

HIGH RIVER REGIONAL AIRPORT BOARD AGENDA

Thursday, September 8, 2022, 7:15 p.m.
VIA VIDEOCONFERENCE



Pages

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8.4. Taxi P2 Electrical Installation Project Presenter: B. Zurawell	
8.5. Adoption of New Sublease Agreement Presenter: T. Kliem	

9. ACTION ITEMS

9.1. Updated Action List

28

10. CLOSED MEETING

10.1. Kanata Aviation Training - Letter of Concern - FOIP s. 16

10.2. CFI Flight Academy - Letter of Concern - FOIP s. 16

11. NEXT MEETING DATE

The next meeting of the High River Regional Airport Board will be held on October 13, 2022 at 7:00 p.m.

12. ADJOURNMENT

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD MEETING

July 28, 2022, 7:00 p.m.
VIA VIDEOCONFERENCE

Present: Gary Jones
Toby Kliem
Rob Siewert
Don Waldorf
Jamie Kinghorn
Pedro Hernandez

Absent: Chris Prosser
Ryan Payne
Bill Zurawell
Jeff Porter
Kevin Lowe

Administration: Krista Conrad

1. **CALL TO ORDER**

The High River Regional Airport Board met by way of electronic communications on July 28, 2022 at 7:00 p.m.

Chair T. Kliem called the meeting to order at 7:18 p.m.

2. **ADOPTION OF AGENDA**

Resolution #48-2022

Moved by: Don Waldorf

That the agenda of the July 28, 2022 High River Regional Airport Board meeting be adopted as amended to strike Item 6.1 and include New Board Member and Tie-Down Area Project under Business.

CARRIED

7. AIRPORT MANAGER REPORT

7.1 Airport Manager Monthly Update Summary

P. Hernandez provided the following operational updates:

- the roads have deteriorated further and are in need of repair
- the airport managers will contact the farmer baling hay on airport land, as bales have been left on the sides of the runway and need to be moved
- signage installation has been postponed until a new location for a light has been determined. Materials have been ordered and will be ready in the first week of August.
- the airport has been running out of water more often with heat, within two weeks rather than three
- Jeff Porter brought traps to the airport to control gophers but they have not been set up

3. MINUTES OF PREVIOUS MEETING

3.1 High River Regional Airport Board Minutes - June 2, 2022

Resolution #49-2022

Moved by: Don Waldorf

That the Board adopt the minutes from the June 2, 2022 High River Regional Airport Board meeting as circulated.

CARRIED UNANIMOUSLY

8. BUSINESS

8.1 2022 Sublease Agreement

T. Kliem presented a revised version of the 2022 Sublease Agreement as received from lawyers. T. Kliem noted the agreement is improved and the only outstanding issue is insurance item. There has been a hold placed on changes to the insurance clause by Ryan Payne.

T. Kliem reported there were no concerns from owners when the agreement was sent for review and comment.

A decision on adopting the new Sublease Agreement will be postponed to the next HRRAB meeting, once more information around the insurance clause is received and reviewed by the Board.

Resolution #50-2022

Moved by: Jamie Kinghorn

That the High River Regional Airport Board approve legal fees associated with amending the Sublease Agreement for payment, in the amount of \$1,433.25.

CARRIED

Resolution #51-2022

Moved by: Jamie Kinghorn

That the High River Regional Airport Board postpone the adoption of the amended Sublease Agreement to its September 8, 2022 meeting.

CARRIED

Rob Siewert joined the meeting at 7:43 pm.

8.2 Underground Electrical Installation - Fortis Proposal

T. Kliem informed the Board that B. Zurawell is dealing with Fortis to terminate connections to remaining lots in the section. The work will be completed to rough in remaining lots. The cost was estimated at approximately \$16,000 per lot.

T. Kliem stated the new lot prices for lots P23 to P28 is \$32,000 and the new lot prices for lots P30 to P35 is \$30,500.

J. Kinghorn questioned whether the lot prices make financial sense and if it would make more sense to have a T hangar put in, which would cover 4-6 lots and reduce the cost of utility installation, or raise lot prices to be more financially viable.

This item will be postponed to the September meeting.

8.5 Runway LED Replacement Project

P. Hernandez informed the Board some cables for runway lighting were pulled during a site inspection. The cables have a lifespan of 25 years, which has passed. Quotes are being collected to replace the cables.

One more light may need to be added to each side for a total of 16 rather than 15.

There are grants available for the work.

This will be discussed at the September meeting.

8.3 Runway Fog Seal Coat and Line Painting

R. Siewert informed the Board the fog seal coat and line painting should be completed soon.

Resolution #52-2022

Moved by: Rob Siewert

That the Board award the tender for fog seal coat and line painting on the High River Regional Airport runway to ANT Construction Ltd. in the amount of \$46,250.

