

MINUTES

High River Regional Airport Board Meeting

7:00 PM – April 7, 2021

Online Meeting – Held Via Zoom

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, Member at Large Toby Kliem

STAFF PRESENT: Jeff Porter (FC Manager of Parks, Recreation & Agriculture Services)
Chris Prosser (TOHR CAO)
Susan Bogart (FC Legislative Services Assistant)

REGRETS: Ryan Payne (FC Chief Administrative Officer)

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

PUBLIC: T. Gillis was in attendance to provide information to the High River Regional Airport Board members.

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Regular Meeting for April 7, 2021 was called to order at 7:03 p.m.

3. ADOPTION OF AGENDA

Resolution #23 – 2021

Moved by J. Kinghorn

THAT the High River Regional Airport Board adopt the agenda for the April 7, 2021 meeting as amended to include:

9.4 - Storage of Airport Assets in Transformer Building

9.5 - Rotating Beacon at Airport

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes – March 3, 2021.

Resolution #24 - 2021

Moved by B. Zurawell

THAT the High River Regional Airport Board adopt the March 3, 2021 Meeting Minutes as circulated.

CARRIED

5. PUBLIC COMMENTS

9.3 – The High River Regional Airport Airplane Storage Area Proposal Update

T. Gillis was in attendance to provide board members with updated information regarding the request for proposals for the High River Regional Airport Airplane Storage Area. The proposal from BASE engineering was revised March 25, 2021 and T. Gillis then met with N. Meijer and B. Zurawell to discuss the specifics of the project. The Board discussed the merits of the proposal and decided to proceed.

Resolution #25 – 2021

Moved by B. Zurawell

THAT the High River Regional Airport Board accept the proposal from BASE engineering, as presented by T. Gillis, and request that he proceed with drafting a contract for signature and implementation.

CARRIED

6. DELEGATION

None

7. FINANCIAL REPORTS

Treasurer Bill Zurawell presented the February 2021 Financial Reports, including a detailed Income Statement. Currently there remain three unpaid tenants, the Board will add an interest charge onto delinquent accounts.

The finances are solid – spending remains below budget due to low snow clearing costs and the lack of an airport manager salary and in addition there are two lots pending. The Board should review and consider whether a price increase on lots is appropriate in 2021 – this will be added as an Action List item.

The High River Regional Airport Board members held a discussion period regarding a request received from E. Watson to locate invoices and receipts for ramp parking going back over multiple years. It is unclear if there was a default on payments and if so, whether there is currently an amount owing. Bill will look into this and update the Board at the next meeting. There was also discussion around whether the Board should charge an administrative fee to locate past invoices and documentation. The Board declined to implement a fee at this time, however in the future it may be prudent to develop a policy around administrative fees.

Resolution # 26 – 2021

Moved by Toby Kliem

THAT the High River Regional Airport Board approve the February 2021 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 April 7, 2021 meeting.

Nico Meijer provided the following operational updates:

- Nico has received two noise complaints, one was believed to be a take-off from runway 07, and another was for aircraft circling for long periods above the High River airport property. Nico will discuss the issue with the flight school. It is noted that students from other airports are often using the High River airport to practice take-offs and landings, as well as the new local flight school adding extra traffic.

Bill Zurawell provided the following operational updates:

- A broken light was observed (blue threshold light) near the ramp area – an electrician has been contacted to schedule the repair.
- J. Blainey has been working with the Foothills Flyers Club to minimize gopher damage. There are a significant number of gopher holes throughout the property, which may require a grader to repair. The Board discussed requesting Foothills County assistance to complete the grading. Jeff Porter requested that Bill or Nico draft a letter requesting grading assistance to the attention of Mike Gallant at the Foothills County Public Works Department, via Ryan Payne.

9. BUSINESS

9.1 – Terminal Development Permit – Status Report

The High River Regional Airport Board members held a discussion period regarding the current status of the Development Permit for a skid shack terminal building. Jeff Porter confirmed that Development Permit 21D 035 was granted on March 24, 2021, subject to conditions as follows:

APPROVAL DESCRIPTION

This approval allows for the placement of a Terminal Building on a temporary foundation with maximum dimensions not to exceed 28' x 74' to be located as illustrated within the accepted site plans.

CONDITIONS OF APPROVAL

Please note that the following requirements must be completed within the twenty-four (24) month completion period for this Development Permit unless a time extension is issued under agreement between the Development Authority and the Applicant(s). Failure to complete the conditions of approval will see the Development Permit deemed null and void.

