

# High River Regional Airport Board - March 7, 2018

Wednesday, March 07, 2018

Start time 7:00 PM

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

## AGENDA

1. **PRESENT**

2. **CALL TO ORDER**

3. **Adoption Of Agenda**

4. **DELEGATIONS**

4.1. **High River Hangar Owners Association**

**Summary:**

Mr. Brian Gash, Director of the High River Hangar Owners Association, will be in attendance to present the Board with a list of items from the High River Hangar Owners Association. This is information only and no action is required from the Board.

4.2. **Gashed Enterprise Ltd.**

**Summary:**

Mr. Brian Gash, owner of Gashed Enterprise Ltd. will be in attendance to speak in regards to outstanding lease payments. This is information only and there is no action required by the Board.

5. **Minutes Approval**

5.1 **High River Regional Airport Board - February 7, 2018 (2018/02/07)**

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. **OLD BUSINESS**

7.1. **Winter Maintenance 14/32**

**Summary:**

For the Board to consider expanding the terms of the winter maintenance contract to include the cross-runway.

7.2. **Septic Tank Approvals**

**Summary:**

For the Board to discuss septic tank approvals for the High River Regional Airport.

7.3. **Water Well**

**Summary:**

For the Board to discuss the implications of a water well located on the airport property.

8. **NEW BUSINESS**

8.1. **Part Time Airport Manager**

**Summary:**

For the Board to discuss the part time airport manager position.

8.2. **Legal Opinion on Abandoned Aircraft**

**Summary:**

For the Board to discuss the legal opinion regarding abandoned aircraft.

8.3. **Challenger Survey**

**Summary:**

For the Board to discuss information from Challenger on the ground elevation at Lot P7.

8.4. **Snow Removal Contract**

**Summary:**

For the Board to discuss a snow removal contract.

9. **ACTION LIST**

9.1. **February 7, 2017 Action List**

**Summary:**

To review and discuss the action list and update accordingly.

10. **CLOSED MEETING**

10.1. **Closed Meeting**

**Summary:**

In accordance with Section 197(2) of the *Municipal Government Act* and Sections 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1) of the *Freedom of Information and Protection of Privacy Regulation*, the Board is hereby authorized to move into a Closed Meeting.

11. **NEXT MEETING**

11.1. **2018 Annual General Meeting**

**Summary:**

The 2018 Annual General Meeting for the High River Regional Airport Board will be held on April \_\_\_\_\_, 2018 at \_\_\_\_\_ p.m. at \_\_\_\_\_.

11.2. **High River Airport Board Meeting Location**

**Summary:**

For the Board to discuss holding meetings at the Bob Snodgrass Recreation Complex.

11.3. **Next Meeting**

**Summary:**

The next meeting of the High River Regional Airport Board will be held on Wednesday, April 4 2018 at 7:00 p.m.

The High River Regional Airport Board Annual General Meeting will be held on Wednesday, June 6, 2018 prior to the regular Board meeting.

12. **Adjournment**

13. **Additional Items**

# Issue Summary Report

## 4.1. High River Hangar Owners Association

#20180302002

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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Mr. Brian Gash, Director of the High River Hangar Owners Association, will be in attendance to present the Board with a list of items from the High River Hangar Owners Association. This is information only and no action is required from the Board.

# Issue Summary Report

## 4.2. Gashed Enterprise Ltd.

#20180302003

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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Mr. Brian Gash, owner of Gashed Enterprise Ltd. will be in attendance to speak in regards to outstanding lease payments. This is information only and there is no action required by the Board.

## High River Regional Airport Board - February 7, 2018

Date : Wednesday, February 07, 2018

Start time : 7:00 PM

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

### Minutes

#### PRESENT

Steff Stephansson, Director (joint for MD of Foothills and Town of High River) - President

Nico Meijer, Director (joint for MD of Foothills and Town of High River) - Secretary

Bill Zurawell, Director (joint for MD of Foothills and Town of High River) - Treasurer

Councillor Rob Siewert, Director (for MD of Foothills)

Nes Davison, Director (for Town of High River)

#### ABSENT:

Councillor Jamie Kinghorn, Director (for Town of High River)

Barry King, Director (for MD of Foothills)

#### STAFF:

Ryan Payne, MD of Foothills

Tom Maier, Town of High River, Acting Recording Secretary

#### PUBLIC:

There were 2 members of the public present.