CARRIED

8.4 Approval of Lot Sales - C03 and P12

Resolution #53-2022

Moved by: Don Waldorf

That the Board authorize the sale of lot C03 as approved via electronic vote on June 28, 2022.

CARRIED

Resolution #54-2022

Moved by: G. Jones

That the Board authorize the sale of lot P12 as approved via electronic vote on June 28, 2022.

CARRIED

8.6 Tie-Down Project

This item will be postponed to a special meeting to approve the scope of work and project costs. The date of the meeting is to be determined.

9. ACTION ITEMS

9.1 Updated Action List

The board reviewed the Action List and provided updates on the following items:

- T. Kliem reported the new website is under development and should be ready to go live in mid-August.
- T. Kliem has Mail Chimp running with all tenants of the airport on a mailing list to increase communication with stakeholders.

11. NEXT MEETING DATE

The next regular meeting of the High River Regional Airport Board will be held on Thursday, September 8, 2022 at 7:00 p.m.

A special meeting will be called to discuss the Tie Down Project.

12. ADJOURNMENT

Resolution #55-2022

Moved by: G. Jones

That the High River Regional Airport Board adjourn the meeting of July 28, 2022 at 8:03 p.m.

CARRIED

MINUTES OF THE HIGH RIVER REGIONAL AIRPORT BOARD MEETING

August 11, 2022, 7:00 p.m.
VIA VIDEOCONFERENCE

Present: Member at Large (Chair) Toby Kliem
FC Councillor Rob Siewert
FC Councillor Don Waldorf
TOHR Councillor Jamie Kinghorn
TOHR-FC Joint Representative (Treasurer) Bill Zurawell

Absent: TOHR-FC Joint Representative Gary Jones
FC CAO Ryan Payne
TOHR Councillor Brenda Walsh

Administration: FC Legislative Services Assistant Krista Conrad
FC Manager of Parks, Recreation & Agriculture Services Jeff Porter
Airport Manager Pedro Hernandez

Staff Absent TOHR CAO Chris Prosser
Airport Manager Kevin Lowe

1. **CALL TO ORDER**

The High River Regional Airport Board met by way of electronic communications on August 11, 2022 at 7:00 p.m.

Chair T. Kliem called the meeting to order at 7:02 p.m.

2. **ADOPTION OF AGENDA**

RESOLUTION: **56-2022**

Moved by: Jamie Kinghorn

That the agenda of the August 11, 2022 High River Regional Airport Board meeting be adopted as amended to include Drainage Concerns as item 3.3 and Flight School as item 3.4.

CARRIED

3. **BUSINESS**

3.1 **Tie-Down Parking Project**

R. Siewert provided an overview of the Tie Down Parking Project scope.

J. Kinghorn requested a recorded vote.

RESOLUTION: 57-2022

Moved by: Don Waldorf

That the High River Regional Airport Board authorize proceeding with the tie-down parking pad construction project by AECON Contracting, which will be overseen by Foothills County. The Board acknowledges the County has approved contributing 50% of the project cost to a maximum of \$200,000, including grant funding and in-kind donations subject to High River Regional Airport Board providing the remaining 50%, a minimum of \$200,000, including grant funding. The Board further authorizes overage costs in excess of \$400,000 to be paid by High River Regional Airport Ltd.

In Favour: (4): Toby Kliem, Rob Siewert, Don Waldorf, and Bill Zurawell

Opposed: (1): Jamie Kinghorn

Absent: (3): Gary Jones and Brenda Walsh

CARRIED (4 to 1)

3.2 **Electrical Installation Project**

B. Zurawell shared information on required electrical utility installation for 12 lots.

B. Zurawell stated the total budget would be \$67,500 plus GST, with cost recovery to be split over the 12 lots. Lot rates on the 12 affected lots would increase from \$28,000 to \$32,000 to cover this cost in addition to money to be refunded to the County.

RESOLUTION: 58-2022

Moved by: Bill Zurawell

That the High River Regional Airport Board authorize proceeding with electrical installation as prescribed in the bid from Primary Engineering and Construction Corporation to complete electrical infrastructure on the following 12 lots: P23, P24, P25, P26, P27, P28, P30, P31, P32, P33,

P34, and P35, with a total cost not to exceed \$67,500 plus applicable taxes.

CARRIED

3.3 Drainage Concerns

B. Zurawell said there are potential drainage issues along Lancaster Way and Spitfire Way.

The tenant on lot P27 has investigated installing a culvert but due to the slope, County standards would not be met. The County has been asked to inspect the site and make suggestions.

The issue is under review and will be brought back to the Board on September 8, 2022.