1. The applicant shall maintain the development in accordance with all conditions of approval and plans that have been acknowledged by the County to be appropriate. Any revisions and/or additions to the use of this land shall not proceed except under benefit of appropriate approvals;
2. The applicants shall obtain any necessary building and/or safety code permits for the proposed structure, to the discretion of the Safety Codes Officer. The development is required to illustrate compliance with the requirements of the Building, Plumbing, Electrical, and Fire Codes, at all times. Requirements may include but not be limited to: fire extinguishers, emergency and exit lighting, and water closet requirements based upon occupancy load (including barrier free). Occupancy for public use of the Terminal Building shall not be granted until authorized by the Safety Codes Officer and the Fire Inspector. It is the applicant's responsibility to provide proof of such to the Development Authority;
3. The applicants shall obtain any necessary approvals for the relocation of the proposed terminal building, including but not limited to a road use agreement or RoadData permit, to the satisfaction of the Public Works Department;
4. Emergency address signage shall be installed to the satisfaction of the Fire Department;
5. It is the applicant's responsibility to provide notification to the Development Authority upon completion of the development;

ADVISORY REQUIREMENTS

The following requirements are provided by Foothills County to inform the applicant(s) and landowner(s) of their necessity and do not form part of the approval description or

conditions of approval. It is the sole responsibility and liability of the applicant(s) and landowner(s) to ensure adherence with these requirements.

1. Absolutely no portion of the terminal building shall be used for the purpose of overnight accommodations;
2. It is the applicant's responsibility to ensure that sufficient parking is available for use of the terminal building at any given time. All parking stalls, laneways, aisles, and loading spaces shall be provided to the size and specifications as outlined in Section 9.19 of the Land Use Bylaw;
3. Parking for the physically handicapped shall be provided as per the provincial regulations and shall be considered as part of the total number of stalls required for the project. A minimum of 2% of the total number of stalls, being one (1) stall, shall be provided and clearly identified for use by the physically disabled;
4. The applicant is responsible for ensuring that approved occupancy for the terminal building is not exceeded at any given time, in accordance with the applicable Building, Safety, and Fire Codes;
5. The terminal building shall be used exclusively for the purpose of supporting the airport operations and transition between groundside and airside uses. No subleasing or retail uses have been contemplated within this approval; therefore, shall not be permitted, unless appropriate approvals are first obtained;
6. Natural drainage of the property must be maintained. Alteration to natural drainage may proceed as recommended within the existing Stormwater Management Plan, or through issuance of a Lot Grading Permit;
7. The applicants shall comply with the requirements of the applicable Building, Plumbing, Electrical, and Fire Codes at all times;
8. The development must meet the requirements of all applicable Federal and/or Provincial Acts, regulations and/ or guidelines, including but not limited to the requirements of Transport Canada, Navigation Canada, and Alberta Health Services;
9. There shall be no long term storage of waste material on the property, nor burning of waste materials. All garbage shall be stored within the structure on the property and subsequently disposed of at an approved waste disposal site;
10. Any new installation(s) of exterior lighting must adhere to the guidelines and technical specifications as outlined within the Dark Sky Bylaw 27/2009;
11. The issuance of a Development Permit from the County does not relieve the applicant of the responsibility of complying with all other relevant bylaws and requirements, nor excuse the violation of any provincial or federal regulation or act which may affect use of the land;
12. The applicant shall be responsible for payment of any professional costs including legal fees that may be incurred by Foothills County with respect to the development approved on this permit.

9.2 – Skid Shack

The High River Regional Airport Board members held a discussion period regarding several skid shack units that are currently available for sale. There is

one available in Kindersley that Board members would like to view. There may also be some options available at auction. The search for a suitable unit remains active. Jeff Porter will speak to the Foothills County Safety Codes Officers to determine what considerations should guide the purchase.

9.4 – Storage of Airport Assets in Transformer Building

B. Zurawell noted that some of the Airport's assets are being stored in the transformer building, which means that they have to provide open access to that building. It would be preferable to have a separate storage structure for equipment, such as a garage, which could also house larger equipment such as the snowplough and mower. Bill suggested perhaps a garage package could be purchased; he will look into the cost of a detached garage package. It was noted by Board members that a permanent structure such as an equipment building or garage will require the approval of both Town of High River and Foothills County Councils, as well as an application for a Development Permit approval.

9.5 – Rotating Beacon at Airport

B. Zurawell advised Board members that the rotating beacon at the Airport has been out of service for some time – at least six months, which means that they are not in compliance with Nav Canada requirements. Ideally the rotating beacon would be added to the building. The standard for the beacon is currently laying down and will need to be repaired and/or reinstalled. To be added to Action List.

10. ACTION ITEMS

The Action List was reviewed at the April 7, 2021 meeting and the following updates and additions were discussed:

Additions:

1. Repair of rotating beacon.

Updates:

1. Development Permit for terminal building was approved on March 24, 2021.
2. North Tie Down Area – Decision made re: selection of vendor and contract pending.
3. Cloud Storage Proposal – licenses have been distributed to Board members, once set up support staff to be included as well.
4. Coordination with Fire Department – not yet complete. Lock Box locations have been provided to the Fire Dept., however, still need to provide codes.

Ongoing:

1. Emergency Response Plan – Comprehensive plan to be drafted.
2. Airport Manager Vacancy – Interviews to be conducted.

11. CLOSED MEETING

None.

12. NEXT MEETING

The next meeting of the High River Regional Airport Board is scheduled for Wednesday May 5, 2021 at 7:00 pm. **This meeting will be preceded by an Annual General Meeting at 6:45 pm.**

13. ADJOURNMENT

Resolution # 27 - 2021

Moved by Toby Kliem

THAT the High River Regional Airport Board adjourn the meeting of April 7, 2021 at 8:35 pm.

CARRIED

Board President and Chair

Second Board Member