#### CALL TO ORDER

The Chairman called the February 12, 2018 Regular Meeting of the High River Regional Airport Board to order at 7:00 p.m. Quorum was met.

#### Adoption Of Agenda

#### Resolution #AB20180207.1001

Moved By: Bill Zurawell Second By: Nico Meijer

**THAT** the Board adopt the agenda for the Regular Meeting of the High River Regional Airport Board on January 8, 2018 as presented.

**Carried**

#### Closed Meeting

In accordance with Section 197(2) of the *Municipal Government Act* and Section 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1) of the *Freedom of Information and Protection of Privacy Regulation*, the High River Regional Airport Ltd. Board is hereby authorized to move into a Closed Meeting.

#### Resolution #AB20180207.1002

Moved By: Nico Meijer Second By: Bill Zurawell

**THAT** the Board move into a closed meeting at 7:03 p.m. pursuant to Section 197(2) of the *Municipal Government Act* and Section 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1) of the *Freedom of Information and Protection of Privacy Regulation*.

Carried

**Resolution #AB20180207.1003**

Moved By: Nico Meijer Second By: Bill Zurawell

**THAT** the Board move out of the closed meeting at 7:48 p.m. and returned to the Regular Board Meeting.

Carried

**Minutes  
Approval**

**Resolution #AB20180207.1004**

Moved By: Nico Meijer Second By: Nes Davison

**THAT** Council adopt the High River Regional Airport Board minutes for January 10, 2018 as presented.

Carried

**PUBLIC  
COMMENTS**

There were no public comments.

**Treasury Monthly  
Report Summary**

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

- Bill Zurawell mentioned that in 2017 revenue that there was a prior period adjustment related to a reduction in 2016 revenue.
- Another shortfall in revenue was the shut-down of the tie-down area and a reduction in revenue due to that tie-down area not be available
- These two items have left a revenue shortfall of \$40,000 for the 2017 financial year.
- Bill Zurawell reported that annual expenditures were on target for 2017
- Bill Zurawell mentioned that there were a couple of additional expenditure items that were not included in the original 2017 budget:
  - GPS approach - \$4,000
  - Engineering Cost for Survey of Airport - \$15,000
- The overall impact from the lower than expected revenue and other items was a \$60,000 budget shortfall for the 2017 year.
- Nico Meijer asked about allocation of retained earnings to the Capital Reserve.
- It was reported that there the airport is still waiting for some final 2017 expenses (snowclearing, etc.) prior to closing off the financial statements for the year.

**Resolution #AB20180207.1005**

Moved By: Nes Davison Second By: Nico Meijer

**THAT** the Board accept the Treasurer's Monthly Report for information.

Carried

**2018 HRRR  
Budget**

For the Board to consider approving the attached 2018 Budget for the High River Regional Airport.

2018 Budget presentation from Treasurer:

- Showing 2 lot sales in the budget
- Town of High River/MD of Foothills funding amount to be \$14,000 - \$7,000 from each municipality

- Budgeted some legal fees in the 2018 expenditures
- Included the hiring of an Airport Manager
- Overall budget surplus of \$82,000 reported
- Taxiway grant was applied in the amount of \$160,000 - this has not been reflected in the budget and neither has the airports 25% contribution towards the project
- Steff Stephansson questioned whether herbicide spraying was in the budget for this year.
- Rob Siewert asked what terminal rent expenditure was for. It was reported that the HRRR rents space in a hangar that is used as a pilots lounge for local and transient pilots.