3.4 Flight School

B. Zurawell informed the Board a flight school has approached the airport with interest in locating at the High River Regional Airport. The owner has previously set up four schools in different airports.

The owner of the school will be visiting the airport on Aug 12 and B. Zurawell will provide operational and lease information for the High River Regional Airport.

4. **CONFIDENTIAL CLOSED SESSION**

RESOLUTION: **59-2022**

Moved by: Bill Zurawell

That, in accordance with Section 197(2) of the Municipal Government Act and Sections 16 and 27 of the Freedom of Information and Protection of Privacy Act, the High River Regional Airport Board move into Closed Session to deal with an emergent item - Flight School at 7:45 p.m.

CARRIED

4.1 Return to Open Session

RESOLUTION: **60-2022**

Moved by: Jamie Kinghorn

That the High River Regional Airport Board return to its open meeting at 7:59 p.m.

CARRIED

5. **NEXT MEETING DATE**

The Annual General Meeting for the High River Regional Airport Board will be held on September 8, 2022 at 6:45 p.m.

The next regular meeting of the High River Regional Airport Board will be held on September 8, 2022 at 7:00 p.m.

6. **ADJOURNMENT**

RESOLUTION: **61-2022**

Moved by: Jamie Kinghorn

That the High River Regional Airport Board adjourn the meeting of August 11, 2022 at 8:07 p.m.

CARRIED



High River Airport Authority
High River Regional Airport
P.O. Box 5969
High River AB
T1V 1P6

Date 16th August 2022

Ref High River Airport Expansion.

Given the increase in talk of High River becoming increasingly busy and the “suggestion” of additional flight school(s) being permitted to operate, I feel it would be appropriate to add comments in support of growth and enhanced provision. It is our opinion that the approach to growth should be strategic and planned to satisfy the needs for safety and the general provision for both existing and future lease holders, (since these pilots are the ones affected most), and safety of external visitors. We are fortunate that High River Airport is experiencing high interest in terms of aircraft storage and new lease holders, largely from the private pilot’s sector. This in turn will enable the airport to continue to grow over the coming years which will assist in perceiving High River as a contender for future commercial growth and possibly a regional player in rural airport provision.

Growth however should be planned to provide a smooth transition and maintain safety. We are aware that grants may be accessible for several projects which may include items such as additional taxiway for 07/25, for example. The general feeling currently and the most useful airport enhancement would be the addition of a taxiway for 07/25. If we are serious about development, a strategic approach to establish the requirements for the grants should be our priority. If this is based on aircraft movements, waiting times for runway access, safety etc. may be some of the statistics required for application. We would need to assess this further to establish what is exactly required. If we firstly establish the requirements to access grants, we then have a benchmark to work towards.

We are experiencing higher volumes traffic, particularly from Springbank flight schools, Claresholm and some others further afield on a less frequent basis. We would also be prime target for any additional traffic from Vulcan and Okotoks. This will increase further when the LPV approach is up and running, and the circuit traffic together with IFR training is likely to cause circuit congestion on a regular basis thus restricting runway access further to traffic holding short. Circuit traffic should also be a consideration. Springbank Airport permits only three aircraft in the circuit at any one time and is under a controlled environment for most of the operating time. Currently there are no restrictions on the number of aircraft permitted in the circuit at High River. It is currently unclear if restrictions can be put into place for High River and the challenge would be monitoring this situation. Currently, if the weather cooperates, a normal day will produce some 72 take off and landings by Kanata. This allows for 16 training flights with 5 flights using the circuit for specific training. We would expect this to increase when we are able to complete IFR training here as this would negate the need for traveling to either Springbank or Lethbridge for IFR approaches. Kanata plan to increase the number of aircraft again this year by one making a total of 5 aircraft by the end of 2022. 2023 will see further aircraft added to the training fleet.

PO Box 5155 Stn. Main, High River AB. T1V 1M4

Flight schools are high usage users on any airport since the number of movements and circuit operations are heavy. An additional flight school would significantly hinder the traffic flow and add to congestion which already exists without considering Kanata's further expansion. By adding congestion prior to establishing a "fix" for the issue, would be a risk to safety and restrictive to current lease holders and may become a significant barrier to future expansion by the airport becoming less desirable to future clients, especially commercial entities operating under 702, 703 etc. Commercial operators would bring in similar revenue to the airport but at significantly less movements and general wear and tear on the infrastructure. We note that Springbank as with many other controlled airports, restrict circuit numbers to 3 aircraft at any one time. Since we are uncontrolled, we have no real restrictions to circuit numbers and is reliant on pilot discretion. Even with a taxiway for 07/25 in place, we feel that there could still be significant issues with the addition of another flight school but if installed, would provide a mechanism for re-evaluation. To conclude, we strongly support the expansion to High River Airport but not at the cost of safety! We urge the board to defer any existing or future flight school applications at least until the completed installation of a taxiway for 07/25 and only then after an evaluation of current traffic movements and user makeup.

