

MINUTES

High River Regional Airport Board Meeting

7:00 PM – April 7, 2022

Virtual - Via Zoom

PRESENT: TOHR-FC Joint Representative (Treasurer) Bill Zurawell FC Councillor Don Waldorf, FC Councillor Rob Siewert (arrived at 7:32 pm), Member at Large (Chair) Toby Kliem, Chris Prosser (TOHR CAO), Airport Manager Pedro Hernandez

STAFF PRESENT: Ryan Payne (FC CAO)
Garity Stanley (FC Legislative Services Assistant)

REGRETS: TOHR-FC Joint Representative Gary Jones
TOHR Councillor Jamie Kinghorn
Jeff Porter (FC Manager of Parks, Recreation & Agriculture Services)

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

PUBLIC: Steff Stephanson attended the meeting.

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Regular Meeting for April 7, 2022 was called to order at 7:01 p.m.

3. ADOPTION OF AGENDA

Resolution #24 - 2022

Moved by Don Waldorf

THAT the High River Regional Airport Board adopt the agenda for the April 7, 2022, meeting as presented.

CARRIED

4. ADOPTION OF MINUTES

Resolution #25 - 2022

Moved by Chris Prosser

THAT the High River Regional Airport Board adopt the March 3, 2022 meeting minutes as circulated.

CARRIED

5. PUBLIC COMMENTS

Concerns were brought forth regarding IFR vs VFR traffic and the suggestion that IFR gets preferential treatment. The board confirmed that there is no preferential treatment and both parties have joint responsibility when departing and arriving. The board is looking at ways to better communicate and disseminate information to stakeholders. This will continue to be monitored and should this still be a concern individuals can file a complaint with transportation.

Designated practice areas are in uncontrolled air space and are determined and approved by Transport Canada for each flight training unit. As these practices are in uncontrolled airspace, there is no requirement to publish them. If you have foreflight and wish to load the areas used by our flight school, they are prepared to provide you with a template that can be updated to your database.

Steff Stephanson left at 7:16 pm

6. DELEGATION

None

7. FINANCIAL REPORTS

7.1 February Financial Reports

B. Zurawell entered the February 2022 Financial Reports, including detailed Income and Receivables Statements into the minutes.

Concerns were raised over cheques not yet being received for reimbursement and other miscellaneous items. C. Prosser will check to see if J. Kinghorn picked up the cheques from the High River Town Office.

P. Hernandez requested that his address be changed to his home address or a PO Box in the Town of High River.

GST has a deadline but will not be able to be finalized until cheques have been located or re-issued.

The Cadets are to provide an invoice to the board for gate repairs and it will then be treated in the same format as a grant.

It was discussed if there was a possibility the street sweeper could be stored offsite. Would there be any room at a shop in Foothills County? B. Zurawell will follow-up with an email to R. Payne with this request to see if there is room at the Cayley grader shed or another facility.

T. Kliem requested to purchase Adobe Acrobat software to help expedite paperwork for leases.

Resolution #26 - 2022

Moved by Don Waldorf

THAT the High River Regional Airport Board approve the purchase of a one-year licence for Adobe Acrobat in the amount of \$239.88 plus applicable taxes.

CARRIED

Resolution #27 - 2022

Moved by Chris Prosser

THAT the High River Regional Airport Board receive the February 2022 financial reports as information.

CARRIED

8. AIRPORT MANAGER REPORT

8.1 Airport Manager Monthly Update Summary

T. Kliem welcomed P. Hernandez, with Kanata Aviation Training Inc. to the airport board. An introduction of the new airport manager will be posted on the website.

P. Hernandez provided the following operational updates:

- Upon arriving the terminal was cleaned up and a list of required items to keep clean was made.
- As you enter the terminal building there is a matt that represents a tripping hazard. Underneath the matt is a metal grate. It seems that the floor is sinking in the entrance area creating a hazard.
- There is some exposed rebar at C1A where the fuel tank ends and the taxiway begins. The rebar has been hammered into the ground and is no longer sticking out. Toby suggested spray painting the area fluorescent for marking the trouble spot.
- They have been reviewing checklists for taxiways/runways and have them available for anyone who would like to review them or what is being done.
- There was a burnt-out light on the right side of runway 25. It has been replaced.
- A group interested in filming visited the airport and was very impressed and expressed interest in doing some filming at the airport possibly in late June or early July.
- Transient pilots now have a daily log-in sheet. This is a transportation requirement. There are now laminated signs reminding individuals to sign in and to turn off lights and lock doors.

