tap whereas the rate sheet shows • \$2,999 - Steff discussing with ATCO plus \$7,138.86 to lot costs. 	9 Lots are fully serviced
Jamie to arrange for the complete weather system with cameras to be installed.	Nov 3/15	Jamie Kinghorn	<ul style="list-style-type: none"> • Waiting for an agreement with Glenn to use his power, installation in August. Cadets have agreed to move the tower. <i>Ready to go, waiting for coordination.</i> • Currently utilizing the one that is already there. • Rick to ask for update • On Hold until resolution with N6 	ON HOLD until resolution with N6
ATB on website Finance information on website	May 24/16	Bill Zurawell Steff Stephansson	<ul style="list-style-type: none"> • Board wants information put on the website regarding the ATB assistance that is available to sub-leasees. • Nico will write this in conjunction with Bill and get it published on the website. • Bill & Steff meeting with ATB. • Steff dealing with Melanie right now on the website, talking to her next week. • ATB contact resigned. Bill working with another group. 	ON HOLD until there is a demand

Appendix 1 for 8.1.: August 15, 2017 Action List

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: August 15, 2017 – **items in bold**

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Paid advertising on the Website	May 24/16	Steff Stephansson	<ul style="list-style-type: none"> • Speak with website contractor Melanie to discuss • the possibility of selling advertising spots on the website. • Charge \$100 and give her half. • Steff dealing with Melanie. • This is available, but have not pursued as yet • Need to let us know what they want put on the website. 	ON HOLD until there is a demand
Lease Review report	Sept 27/16	Nico Meijer	<ul style="list-style-type: none"> • A report is needed on all of the sublease agreements to identify and when the next 5 year review will occur for each lease. Winter project. 	In progress
Planes parked outside of lots N1 and N2 are under review of the Board	Nov 22/16	Steff Stephansson Nico Meijer	<ul style="list-style-type: none"> • Planes tucked in along the hangar. • Steff is handling this. • When the ground dries up, request N1,N2 to move aircraft 	ON HOLD Until N6 is complete
Volunteer of the year award at the AGM in September	Mar 28/17	Bill Zurawell	<ul style="list-style-type: none"> • Present the Volunteer of the Year Award at the Airport Volunteer Appreciation Breakfast. • On hold – next open house to combine with that 	
Follow up with complaint re: wider taxi-way	Feb 28/17	Bill Zurawell	<ul style="list-style-type: none"> • There have been no calls • Discussed need for 5' • Up for discussion 	
Contact Challenger to include the missing airport infrastructure on the survey	Feb 28/17	Ryan Payne Steff Stephansson	<ul style="list-style-type: none"> • Ensure that any new maps contain the additional buried septic tanks • Update the map on the website • Mapping Complete • Steff to write letter regarding the permit requirement for pumpout/ buried tank installations • Steff sent out a letter to all stakeholders describing circumstances around this. No non-compliance – this is a requirement. • They need an approval. Will bring this up again at the next Stakeholders meeting. People may be fined. • Lot lines plan –Jamie made a Motion to get Challenger to do the project plan, Rick seconded, all in favour 	

Appendix 1 for 8.1.: August 15, 2017 Action List

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: August 15, 2017 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Emergency Response Plan	Mar 28/17	Steff Stephansson	<ul style="list-style-type: none"> • Look into whether the airport has an ERP • If not, need to look at preparing one • MDF EM does not have a template that can be used • Steff to contact Springbank to see if that document can be used as a starting point • Steff hasn't done anything on this yet • There was a tentative plan during the flood, Steff can bring that to the next meeting 	
Part Time Manager	Mar 28/17	Jamie Kinghorn Bill Zurawell Nico Meijer	<ul style="list-style-type: none"> • Touch base with Tom Maier re: staff available 16-20 hours a week to act as part time manager. • Look into purchasing an office space. • Create a draft job description. • THR and MDF do not have capacity for this. • Nico to prepare job description • Steff to send current tasks to Nico • Jamie will follow up with Tom Maier • Document from Legal – Steff to send on to Jamie • The Town and the MD do not have capacity to provide part time assistance for this position. 	
Water well	Mar 28/17	Ralph Nelson	<ul style="list-style-type: none"> • Check if the tenant is interested in the well • The tenant is not interested in the water well • Johanna to research caveat • Johanna to provide the cost for a previous decommission project • Ralph – the water is not potable, not reliable • Prove they did not have potable water – they could hook up for a cost • Small diameter water line (could be plastic pipe) • Jamie made a Motion of \$3,000 to go toward remediation, Bill seconded, all in favour • Ralph will follow up and provide an update at the next meeting. 	
Deteriorating taxi-way	Mar 28/17	Rick Percifield	<ul style="list-style-type: none"> • The Board requested the MD to provide a quote through AMEC • Report to follow from MDF for next meeting • Ryan said testing came back with no issue with the sub grade, there's a good base. Additional subgrade to widen taxiway. Two options for 	

Appendix 1 for 8.1.: August 15, 2017 Action List

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: August 15, 2017 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			pavement overlay - \$170K or \$190K. Contractor to come out and take a look and provide a price quote. Motioned, seconded and carried • Ryan will get another quote from BowMark Paving & provide to the Board.	
2017 Cutting/haying contract	April 27/17	Ralph Nelson	<ul style="list-style-type: none"> • Cutting public area C1 public areas and along runways and North of [REDACTED] (?) • Cadets or someone else • In progress • Haying continues 	
Storage Costs	April 27/17	Steff Stephansson Ryan Payne	<ul style="list-style-type: none"> • To research storage charges at other airports – Springbank • Ryan to check with legal • Storing on someone’s ramp – private fees • 4 aircraft being stored in derelict lots • Abandoned aircraft – set a rate • Storage act – come pay fees or auction it off • Charge a \$100 per month storage fee Motioned by Bill, seconded by Nico, all in favour • Call other airports to see what they do with abandoned aircraft • Bill will check with the bookkeeper on whether the invoices have gone out yet. 	
Global Navigation Satellite System GPS	April 27/17	Steff Stephansson	<ul style="list-style-type: none"> • GPS approach for GNSS • This is required if we want to grow the Airport and attract • Bill Motioned to accept the 7 year proposal from JetPro, Rick seconded, Jamie Opposed • The contractor is waiting on government approvals. 	
Buried Tanks follow up	June 13/17		<ul style="list-style-type: none"> • Letter has gone out to all tenants to register all buried tanks • No response • Ryan will request the MD safety codes to inspect the lots; the Board can provide a list of known tanks 	
North Tie Down Area	August 15/17	Ryan Payne	<ul style="list-style-type: none"> • Received a report that needs to be read • Will schedule a meeting with AMEC and any Board members interested to discuss 	

Appendix 1 for 8.1.: August 15, 2017 Action List

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: August 15, 2017 – **items in bold**

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Completion of the Tie Down Area along the main taxi area			<ul style="list-style-type: none">•	
Parking Monitor & Flags	August 15/17	Jamie Kinghorn	<ul style="list-style-type: none">• Speak with the air cadets about monitoring the ramp for parking as well as maintaining the flags	

Issue Summary Report

10.1. Lot C21 Developement Proposal

#20170926010

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

To discuss Lot C21 development proposal.

Issue Summary Report

11.1. Next Meeting

#20170926009

Meeting : High River Regional Airport Board - September 26, 2017 **Meeting Date** : 2017/09/26 19:00

Meeting Type : High River Regional Airport Board

Executive Summary

The next regular meeting of the High River Regional Airport Board is scheduled for Tuesday, October 24, 2017.