We hope our comments contribute positively to any future discussions, and we are willing to assist in the debate further should the board feel our input would be of value.

Regards

Kevin Lowe
Pedro Hernandez

High River Regional Airport Ltd
Income Statement
For The Period ended May 31, 2022

Current Period			Year-to-date			Notes
Actual	Budget	Variance	Actual	Budget	Variance	
OPERATIONAL REVENUE						
(1,038)	-	(1,038)	Lease revenue	108,328	105,576	2,752
2,038	-	2,038	Tie Down	10,532	-	10,532
1,000	-	1,000	New Lots	64,000	87,000	(23,000)
-	-	-	Grant	3,000	6,000	(3,000)
84	250	(166)	Interest Revenue	509	1,250	(741)
-	-	-	Hay Sale	-	-	-
-	-	-	Miscellaneous Revenue	-	-	-
2,084	250	1,834	GROSS INCOME	186,369	199,826	(13,458)
OPERATIONAL EXPENSES						
-	-	-	Donations	-	3,271	(3,271)
-	-	-	Lease Lot Preparation	-	-	-
-	-	-	Paving/Roadways	-	-	-
-	-	-	Other Equipment	-	-	-
-	-	-	Airport Lights	-	-	-
-	-	-	Services	-	-	-
-	1,900	(1,900)	Audit Expense	-	1,900	(1,900)
-	650	(650)	Bookkeeping Seviles	3,512	3,250	262
-	400	(400)	Legal Expense	-	2,000	(2,000)
-	4,000	(4,000)	Instrument Procedure	-	4,000	(4,000)
2,500	2,167	333	Airport Manager	7,900	10,833	(2,933)
-	-	-	Advertising & Promotions	-	300	(300)
-	-	-	Bad Debts	-	-	-
-	-	-	Engineering	3,280	-	3,280
0	-	-	Insurance	66	-	66
50	25	25	Bank Service Charges	131	125	6
-	-	-	Other	-	-	-
-	50	(50)	Office Supplies	-	250	(250)
611	-	611	Supplies	1,739	-	1,739
-	-	-	Software Expense	720	-	720
-	-	-	Licence	44	-	44
-	-	-	Dues & Membership	202	-	202
-	-	-	Property Taxes	628	-	628
-	-	-	Miscellaneous	-	-	-
120	125	(5)	Web Design Expense	600	625	(25)
-	-	-	Internet Services	-	500	(500)
-	70	(70)	Electrical	575	350	225
-	-	-	Office Rent	-	-	-
-	-	-	Terminal Rent	-	-	-
-	400	(400)	Equipment Rental	-	2,000	(2,000)
-	-	-	Snow Removal/Grass Cutting/Roadwork	2,839	9,000	(6,161)
120	1,800	(1,680)	Repair & Maintenance	5,738	5,200	538
-	-	-	Security Operation Expense	-	-	-
-	-	-	Roadways	-	-	-
4	9	(5)	Telephone	4	45	(41)
-	-	-		-	-	-
3,405	11,596	(8,190)	Total Expenses	27,978	43,649	(15,671)
(1,322)	(11,346)	10,024	NET INCOME/LOSS	158,391	156,177	2,214

Comments:

High River Regional Airport Ltd
Balance Sheet
As At May 31, 2022

ASSETS

Current Assets

Cash	241,572
Term Deposit	229,343
Accounts Receivable	15,414
Deposits	6,295
Taxes Receivable	-
Land Improvements	85,666

Fixed Assets

Tie Downs	62,113
Equipment	30,144
Terminal	76,181
Capital Improvements	79,109

TOTAL ASSETS

825,838

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	15,000
Prepaid Rent Deposits	-
Taxes Payable	- 193

Long Term Debt

85,666

Equity

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	456,826
Retained Earnings Current Year	158,391

TOTAL LIABILITIES AND EQUITY

825,838

High River Regional Airport Ltd
Income Statement
For The Period ended June 30, 2022