8.2 Apron Access

- The gate is now closed due to vehicles entering the apron that should not be. Pedro had five (5) keys made for the locked gate to allow for access. (1-

Emergency Responders, 1-Airport, and 3-for T. Kliem to disperse as he sees fit).

8.3 Incident Update – 2022-03-22 – Gate Collision

- A Cadet Officer accidentally hit the gate and caused damage so that the gate no longer closes. A quote was provided to the Cadets for payment; however, they have a resource who is able to fix the gate cheaper. T. Kliem gave the Cadets the approval to get the gate fixed.

P. Hernandez left at 7:52 pm

9. BUSINESS

9.1 Lot – C-04 Update

9.2 Lot 413 (C-10) Update

9.3 Lot – P42 Update

Resolution #28 - 2022

Moved by Bill Zurawell

That the High River Regional Board formally accepts the transfer of C4, C10 and the sale of P42 as previously approved by the board members by an email vote.

CARRIED

9.4 Sign/Marking Update

B. Zurawell updated the board that the signs are in production and should arrive near the end of April. P. Hernandez will contact T. Kliem when signs arrive and coordination for installation will begin.

Signs need to be made for the fuel tanks. R. Payne will follow up with Foothills County GIS department about getting an address for fuel tanks as well as an updated location of the parking stalls that the cadets are using.

9.5 Parking Project Update

D. Waldorf provided an update that at the April 6, 2022 Council meeting, Council approved issuing a tender for Foothills County 2022 paving projects. Council requested that the airport paving be included in this tender. This should provide more accurate pricing for this project if included in the bulk purchase.

9.6 Virtual/In-person Meetings

It was discussed if the board wanted to continue with virtual meetings or return to in-person meetings now that the health restrictions have been lifted.

It was suggested that the board continue either all virtually or all in-person for the next couple of meetings until the technology for hybrid meetings is installed and has been tested.

The board decided to continue with meetings virtually until the county setup is functioning and that this would be discussed at another meeting when all members are in attendance.

9.7 LPV Approach

R. Petti made a presentation to the board previously on the addition of the LPV approach. It has been confirmed that there would be no additional annual costs for re-certification. A tenant committed to cover the cost of the installation of the system. This will provide additional safety in the transition to landing and lowering minimums for those who utilize the IFR approaches.

Resolution #29 - 2022

Moved by Bill Zurawell

THAT the High River Regional Airport approve the installation of LPV instrument approaches on both ends of the runway, undertaken by a third party, at no cost to the airport.

CARRIED

10. ACTION ITEMS

10.1 Updated Action List

The board reviewed the action list and provided updates on the following items:

Emergency Response Plan – the board is looking for a member to who would sit with an emergency management director from either High River or Foothills County to get input and feedback on developing this plan. B. Zurawell suggested G. Jones would be a great candidate for this with all his experience. G. Jones was not at the meeting and therefore this has not been confirmed.

North Tie Down Area – Foothills County will be issuing a tender for the 2022 Paving Project and will include the airport paving project for pricing.

Cloud Storage – T. Kliem has 30% of documents transferred to CloudShare and hopes to have it set up for board member access soon.

Airport Manager Vacancy – The manager position has been filled.

Planning of New/Future Lots – T. Kliem will coordinate a second meeting with Foothills County Planning department.

Review of Development Permit Process for High River Airport – New template has been created and will be used for upcoming lease transfers.

11. CLOSED MEETING

This will be discussed at the May 5, 2022 meeting.

12. NEXT MEETING

The next regular meeting of the High River Regional Airport Board is scheduled for Thursday, May 5, 2022 at 7:00 p.m.

13. ADJOURNMENT

Resolution #30 - 2022

Moved by Bill Zurawell

THAT the High River Regional Airport adjourn the meeting of April 7, 2022 at 8:24 p.m.

CARRIED

Board President and Chair

Second Board Member