**Resolution #AB20180207.1006**

Moved By: Bill Zurawell Second By: Nico Meijer

**THAT** the Board approve the 2018 Budget for the High River Regional Airport as presented.

**Carried**

**2018 Fee Schedule**

For the Board to review and approve the 2018 Fee Schedule.

- Steff Stephansson identified the changes to to the fee schedule in yellow and provided a brief update.
- It was raised the the monthly rate for the grass tie-down area didn't make sense - \$10/day or \$800/month
- Agreed to strike out the \$800.00 per month fee for the grass tie-down.

**Resolution #AB20180207.1007**

Moved By: Bill Zurawell Second By: Nico Meijer

**THAT** the Board approve the 2018 High River Regional Airport Ltd. Fee Schedule as amended.

**Carried**

**Amendment to Policy Statement: New Sublease Application Fee Basis**

That the Board review and approve the amendment to the policy statements of April 26, 2016 with respect to new sublease application fees.

- Steff Stephansson outlined the changes made to the policy.

**Resolution #AB20180207.1008**

Moved By: Bill Zurawell Second By: Nes Davison

**THAT** the Board approve the amendment to the policy statements of April 26, 2016 with respect to new sublease application fees as presented.

**Carried**

**Winter Maintenance 14/32**

For the Board to consider expanding the terms of the winter maintenance contract to include the cross-runway.

- Steff Stephansson reported windrow being created on cross-runway when doing plowing on other main runway
- Questioned whether they should plow the cross-runway by the contractor
- Nico Meijer questioned what the cost would be for the contractor to plow the cross-runway.
- Bill Zurawell mentioned that it isn't a published runway.



- Steff Stephansson will talk to the contractor to not create ridges/windrows on the airport property that could impact the movement of aircraft.
- Nico Meijer will check if the cross-runway could be safely plowed without impacting the runway's surface

**September 26,  
2017 Action List**

To review and discuss the action list and update accordingly.  
 Board went through the action list and updated the following items:  
 a) Paid Advertising on Website - no one has approached yet HRRRA yet. \$100/yr rate.  
 b) Lease Review Report - on hold  
 c) Wider Taxi-way - postponed until spring  
 d) Challenger - Airport Survey - majority completed. still some issues with septic tank approvals. Ryan Payne to bring back update to Board.  
 e) Part-time Manager - to be discussed at next Board Meeting  
 f) Water Well - Discussed whether to delete from action list and not do. Concerns expressed about contamination of ground water from having an old well. Rob Siewert will investigate environmental requirements for capping wells.  
 g) Deteriorating Taxi-Way - On hold until we hear on provincial grant. Will hear on grant funding in early June.  
 h) Storage Costs - Two of the four abandoned aircraft have been removed. Board just received legal opinion on options for the two remaining planes. Will discuss at next Board meeting.  
 i) Buried Tanks - Ryan Payne will have a report at the next meeting on this matter.  
 j) Completion of Tie Down Area - delete from Action List  
 k) Parking Monitor & Flags - Completed - delete from Action List

**Next Meeting**

The next meeting of the High River Regional Airport Board will be on Wednesday, March 7, 2018 at 7:00 p.m.

**PUBLIC  
COMMENTS**

- Brian Gash from Gashed Enterprises was asked by the Board about his opinion on allowing sea-cans on the leased lots at the HRRRA.

**Adjournment**

**Resolution #AB20180207.1009**

Moved By: Rob Siewert Second By: Bill Zurawell

**THAT** the High River Regional Airport Board adjourn the Regular Meeting for February 12, 2018 at 9:00 p.m.

**Carried**

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Chairman

# Issue Summary Report

## 6.1. Treasury Monthly Report Summary

#20180302004

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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

# Issue Summary Report

## 7.1. Winter Maintenance 14/32

#20180302005

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to consider expanding the terms of the winter maintenance contract to include the cross-runway.

### Background

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This report is intended to provide an update in regards to discussions with the contractor to not create ridges/windrows on the airport property that could impact the movement of aircraft as well as whether the cross-runway can be safely plowed without impacting the runway's surface.