Current Period			Year-to-date			Notes	
Actual	Budget	Variance	Actual	Budget	Variance		
OPERATIONAL REVENUE							
-	-	-	Lease revenue	108,328	105,576	2,752	2
-	-	-	Tie Down	10,532	-	10,532	
-	-	-	New Lots	64,000	87,000	(23,000)	
-	-	-	Grant	3,000	6,000	(3,000)	
88	250	(162)	Interest Revenue	597	1,500	(903)	
-	-	-	Hay Sale	-	-	-	
-	-	-	Miscellaneous Revenue	-	-	-	
88	250	(162)	GROSS INCOME	186,457	200,076	(13,619)	
OPERATIONAL EXPENSES							
3,664	-	3,664	Donations	3,664	3,271	393	
-	-	-	Lease Lot Preparation	-	-	-	
-	-	-	Paving/Roadways	-	-	-	
-	-	-	Other Equipment	-	-	-	
-	-	-	Airport Lights	-	-	-	
-	-	-	Consulting fees	-	-	-	
-	1,900	(1,900)	Audit Expense	-	1,900	(1,900)	
982	650	332	Bookkeeping Sevices	4,494	3,900	594	
3,002	400	2,602	Legal Expense	3,002	2,400	602	
5,000	4,000	1,000	Instrument Procedure	5,000	4,000	1,000	
2,500	2,167	333	Airport Manager	10,400	13,000	(2,600)	
-	-	-	Advertising & Promotions	-	500	(500)	
-	-	-	Bad Debts	-	-	-	
-	-	-	Engineering	3,280	-	3,280	
0	-	-	Insurance	66	-	66	
25	25	-	Bank Service Charges	156	150	6	
-	-	-	Other	-	-	-	
564	50	514	Office Supplies	564	300	264	
-	-	-	Supplies	1,739	-	1,739	
-	-	-	Software Expense	720	-	720	
-	-	-	Licence	44	-	44	
-	-	-	Dues & Membership	202	-	202	
-	-	-	Property Taxes	628	-	628	
-	-	-	Miscellaneous	-	-	-	
120	125	(5)	Web Design Expense	720	750	(30)	
-	-	-	Internet Services	-	500	(500)	
90	70	20	Electrical	665	420	245	
-	-	-	Office Rent	-	-	-	
-	-	-	Terminal Rent	-	-	-	
-	400	(400)	Equipment Rental	-	2,400	(2,400)	
104	-	104	Snow Removal/Grass Cutting/Roadwork	2,943	9,000	(6,057)	
698	1,800	(1,102)	Repair & Maintenance	6,436	7,000	(564)	
-	-	-	Security Operation Expense	-	-	-	
195	-	195	Roadways	195	-	195	
-	9	(9)	Telephone	4	54	(50)	
-	-	-		-	-	-	
16,943	11,596	5,348	Total Expenses	44,921	49,545	(4,623)	
(16,855)	(11,346)	(5,509)	NET INCOME/LOSS	141,536	150,532	(8,996)	

Comments:

High River Regional Airport Ltd
Balance Sheet
As At June 30, 2022

ASSETS

Current Assets

Cash	225,089
Term Deposit	229,343
Accounts Receivable	14,413
Deposits	6,295
Taxes Receivable	-
Land Improvements	85,666

Fixed Assets

Tie Downs	62,113
Equipment	30,144
Terminal	76,181
Capital Improvements	79,109

TOTAL ASSETS

808,353

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	15,000
Prepaid Rent Deposits	-
Taxes Payable	- 822

Long Term Debt

85,666

Equity

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	456,826
Retained Earnings Current Year	141,536

TOTAL LIABILITIES AND EQUITY

808,353

High River Regional Airport Ltd
Income Statement
For The Period ended July 31, 2022

