

High River Regional Airport Ltd. Board - June 13, 2017

Date : Tuesday, June 13, 2017

Start time : 6:00 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
Veronica Harkema, Recording Secretary

PUBLIC

Ross Runciman
Gail Richoz
Barry King
Brian Gash

CALL TO ORDER

The Chairman called the June 13, 2017 Regular Meeting of the High River Regional Airport Board to order at 6:30 p.m. Quorum was met.

Adoption Of Agenda

Resolution #AB20170613.1001

Moved By: Rick Percifield Second By: Jamie Kinghorn

THAT the Board adopt the agenda for the Regular Meeting of the High River Regional Airport Board on June 13, 2017 as amended to include the following:

- Skywing's Fuel System
- Lehigh Hanson Materials Ltd - gravel pit
- Air Cadets Request
- Projects and Activities List

Carried

Minutes Approval

Resolution #AB20170613.1002

Moved By: Jamie Kinghorn Second By: Nico Meijer

THAT the Board adopt the Regular Meeting of the High River Regional Airport Board Minutes for April 27, 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.

April

- Above budget due to the grant from the movie production. It was noted that there was some damage from the movie production.
- Well below budget on our costs. Milder weather than anticipated.
- Improvement in working capital for April.

May

- It was noted that there was a Lot sale not budgeted for.
- Lot 41 sale was budgeted for June.
- Ahead on revenues for May.

General Comments

- Audit fees will be coming in June - notice to reader.
- On track for expenses for May.
- Working capital continues to improve.

Resolution #AB20170613.1003

Moved By: Nico Meijer Second By: Jamie Kinghorn

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

Carried

General Updates

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

Lot Transfers

- P19 transfer request and sublease application.
- The Chairman has requested permission to execute the sublease agreement.

Other changes

- The Board discussed drone operators. Operators are not allowed to fly around the airport within 5 nautical miles and no not lower than 100 feet. The Board determine whether operators are permitted to fly 5 nautical miles or lower than 100 feet.
- Gravel pit survey work.
- No calls regarding the lease rates.

Ryan Payne reported the high water table in the west ditch is not helping drainage. The report is still outstanding. Tie down plan AMEC - testing on tie down area - check with the MD.

Resolution #AB20170613.1004

Moved By: Jamie Kinghorn

THAT the Board authorize the Chairman to execute the sublease agreement for the sale of Lot P19.

Carried

Parking Report

To discuss the status of the following items:

- Testing to widen the taxiway
- West ditch drainage report
- Aircraft dumped - towing bill and charge hangar fees. The Board discussed moving this aircraft to the derelict area.

**May 26, 2017
Action List**

To review and discuss the action list and update accordingly.

**Wind Sock
Replacement**

For the Board to discuss the request from EAA regarding a replacement wind sock, and the placement of a non-lighted wind sock at the east end of 07/25.

- There is a new wind sock with a light ready to put up. Bill Zurawell will follow up.
- Ross Runciman from the public spoke with the Chairman, and donated a wind sock. The HRRRA needs to procure a pole.

**JetPro GPS
Approach
Proposal**

For the Board to authorize the Chairman to execute an agreement between the High River Regional Airport and JetPro for a basic satellite approach known as a Lateral Navigation (LNAV) approach which uses the Global Positioning System (GPS) as well as instrument departures.

- Improve GNSS approach and activity at the airport as well as support growth at the airport.
- There was discussion regarding the justification of the expense at this time.

Resolution #AB20170613.1005

Moved By: Bill Zurawell Second By: Rick Percifield

THAT the Board authorize the Chairman to execute the 7 year proposal from JetPro for a basic satellite approach known as a Lateral Navigation (LNAV) approach which uses the Global Positioning System (GPS) as well as instrument departures.

Carried

Weed Control

For the Board to discuss weed control at the airport.

- Mike is scheduled to come out and do an estimate on Friday, 16, 2017 at 10:00 a.m.

**Centre Line
Painting of the
West Taxiway**

For the Board to discuss centre line painting of the west taxiway.

- It is difficult to see the edges of the taxiway. The Board discussed having a centre line or lines all the way around the taxiway.
- The Board discussed who will paint the lines. It was noted that the Town has a line painter. Jamie Kinghorn will request if the Town would paint the lines.

**Skywing's Fuel
System**

It was noted that the system will be shown on taxes. Ryan Payne will report back to the tax department.

**Lehigh Hanson
Materials Ltd. -**

- Public Hearing is scheduled for June 28, 2017 at 1:30 p.m.

Gravel Pit

- North of the airport.

Resolution #AB20170613.1006

Moved By: Steff Stephansson Second By: Rick Percifield

THAT the Board acknowledge the response letter distributed by Ryan Payne.

Carried

Air Cadets Request

- The Air Cadets have requested a letter of support for improvement to their hangar. The Board is in agreement to provide a letter of support.
- They also requested to put a mural on their hangar. The Board is in agreement in principle however have requested a photo of the mural first.

Projects and Activities List

- A list of all projects and activities on the go will be completed over the summer and provided to the Board for review.
- Please inform the Chairman of any additions to this list or comments.

PUBLIC COMMENTS

There were no public comments.

Resolution #AB20170613.1007

Moved By: Jamie Kinghorn Second By: Steff Stephansson

THAT the Board move in-camera at 8:53 p.m. pursuant to Section 17(4)(f) and 17(4)(g)(ii) of the *Freedom of Information and Protection of Privacy Act*.

Carried

In-Camera

In accordance with Section 17(4)(f) and 17(4)(g)(ii) of the *Freedom of Information and Protection of Privacy Act*, the Board is hereby authorized to move in-camera.

Resolution #AB20170613.1008

Moved By: Nico Meijer Second By: Bill Zurawell

THAT the Board move out of in-camera and reconvene the Regular Meeting of the Board for June 13, 2017 at 9:26 p.m.

Carried

Next Meeting

The next regular meeting of the High River Regional Airport Board is scheduled for Tuesday, August 15, 2017.

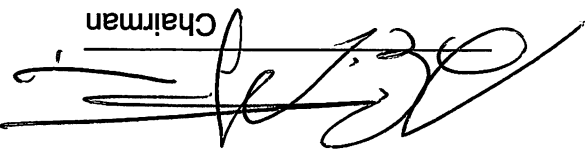
Adjournment

Resolution #AB20170613.1009

Moved By: Steff Stephansson

THAT the Board adjourn the Regular Meeting of the High River Regional Airport Board for June 13, 2017 at 9:29 p.m.

Carried

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Chairman