

AGENDA

High River Regional Airport Board Meeting

7:00 PM – Wednesday, November 4, 2020

Location: Council Chambers – Foothills County/Town of High River Joint Administration Building

1. PRESENT

2. CALL TO ORDER

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

4.1 High River Regional Airport Board – October 7, 2020 Minutes

5. PUBLIC COMMENTS

6. DELEGATION

7. FINANCIAL REPORTS

7.1. Treasurer’s Report Summary:

- For the Treasurer to provide an update to the High River Regional Airport Board.

8. AIRPORT MANAGER REPORT

8.1. Airport Manager Monthly Update Summary

- For the High River Regional Airport Manager to provide a monthly update.

9. BUSINESS

9.1 – Lease Rate Increase

9.2 - Temporary Development Permit Approvals - Process Improvement

10. ACTION ITEMS

10.1 – Updated Action List

11. CLOSED MEETING

11.1 – Terminal Building Proposal

12. PUBLIC COMMENTS

13. NEXT MEETING

14. ADJOURNMENT

Pg. 2

Pg. 8

**MINUTES
High River Regional Airport Board
Meeting**

7:00 PM – October 7, 2020

Council Chambers – Foothills County/Town of High River Joint
Administration Building

PRESENT: TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer, FC Member at Large Barry King, FC Councillor Rob Siewert, TOHR-FC Joint Representative (Treasurer) Bill Zurawell, TOHR Councillor Jamie Kinghorn,

STAFF PRESENT: Ryan Payne (FC Deputy CAO & Director of Community Services).
Susan Bogart (Legislative Services Assistant)

REGRETS: TOHR Member at Large Kola Oladimeji, Member at Large Toby Kliem

MEDIA: There were no members of the media in attendance.

PUBLIC: There were no members of the public in attendance.

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Regular Meeting for October 7, 2020 was called to order at 7:15 p.m.

3. ADOPTION OF AGENDA

Resolution #51 – 2020

Moved by Rob Siewert

THAT the High River Regional Airport Board adopt the agenda for the October 7, 2020 meeting, as amended to include:

9.3 - Lots

9.4 - Development on Airport Property

9.5 – Snow Clearing Contract

9.6 – Bird Mitigation

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – September 2, 2020.

Resolution #52

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adopt the September 2, 2020 Meeting Minutes, as presented.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

There were no delegations.

7. FINANCIAL REPORTS

Treasurer Bill Zurawell presented the August 2020 Financial Reports, including detailed Income Statements and Receivables.

Resolution #53 - 2020

Moved by Rob Siewert

- **THAT** the High River Regional Airport Board approve the August 2020 Financial Reports, as presented.

CARRIED

8. AIRPORT MANAGER REPORT

8.1. Update from the High River Regional Airport Manager

As the Airport Manager position remains vacant, no Airport Manager report was presented at the October 7, 2020 meeting.

Nico Meijer provided the following operational updates:

- The Fuel Station is complete and operational.
- The C1/C2 drainage problem is now resolved.
- A pole was donated for the second windsock; both have now been installed.

- Dirt is on-site on the South side of the road behind C1/C2 – unsure who’s responsibility it is to clear this.
- The newly connected gates are working smoothly – hours have been 8:00 am to 6:00 pm, which works well.
- The farmer who farms the adjacent hayfield has left gates open, allowing improper access to the airport grounds – Nico will address with him directly.
- Members of the public are not permitted access to the ramp areas, it has occurred on several occasions where groups of on-lookers have gathered. Signs will be commissioned and installed to confirm no public access allowed.

9. BUSINESS

9.1 - Update on Fortis Transformer Access & Ramp Repairs

The High River Regional Airport Board members had a discussion period regarding the repairs to the ramps damaged by Fortis vehicles. The repair work has been completed. To avoid any future damage, Fortis has recommended relocating the transformer to the berm, where they could splice into existing hanger wiring at low cost. This option would require fencing, with a gate and a key provided to Fortis for access. The installation of the fencing and gate will be included as a maintenance item.

9.2 - Airport Terminal Options

The High River Regional Airport Board members had a discussion period regarding options for a terminal building. The board will proceed with sourcing a self-contained mobile office trailer. Bill and Toby will collaborate on a formal proposal. The board will initiate the Development Permit process to ensure that all the approvals are in place and the board can move quickly once a trailer is located.

Resolution #54 - 2020

Moved by Nico Meijer

THAT the High River Regional Airport Board authorize Nico, or another board member as designated, to apply for a Development Permit to locate a terminal building in the form of a mobile site office trailer on the High River Regional Airport property (SW 19-18-28 W4M), subject to the approval of Foothills County and Town of High River Councils.