# Issue Summary Report

## 7.2. Septic Tank Approvals

#20180302006

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss septic tank approvals for the High River Regional Airport.

### Background

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This report is intended to provide the Board with an update on the septic tank approvals for the High River Regional Airport.

# Issue Summary Report

## 7.3. Water Well

#20180302007

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss the implications of a water well located on the airport property.

### Background

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This report is intended to provide the Board with information on the environmental requirements for capping wells.

# Issue Summary Report

## 8.1. Part Time Airport Manager

#20180302008

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### **Executive Summary**

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For the Board to discuss the part time airport manager position.

# Issue Summary Report

## 8.2. Legal Opinion on Abandoned Aircraft

#20180302009

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss the legal opinion regarding abandoned aircraft.

# Issue Summary Report

## 8.3. Challenger Survey

#20180302013

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss information from Challenger on the ground elevation at Lot P7.



# Issue Summary Report

## 8.4. Snow Removal Contract

#20180302014

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss a snow removal contract.

# Issue Summary Report

## 9.1. February 7, 2017 Action List

#20180302015

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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To review and discuss the action list and update accordingly.

# Appendix 1 for 9.1.: Action List updated as of February 7, 2018

## HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: Feb 7, 2018 – **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"> <li>• Bill still needs to follow up with the Western Financial company to find out what the deficiencies were.</li> <li>• Umbrella policy may be available for leaseholders to make application to.</li> <li>• Bill hasn't done anything yet</li> <li>• Pricing is excessive</li> <li>• Looking at blanket coverage</li> </ul>	
Jamie to arrange for the complete weather system with cameras to be installed.	Nov 3/15	Jamie Kinghorn	<ul style="list-style-type: none"> <li>• 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></li> <li>• Currently utilizing the one that is already there.</li> <li>• Rick to ask for update</li> <li>• On Hold until find a site to put it on.</li> </ul>	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"> <li>• Board wants information put on the website regarding the ATB assistance that is available to sub-leasees.</li> <li>• Nico will write this in conjunction with Bill and get it published on the website.</li> <li>• Bill &amp; Steff meeting with ATB.</li> <li>• Steff dealing with Melanie right now on the website, talking to her next week.</li> <li>• ATB contact resigned. Bill working with another group.</li> <li>• ATB is not the only institution that has requested to place an ad on the website.</li> <li>• Follow up with Melanie re: fees to put the ad on the website</li> </ul>	ON HOLD until there is a demand
Paid advertising on the Website	May 24/16	Steff Stephansson	<ul style="list-style-type: none"> <li>• No one has approached HRRRA yet. Rate set at \$100/yr.</li> </ul>	
Lease Review report	Sept 27/16	Nico Meijer	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	ON HOLD

Appendix 1 for 9.1.: Action List updated as of February 7, 2018

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: Feb 7, 2018 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
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"> <li>• Planes tucked in along the hangar.</li> <li>• Steff is handling this.</li> <li>• When the ground dries up, request N1,N2 to move aircraft</li> </ul>	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"> <li>• Present the Volunteer of the Year Award at the Airport Volunteer Appreciation Breakfast.</li> <li>• On hold – next open house to combine with that</li> </ul>	
Follow up with complaint re: wider taxi-way	Feb 28/17	Bill Zurawell	<ul style="list-style-type: none"> <li>• There have been no calls</li> <li>• Discussed need for 5'</li> <li>• Up for discussion</li> </ul>	POSTPONED UNTIL SPRING
Contact Challenger to include the missing airport infrastructure on the survey	Feb 28/17	Ryan Payne Steff Stephansson	<ul style="list-style-type: none"> <li>• Ensure that any new maps contain the additional buried septic tanks</li> <li>• Update the map on the website</li> <li>• Mapping Complete</li> <li>• Steff to write letter regarding the permit requirement for pumpout/ buried tank installations</li> <li>• Steff sent out a letter to all stakeholders describing circumstances around this. No non-compliance – this is a requirement.</li> <li>• They need an approval. Will bring this up again at the next Stakeholders meeting. People may be fined.</li> <li>• Lot lines plan – Jamie made a Motion to get Challenger to do the project plan, Rick seconded, all in favour.</li> <li>• <b>Majority completed. Still some issues with septic tank approvals. Ryan Payne to bring back update to Board.</b></li> </ul>	
Emergency Response Plan	Mar 28/17	Steff Stephansson	<ul style="list-style-type: none"> <li>• Look into whether the airport has an ERP</li> <li>• If not, need to look at preparing one</li> <li>• MDF EM does not have a template that can be used</li> <li>• Steff to contact Springbank to see if that document can be used as a starting point.</li> <li>• There was a tentative plan during the flood, Steff can bring that to the next meeting</li> </ul>	