Current Period			Year-to-date			Notes	
Actual	Budget	Variance	Actual	Budget	Variance		
			OPERATIONAL REVENUE				
-	-	-	Lease revenue	108,328	105,576	2,752	2
-	-	-	Tie Down	10,532	-	10,532	
-	-	-	New Lots	64,000	87,000	(23,000)	
3,000	-	3,000	Grant	6,000	6,000	-	
79	250	(171)	Interest Revenue	677	1,750	(1,073)	
-	-	-	Hay Sale	-	-	-	
-	-	-	Miscellaneous Revenue	-	-	-	
3,079	250	2,829	GROSS INCOME	189,537	200,326	(10,790)	
			OPERATIONAL EXPENSES				
-	-	-	Donations	3,664	3,271	393	
-	-	-	Lease Lot Preparation	-	-	-	
-	-	-	Paving/Roadways	-	-	-	
-	-	-	Other Equipment	-	-	-	
-	-	-	Airport Lights	-	-	-	
-	-	-	Consulting fees	-	-	-	
-	1,900	(1,900)	Audit Expense	-	1,900	(1,900)	
1,016	650	366	Bookkeeping Sevices	5,510	4,550	960	
1,375	400	975	Legal Expense	4,377	2,800	1,577	
-	4,000	(4,000)	Instrument Procedure	5,000	4,000	1,000	
2,500	2,167	333	Airport Manager	12,900	16,000	(3,100)	
2,221	-	2,221	Advertising & Promotions	2,221	600	1,621	
-	-	-	Bad Debts	-	-	-	
-	-	-	Engineering	3,280	-	3,280	
0	-	-	Insurance	66	-	66	
27	25	2	Bank Service Charges	184	175	9	
-	-	-	Other	-	-	-	
-	50	(50)	Office Supplies	564	350	214	
-	-	-	Supplies	1,739	-	1,739	
-	-	-	Software Expense	720	-	720	
-	-	-	Licence	44	-	44	
-	-	-	Dues & Membership	202	-	202	
-	-	-	Property Taxes	628	-	628	
-	-	-	Miscellaneous	-	-	-	
-	125	(125)	Web Design Expense	720	875	(155)	
-	-	-	Internet Services	-	500	(500)	
101	70	31	Electrical	766	490	276	
-	-	-	Office Rent	-	-	-	
-	-	-	Terminal Rent	-	-	-	
-	400	(400)	Equipment Rental	-	2,800	(2,800)	
-	-	-	Snow Removal/Grass Cutting/Roadwork	2,943	9,000	(6,057)	
130	1,800	(1,670)	Repair & Maintenance	6,566	8,800	(2,234)	
-	-	-	Security Operation Expense	-	-	-	
-	-	-	Roadways	195	-	195	
6	9	(3)	Telephone	11	63	(52)	
-	-	-		-	-	-	
7,377	11,596	(4,219)	Total Expenses	52,298	56,174	(3,876)	
(4,297)	(11,346)	7,048	NET INCOME/LOSS	137,239	144,153	(6,914)	

Comments:

High River Regional Airport Ltd
Balance Sheet
As At July 31, 2022

ASSETS

Current Assets

Cash	224,501
Term Deposit	229,343
Accounts Receivable	10,336
Deposits	6,295
Taxes Receivable	-
Land Improvements	85,666

Fixed Assets

Tie Downs	62,113
Equipment	30,144
Terminal	76,181
Capital Improvements	79,109

TOTAL ASSETS

803,689

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	15,000
Prepaid Rent Deposits	-
Taxes Payable	- 1,189

Long Term Debt

85,666

Equity

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	456,826
Retained Earnings Current Year	137,239

TOTAL LIABILITIES AND EQUITY

803,689

High River Regional Airport Limited
Customer Aged Summary As at 07/31/2022

Name	Currency Code	Total	Current	31 to 60	61 to 90	91+
██████████		5,000.00	0.00	0.00	0.00	5,000.00
██████████████████		4,235.34	79.26	39.07	0.00	4,117.01
██████████		1,101.12	0.00	10.35	0.00	1,090.77

Total outstanding in:

Canadian Dollars		10,336.46	79.26	49.42	0.00	10,207.78
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Generated On: 08/02/2022

Myron Stadnyk

[REDACTED]

Email :

[REDACTED]

High River Regional Airport
P.O. Box 5969
High River, AB T1V 1P6
Email : contactus@highriverairport.ca

Dear HRRA Ltd,

Please find attached the application for the change in sublease ownership for the airplane hangar located at [REDACTED] (P-21) High River Airport. Colin Noseworthy is the current holder of the sublease and is aware that this application is being submitted. Colin has signed the sublease application as the current sublease holder.

I am a private pilot and understand that the hangar is for aviation use as per the MD Foothills N0. 31 bylaw.

Thank you for your consideration of this application and I look forward to being a member of the aviation community at the High River Airport, CEN4.

Sincerely,

[REDACTED]

[REDACTED]

Myron M. Stadnyk

High River Regional Airport Limited

P.O. Box 5969, High River, Alberta, Canada T1V 1P6

Telephone (403) 601-1654

Sublease Application (new applicant and change in sublease ownership)

The Applicant is required to complete all of the following:

Hanger/Lot Number: P-21 [REDACTED] Date: August 9, 2022

Applicants Name: Myron & Jennifer Stadnyk

Company name (if applicable): _____

Mailing Address: [REDACTED]

[REDACTED]

Telephone Number: H: _____ O: _____ C: [REDACTED]

Email Address: [REDACTED]

If this Application is a result of a change in hanger or sublease ownership provide the following:

Name of current owner: Colin Noseworthy Phone # [REDACTED]

Description any changes to existing approvals or proposed redevelopment, if applicable:

No changes

Estimated number of aircraft: 1 Number of employees: 0

Utilities requested: _____

Proposed new Sublease activation date: August 9, 2022

Signatures: [REDACTED] [REDACTED]

Current sublease holder

New Applicant

Approved by:

HRRA Ltd. Signature _____ Date _____

Print Name

M.D. of Foothills No. 31 Signature _____ Date: _____

Print Name

Town of High River Signature _____ Date: _____

Print Name

Instructions: READ THE FOLLOWING CAREFULLY if considering applying for a Sublease

High River Regional Airport (HRRRA) is a general aviation airport owned by the Town of High River and the Municipal District of Foothills (M.D. of Foothills) and managed by High River Regional Airport Ltd. (HRRRA Ltd.) Board of Directors.

