

MINUTES

High River Regional Airport Board Meeting

7:00 PM – Wednesday September 2, 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, TOHR Member at Large Kola Oladimeji, Member at Large Toby Kliem

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

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

PUBLIC: A delegation led by W. Harder attended the meeting to present a proposal to the High River Regional Airport Board.

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Meeting for September 2, 2020 was called to order at 7:00 p.m.

3. ADOPTION OF AGENDA

Resolution #45 – 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adopt the agenda for the September 2, 2020 meeting, as amended to include:

9.4 – Billing for Ramp Parking

9.5 - Status Update on Alberta STIP Grant

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – July 7, 2020.

Resolution #46 - 2020

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board adopt the July 7, 2020 Meeting Minutes, as presented.

CARRIED

5. PUBLIC COMMENTS

There were no public comments.

6. DELEGATION

Wes Harder joined the meeting to present to the High River Regional Airport Board members regarding a proposal to transition the High River Airport to a mandatory frequency (MF) system, which would require position reporting by pilots over a prescribed VHF frequency for all arrivals and departures.

With the introduction of the flight school over the past year, and increased volume of aircraft in general, current traffic levels at the airport and frequent improper joining of the circuit has increased the risks for pilots.

Wes outlined some of the benefits of switching to a MF system, which include making it much easier for pilots to join into traffic, alleviating many of the radio calls required at present, and improving overall safety. With a MF system, pilots would have the option to join the circuit downwind (45 degrees), base or final. Presently, pilots are making shortcuts to join the ATF pattern. A possible disadvantage is that aircraft that are not equipped with a radio would be unable to land. The Board members agree that this would be rare however, as all aircraft should have two-way radio for such a busy airport.

Wes submitted that he is willing to do the ground work and research the steps required to switch over to MF. For example, would there be a cost to airport? Wes will report back with a further submission in the future. The High River Regional Airport Board members thanked him for his presentation and will consider this conversion once more information is available.

7. FINANCIAL REPORTS

Treasurer Bill Zurawell presented the July 2020 Financial Reports.

Income statement – HRRAB has a five year contract for hay removal, with a 40% profit stake. Summer 2020 has been a good growing season, and the revenue will

be substantially above the 2019 crop. Rob Siewert will follow up to confirm when the Board can expect to receive payment.

Audit – Last years financials are with the auditors, and Bill has not yet heard back. He will follow up this month to retrieve financial statements and bring them to the next meeting to be adopted.

Year to Date Costs – Costs are in line with expectations. There have been added legal costs in 2020, due to pending legal action; however this is offset by savings resulting from no payment of airport manager remuneration. Snow/Grass/Maintenance are all represented in one category; there have been some costly maintenance projects over the summer, including \$17,000 for paving of taxiway/access roadway/ramp which will be reflected in the next set of reports.

Resolution #47 - 2020

Moved by Rob Siewert

- **THAT** the High River Regional Airport Board approve the July 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 September 2, 2020 meeting. Nico Meijer provided several updates in his capacity as Acting Airport Manager:

(1) The HRRAB is working to resolve the drainage issue behind C1/C2. Alberta One Call has been to site to provide locates, and the Foothills County Public Works Department will try to tie in to existing pipe. This project is ongoing.

(2) Signs made up by Gary Abel have been erected and the HRRAB members have received positive feedback.

(3) Flags have been installed and HRRAB members are pleased with how they look. A few owners/tenants are working on the East end windsock. The main wind sock is fine. One of the tenants has a steel fabrication business and has offered to construct a new pole in next month or so. This project is ongoing.

(4) The gates are being activated and gate codes will be set and distributed to members. Access will be by code at night time, while the gates will remain open during the day.

(5) The company performing drop testing owns a sky van and has requested temporary (up to 2 months) placement of a Sea can to store it, which Nico has granted.

(6) Transformer Repair Damage – Fortis drove across three ramps (causing major

damage to two of them, and minor damage to another one), in order to gain access to replace a transformer that was damaged by a lightning strike. It is unclear whether Fortis will remediate the damage to ramps. Fortis has stated that they require better access to equipment, or they will not come back on site to do any future repairs. The High River Regional Airport Board members acknowledge that the decision by their predecessors to allow construction of hangar C6, has created an access problem to the transformer. A possible solution would be to develop a gravel road for future access. No decisions are being made at this time, but this issue will require further review and discussion at a later date.