# Appendix 1 for 9.1.: Action List updated as of February 7, 2018

## HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: Feb 7, 2018 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Part Time Manager	Mar 28/17	Jamie Kinghorn Bill Zurawell Nico Meijer	<ul style="list-style-type: none"> <li>• Touch base with Tom Maier re: staff available 16-20 hours a week to act as part time manager.</li> <li>• Look into purchasing an office space.</li> <li>• Create a draft job description.</li> <li>• THR and MDF do not have capacity for this.</li> <li>• Nico to prepare job description</li> <li>• Steff to send current tasks to Nico</li> <li>• Jamie will follow up with Tom Maier</li> <li>• Document from Legal – Steff to send on to Jamie</li> <li>• The Town and the MD do not have capacity to provide part time assistance for this position.</li> </ul>	To be discussed at March 7, 2018 Board meeting.
Water well	Mar 28/17	Ralph Nelson	<ul style="list-style-type: none"> <li>• Check if the tenant is interested in the well</li> <li>• The tenant is not interested in the water well</li> <li>• Johanna to research caveat</li> <li>• Johanna to provide the cost for a previous decommission project</li> <li>• Ralph – the water is not potable, not reliable</li> <li>• Prove they did not have potable water – they could hook up for a cost</li> <li>• Small diameter water line (could be plastic pipe)</li> <li>• Jamie made a Motion of \$3,000 to go toward remediation, Bill seconded, all in favour</li> <li>• Ralph will follow up and provide an update at the next meeting.</li> <li>• <b>Discussed whether to delete from action list and not do. Concerns expressed about contamination of ground water from having an old well. Rob Sewart will investigate environmental requirements for capping wells.</b></li> </ul>	
Deteriorating taxi-way	Mar 28/17	Rick Percifield	<ul style="list-style-type: none"> <li>• The Board requested the MD to provide a quote through AMEC</li> <li>• Report to follow from MDF for next meeting</li> <li>• 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 pavement overlay - \$170K or \$190K. Contractor to come out and take a look and provide a price quote. Motioned, seconded and carried</li> <li>• <b>Will hear on grant funding in early June.</b></li> </ul>	ON HOLD until we hear about Provincial grant.