The primary use of the airport is general aviation. Use of hangers and the conduct of activities and operations must be for aviation purposes. It is expected that everyone who uses the airport will be respectful of others and contribute in a safe and positive way to the wellbeing and reputation of the aviation community.

Sublease Applications require the approval of the HRRRA Ltd. Board, M.D. of Foothills No. 31 and the Town of High River. Applications will be considered for approval if the proposed development meets criteria as set out in the Area Structure Plan for the Airport Lands and falls within a list of approved uses. There is no certainty that by applying for a Sublease will result in the Sublease or DP being approved.

The applicant should be familiar with the overall Sublease approval process. If this application is approved (see instructions below) and the Applicant wishes to proceed, a Development Permit (DP) application and fee must be submitted to and approved by the M.D. of Foothills prior to the start of any construction and prior to signing a Sublease Agreement with HRRRA Ltd.

If Applicant has any changes to an existing Sublease or DP a new Sublease and DP will be required. A new DP may not be required for only an ownership name change. ✓

Applicant's initials [REDACTED]

Any approval is subject to conditions that may be required by High River Regional Airport Ltd. and the M.D. of Foothills in accordance with the development plan for the airport. If a DP is not secured within one year of a Sublease Application approval the HRRRA will require evidence that progress is being made or the Application approval may be rescinded.

The High River Regional Airport (HRRRA) is a registered aerodrome pursuant to the *Aeronautics Act* and governed by regulations to the *Act*. The airport is also subject to other legislation established by the Province of Alberta including the *Municipal Government Act*.

Instructions for Completion

1. This form is required for all Sublease Applications including a change in ownership, change to the existing Sublease and change to the existing Development Permit
2. Write and sign a covering letter to accompany the Application along with the following information:
 - a. Describe how you will access the hanger, number of parking spaces available (off-property parking is not permitted), lot plan with dimensions and that your building and aircraft movement will not have any conflict with adjacent hangers.
 - b. that you are a person in good standing and have no known pre-existing conflicts with HRRRA Ltd. or leaseholders at the airport.
 - c. If acquiring an existing developed lot, provide evidence that discussions are underway with the current owner showing that he/she is aware that you are making an Application.
 - d. that you understand that hangars are for aviation use and aviation related uses as per MD of Foothills No. 31 Direct Control District #5 (DC5) bylaw.
3. Attach either an engineering or scale drawing of the hanger along with a basic description of layout, orientation, access (ramp and road), elevation, type of construction and material used
4. Enclose the non-refundable fee as follows: new owner of existing sublease with change in use and/or change to the DP \$500; new undeveloped lot application \$1,000; no fee for only a change in address or ownership; fee payable to High River Regional Airport Ltd. Applicant's initials [REDACTED]
5. The completed package may be mailed to the address provided on this form or hand-delivered to a member of the High River Airport Ltd. Board of Directors.
6. For a new construction, if the Sublease Application is accepted and the applicant has received a DP from the MD of Foothills a Sublease Agreement will be issued by HRRRA Ltd. At this point a \$5,000 construction security deposit is required payable High River Regional Airport Ltd. The deposit will be refunded when the building construction inspection is signed off by the MD of Foothills and HRRRA Ltd.



Hello,

The County at the request of the Airport Board removed the footings of a hanger that was never finished, it covered all six lots. We added some fill material and graded the site, but because of prior poor lot grading and an extremely overall flat area we were only able to achieve between 1-2 percent positive drainage.

Without looking at the site my recommendation would be to tell the contractor doing the work to shoot the elevation of the ditch East and West of the lots and remove excess material to match . They can as well undercut the culvert bed which would result in a pipe half full of water. Or if acceptable with the board reduce the size of the culvert to 12" which is what the county did for the hangers along Hurricane Way.