CARRIED

9.3 – Lots

The High River Regional Airport Board members had a discussion period regarding lots and lot pricing. A current renter has indicated possible interest in the purchase of a lot on the South end and had enquired about pricing. The board agrees that it would be useful to have an updated list of available lots, with their corresponding price, available on the website. Such a document does exist but may need to be updated. Nico will provide the pricing to the interested party.

9.4 – Development on Airport Property

The High River Regional Airport Board members had a discussion period about development on Airport property. On behalf of Foothills County Council, Rob Siewert reminded board members that in accordance with Direct Control District #5, all development on Airport property requires a Development Permit:

18.5.10 – General

- 18.5.10.1 This District applies only to a development or proposed development within the ultimate area shown on the map in Section 18.5.11.
- 18.5.10.2 All development within the Area requires a development permit.
- 18.5.10.3 This District shall be administered by Council.
- 18.5.10.4 The Council are not precluded from attaching any other conditions in accordance with the Land Use Bylaw to a development permit.
- 18.5.10.5 A development permit for an application within the District may only be issued if the proposed development conforms to the District and the Land Use Bylaw.

9.5 – Snow Clearing

The High River Regional Airport Board members had a discussion period about the upcoming winter and the need to secure snow clearing services. For the 2019-2020 season, Brian Burness was contracted and Barry King suggested that he be re-hired for the 2020-2021 season, under the same terms whereby he would continue to use High River Regional Airport Board owned equipment, and the remuneration would remain the same.

Resolution #55 - 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board contract Brian Burness to provide snow clearing for the 2020-2021 winter season, in accordance with the previously negotiated terms.

CARRIED

9.6 – Bird Mitigation Plan

The High River Regional Airport Board members held a discussion period regarding the submission from Lehigh Hanson Materials Ltd., in conjunction with P. Butuk, the landowner of Lasso Ranches, regarding an end pit lake proposed to be located near the Airport property, and associated wildlife mitigation that may be necessary.

The High River Regional Airport Board members acknowledge the information provided but feel that further discussion is necessary. The Lehigh Hanson group is to be invited to a future meeting in order to have a more in-depth discussion on the matter.

10. ACTION ITEMS

The Action List was reviewed at the October 7, 2020 meeting and the following updates have been made:

- Bill confirms he is seeking quotes for blanket insurance.
- North Tie Down Area – the High River Regional Airport Board Members agreed to engage Tom Gillis, who has completed previous work for Foothills County to create a Request for Proposal for the remediation of the North Tie-Down Area.

Resolution #56 - 2020

Moved by Nico Meijer

THAT the High River Regional Airport Board engage Tom Gillis to create a Request for Proposal to remediate the North Tie-Down Area.

CARRIED

11. CLOSED MEETING

There was no closed meeting required during the October 7, 2020 meeting.

12. PUBLIC COMMENTS

There were no public comments.

13. NEXT MEETING

The next meeting of the High River Regional Airport Board is scheduled for Wednesday November 4, 2020 at 7:00 pm.

14. ADJOURNMENT

Resolution #57 - 2020

Moved by Bill Zurawell



THAT the High River Regional Airport Board adjourn the meeting of October 7, 2020 at 8:49 pm.

CARRIED

Board President and Chair

Second Board Member

Item 10

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Blanket insurance of \$5 million to cover all lease holders	Sept 2, 2020 (Originally assigned Jan 16, 2016)	Bill Zurawell Nico Meijer	<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. • Looking at blanket coverage 	
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 find a site to put it on. • \$5,000 • Will check on pricing • Bring to next meeting • Jamie to get info • Steff and Nico to review 	RESOLVED - Sept 2, 2020
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. 	ON HOLD
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 	RESOLVED - Sept 2, 2020
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. • There was a tentative plan during the flood, Steff can bring that to the next meeting 	DEFER UNTIL AIRPORT MANAGER IS HIRED
Global Navigation Satellite System GPS	April 27/17	Airport Manager	<ul style="list-style-type: none"> • GPS approach for GNSS • This is required if we want to grow the Airport and attract 	DEFER UNTIL AIRPORT MANAGER HIRED

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> • Bill Motioned to accept the 7 year proposal from JetPro, Rick seconded, Jamie Opposed • The contractor is waiting on government approvals. • All information has been filed with NavCanada for both approach ways. • Contract with JetPro to do all the paperwork and the testing procedures. • Rick will follow up with his contact at NavCanada. • It continues to move forward and JetPro will keep in touch on any progress • Have not received an invoice and have made no payments • 14th in the queue with Nav Canada 	
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 	Subject of a grant
Land title search of airport property – liens	Oct 3/18	Tom	<ul style="list-style-type: none"> • M.D. of Foothills staff will complete land title search 	On hold
Procurement policy	Oct 3/18	Airport Manager		Future Item
Board Hanger Project	April 3/19	Barry		
Board Storage Project for Equipment	April 3/19	Airport Manager/Barry		