# Appendix 1 for 9.1.: Action List updated as of February 7, 2018

## HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: Feb 7, 2018 – **items in bold**

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Storage Costs	April 27/17	Steff Stephansson Ryan Payne	<ul style="list-style-type: none"> <li>• To research storage charges at other airports – Springbank</li> <li>• Ryan to check with legal</li> <li>• Storing on someone’s ramp – private fees</li> <li>• 4 aircraft being stored in derelict lots</li> <li>• Abandoned aircraft – set a rate</li> <li>• Storage act – come pay fees or auction it off</li> <li>• Charge a \$100 per month storage fee Motioned by Bill, seconded by Nico, all in favour</li> <li>• Call other airports to see what they do with abandoned aircraft</li> <li>• Bill will check with the bookkeeper on whether the invoices have gone out yet.</li> <li>• <b>Two of the four abandoned aircraft have been removed. Board just received legal opinion on options for the two remaining planes.</b></li> </ul>	To be discussed at March 7, 2018 Board meeting.
Global Navigation Satellite System GPS	April 27/17	Steff Stephansson	<ul style="list-style-type: none"> <li>• GPS approach for GNSS</li> <li>• This is required if we want to grow the Airport and attract</li> <li>• Bill Motioned to accept the 7 year proposal from JetPro, Rick seconded, Jamie Opposed</li> <li>• The contractor is waiting on government approvals.</li> <li>• All information has been filed with NavCanada for both approach ways.</li> <li>• Contract with JetPro to do all the paperwork and the testing procedures.</li> <li>• Rick will follow up with his contact at NavCanada.</li> </ul>	
Buried Tanks follow up	June 13/17		<ul style="list-style-type: none"> <li>• Letter has gone out to all tenants to register all buried tanks</li> <li>• No response</li> <li>• Ryan will request the MD safety codes to inspect the lots; the Board can provide a list of known tanks</li> </ul>	To be discussed at the March 7, 2018 Board meeting
North Tie Down Area	August 15/17	Ryan Payne	<ul style="list-style-type: none"> <li>• Received a report that needs to be read</li> <li>• Will schedule a meeting with AMEC and any Board members interested to discuss</li> </ul>	
Write a message about the airport for the High River website	Sept 26/17	Nico and Steff	<ul style="list-style-type: none"> <li>• Business section and Living in High River section</li> <li>• Promote the assets the airport has to offer that will draw people here</li> </ul>	

Appendix 1 for 9.1.: Action List updated as of February 7, 2018

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: Feb 7, 2018 – items in bold

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> <li>• To connect people</li> <li>• Value and enterprise for the Town and the MD</li> <li>• What is the target market?</li> <li>• Connect with others at the airport for input</li> <li>• Connect with Foothills Comp in Okotoks re: flight school</li> </ul>	
Storage cans on Lot C20 need to be removed	Sept 26/17	Steff	<ul style="list-style-type: none"> <li>• <b>Send a letter with a date to have it removed by</b></li> </ul>	

# Issue Summary Report

## 10.1. Closed Meeting

#20180302012

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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In accordance with Section 197(2) of the *Municipal Government Act* and Sections 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1) of the *Freedom of Information and Protection of Privacy Regulation*, the Board is hereby authorized to move into a Closed Meeting.



# Issue Summary Report

## 11.1. 2018 Annual General Meeting

#20180302010

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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The 2018 Annual General Meeting for the High River Regional Airport Board will be held on April \_\_\_\_\_, 2018 at \_\_\_\_\_ p.m. at \_\_\_\_\_.

# Issue Summary Report

## 11.2. High River Airport Board Meeting Location

#20180302011

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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For the Board to discuss holding meetings at the Bob Snodgrass Recreation Complex.

### Background

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- All board and committee meetings are open to the public.
- Currently, the Board holds meetings at the Town Hall located at 309B Macleod Trail SW in High River.
- The current location is not easily accessible to the public because the doors automatically lock at 4:30 p.m.
- For safety reasons, the doors at Town Hall are not to be propped open and unsupervised outside of business hours.
- In order to promote the public to attend, it is recommended that the meetings are held in a room at the Bob Snodgrass Recreation Complex (Rec Plex).
- The Rec Plex is open until 10:00 p.m. on the evenings the Board meets which eliminates the safety concern as well as ensuring the meetings are open to the public.
- Tom Maier, Town Manager, will waive any fees associated with the cost of a room rental for our boards and committees.

# Issue Summary Report

## 11.3. Next Meeting

#20180208004

**Meeting** : High River Regional Airport Board - March 7, 2018      **Meeting Date** : 2018/03/07 19:00

**Meeting Type** : High River Regional Airport Board

### Executive Summary

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The next meeting of the High River Regional Airport Board will be held on Wednesday, April 4 2018 at 7:00 p.m.

The High River Regional Airport Board Annual General Meeting will be held on Wednesday, June 6, 2018 prior to the regular Board meeting.