9. BUSINESS

9.1 - Updates on Airport Maintenance Projects

The High River Regional Airport Board members had a discussion period regarding the previously approved paving projects, which have now been completed. There were no concerns noted.

9.2 - Progress on Terminal Proposal

Toby Kliem provided an update to the High River Regional Airport Board members regarding the Terminal Building Proposal. He has collected all the stakeholder emails (approximately 80), to gauge the levels of support and opposition to the project, and gain an understanding of stakeholder perspectives on the project. He will be reaching out to Bill shortly for information regarding the financials, and will then forward a draft proposal to Nico for comment.

The proposal will not be prepared in time to present at the next High River-Foothills County Intermunicipal Committee meeting (September 3, 2020), and will have to be presented at a future meeting. Ryan will send a template for the report. Once completed, the proposal will be sent to the Board members for review prior to the October meeting.

9.3 - Options to Remediate North Tie-down Area/STIP Grant

The High River Regional Airport Board members had a discussion period regarding the status of the Strategic Transportation Infrastructure Project (STIP) grant, and options for how to use the grant money.

Bill explained that a bid tender is being drafted with regard to how the grant money will be allocated and how the bid will be awarded. Four local paving companies were brought on-site to view the ramp and provide cost estimates (not formal quotes) to remediate the taxiway access to the threshold of 07, and the land where the tie-down area is (where screws are in the ground). This area would cover

approximately 15 stalls (roughly half the original area). The intent is to deal with only the South side of the ramp area and make the tie down area accessible so aircraft can be moved off. The cost estimates vary widely depending on the type of asphalt material proposed. The Board will first need to obtain an engineer's report; engineering costs are included in the grant.

The procurement processes must be strictly adhered to, as the project is bound by the New West partnership agreement. Under the terms of the agreement, any construction project with a value over \$100,000.00 must be tendered Canada-wide. The Board members confirmed that they will engage the Alberta Purchasing Connection, so that the tender process is disseminated to all of the partnership companies.

The next step will be to create a Request for Proposal for the project engineering. The deadline to use the grant funds is December 31, 2022. The Board's plan is to have the project shovel-ready for spring 2021. The project details and estimated timeline will be communicated to stakeholders; the Board members discussed several communications options for sharing this information.

9.4 – Billing for Ramp Parking

The High River Regional Board members had a discussion period about billing for ramp parking, which has not been done in 2020. Two members have not paid since early 2019, which the board members agree must be addressed. Nico will contact them to secure payment of all outstanding rent and/or direct them to remove the aircraft.

9.5 - Status Update on Alberta STIP Grant

The High River Regional Airport Board members discussed STIP grant updates during their discussion of business item 9.3.

10. ACTION ITEMS

The Action List was reviewed at the September 2, 2020 meeting and the following updates have been made:

- Item #1 – Not yet resolved, but is a priority issue as movement to a longer term lease is dependent on insurance coverage. Bill and/or Nico will review and report back to the Board at a future meeting.
- Item #2 – to be removed. Lionel's weather system is reliable and has been working well, so there is no need investigate alternatives

- Item #4 – to be removed. There are presently no planes parked outside N1/N2.

11. CLOSED MEETING

11.1 In accordance with Section 197(2) of the *Municipal Government Act* and Sections 16(1)(a)(ii), 16(c)(i), 17(1), 23(1)(b), 24(1)(c) and 24(1)(g) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(c) of the *Freedom of Information and Protection of Privacy Regulation*, the High River Regional Airport Board is hereby authorized to move into a Closed Meeting to discuss (1) pending legal action and (2) damage caused by Fortis and future utilities access.

Resolution #48 - 2020

Moved By Rob Siewert

THAT the High River Regional Airport Board Recess the Regular Meeting for September 2, 2020 and move into a Closed Meeting at 8:29 p.m.

CARRIED

Resolution #49 - 2020

Moved By Jamie Kinghorn

THAT the High River Regional Airport Board Reconvene the Regular Meeting for September 2, 2020 at 8:36 p.m.

CARRIED

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 October 7, 2020 at 7:00 pm.

14. ADJOURNMENT

Resolution #50 - 2020

Moved by Barry King

THAT the High River Regional Airport Board adjourn the meeting of September 2, 2020 at 8:37 pm.

CARRIED

Board President and Chair

Second Board Member