Mike Gallant
Deputy Director of Operation
Foothills County
(403) 603-5413



HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: June 2022

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Emergency Response Plan	March 2021 (originally Mar 28, 2017)		<ul style="list-style-type: none"> Need to draft ERP There was a tentative plan during the flood Toby will investigate to see if there is a ERP template to utilize FC J. Porter to consult FC Director of Emergency Management C. Terletski regarding emergency response plans 	Ongoing
North Tie Down Area	August 15/17	J. Porter R. Siewert D. Waldorf	<ul style="list-style-type: none"> HR CAO C. Prosser gave STIP grant information: have until December 31, 2022 FC Public Works to provide a proposal Rob S. to report back to the Board once FC PW completes assessment/proposal New options to be investigated, including a grass parking area or reapplying for STIP funding – March 2022 FC will be issuing a tender for their 2022 Paving Projects and has included the airport paving for pricing – April 2022 Tenders have not yet been received for the paving project – May 2022 Tender has closed and bids are being reviewed – June 2022 <u>Project costs approved at 50% of total up to \$200,000 and the Board authorized work to proceed – August 2022</u> 	Ongoing
Procurement policy	Oct 3/18	Airport Manager		Ongoing/Future Item
Policy for transferring reserves	January 6/21	J. Kinghorn	<ul style="list-style-type: none"> Would like to begin the process of creating a policy to transfer reserves in order to put away money for the Airport in the future. Would like to see the Policy come into effect by the Fall of 2021. It was noted that in the coming months, the Board would like to have a meeting dedicated to creating this policy. 	Ongoing
Paving Assessment	January 6/21	R. Payne	<ul style="list-style-type: none"> Obtain advice on how to maintain the cross runway Report/quote for rehab work pending from FC Public Works &/or Read on Roads – Sept 2021 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: June 2022

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Coordination with Fire Department	February 3/2021	P. Hernandez	<ul style="list-style-type: none"> • Fire Dept. must be able to access Airport grounds – keys and access codes to be provided to Fire Chief and Dispatch • Nico still working on providing the access codes to Fire Department • Signage will arrive in December then access procedures can be formalized. J. Porter will provide access codes to Fire Dept in the meantime • Signs have arrived and will be installed upon confirmation of the location of any wiring – June 2022 • <u>Signage installation has been postponed until a new location for a light has been determined. Materials have been ordered and will be ready in the first week of August – July 2022</u> 	Ongoing
Cloud Storage Proposal	March 3/2021	T. Kliem	<ul style="list-style-type: none"> • T. Kliem to set up the Cloud Storage with Sync.com, begin setting up the space and training the members who need assistance • Licenses have been disseminated to Board Members – Toby to re-send • T. Kliem to meet with Nico to obtain paper records that need to be scanned/digitized • T. Kliem has been adding documents to CloudShare to be accessed by board members – March 2022 • 30% of documents added. T. Kliem hopes to have it set up for board members soon – April 2022 	Ongoing
Review of Lot Prices	April 7/2021	B. Zurawell	<ul style="list-style-type: none"> • Review to determine whether lot prices should be increased • Circulate list of updated/current lot prices and availability 	Ongoing
Planning of New/Future Lots	Sept 2, 2021	B. Zurawell	<ul style="list-style-type: none"> • Look at planning new/future lots on Airport site • Consider adding “T-Hangar” style buildings to maximize aircraft storage • T. Kliem to coordinate a meeting with FC Planning Department 	Ongoing
Rotation Beacon Replacement	April 7/2021	B. Zurawell	<ul style="list-style-type: none"> • Replace standard and ensure that rotating beacon is operational • Beacon to be replaced with new LED version under 2022 Capital Budget 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST

LAST UPDATED: June 2022

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<ul style="list-style-type: none"> • New location for Beacon – to be tied into Terminal Building • Beacon repair update – April 2022 • P. Hernandez will assess the size of the beacon and arrange for installation – May 2022 • Awaiting to hear back regarding an engineered pole for the weight of the beacon – June 2022 	
Review of Development Permit Process for High River Airport	Sept 2, 2021	T. Kliem	<ul style="list-style-type: none"> • Review current DP application process and identify ways to streamline • Create flow chart so all stakeholders are aware of process and timelines • New template has been created and will be tried for upcoming lease transfers – April 2022 	Ongoing
2022 Sublease Agreement	July 28, 2022	T. Kliem	<ul style="list-style-type: none"> • <u>Decision on adopting the new sublease agreement is postponed until more information regarding the insurance clause is received by the Board – July 2022</u> 	Ongoing
Underground Electrical Installation	July 28, 2022	B. Zurawell	<ul style="list-style-type: none"> • Work will be done to terminate connections to remaining lots and rough in electrical lines – July 2022 • <u>Costs approved and work authorized to proceed with electrical installation by Primary Engineering – August 2022</u> 	Ongoing
Runway LED Replacement	July 28, 2022	P. Hernandez	<ul style="list-style-type: none"> • <u>Quotes are being collected to replace cables for runway lighting, which have exceeded their 25-year lifespan – July 2022</u> • This item has been deferred to 2023. 	Ongoing

*Please note: Action list items will be removed from this list once they have been circulated for one meeting from the date of being resolved. This is to ensure all Board members are able to view the results for one meeting after the resolution and to maintain a concise action list.