

**HIGH RIVER REGIONAL AIRPORT BOARD  
MINUTES**

Tuesday, November 3, 2015  
Scheduled to begin at 7:00 P.M.  
309B Macleod Trail SW, High River, Alberta.

**Board**

Steff Stephansson, Director, Chairman  
Rick Percifield, Director (for MD of Foothills)  
Ralph Nelson, Director (for MD of Foothills)  
Peter Loran, Director (for Town of High River)  
Jamie Kinghorn, Director (for Town of High River)  
Glen Coffey, Director  
Chris Blundell, Recording Secretary  
Ken Edey, Non-voting Treasurer

**Regrets**

None

**Staff**

Ryan Payne, MD Administrative Representative  
Janice King, Recording Secretary

1) **CALL TO ORDER**

Chair Steff Stephansson called the November 3, 2015 regularly scheduled meeting of the High River Regional Airport Board to order at 7:00 PM.

2) **ADOPTION OF AGENDA**

**MOTION**

Jamie Kinghorn **MOVED** and Peter Loran **SECONDED** that the agenda for the November 3, 2015 High River Regional Airport Board meeting be adopted as amended by adding Access Aviation under New Business.

**CARRIED**

3) **ADOPTION OF MINUTES**

**MOTION**

Jamie Kinghorn **MOVED** and Peter Loran **SECONDED** that the September 29, 2015 High River Regional Airport Board Minutes be adopted as presented.

**CARRIED**

4) **FINANCIAL REPORTS**

4.1 Financials are attached to the minutes.

Accounts that are past due:

- Excel Aviation
- Frontier Petroleum
- Derek McGladdery (a cheque is waiting at the office for pick up)
- RD Watson

- In relation to Frontier Petroleum, after hearing his case the Board has decided this isn't a board issue. The Board will send an email indicating that monthly invoices with accruing interest will be sent
- The Board will contact the person who has put the deposit on the two lots in P23, in order to notify him that other parties are negotiating on these lots. He will be notified that the outstanding lease fees for the two lots will be applied to the refund.
- Ken noted that a 2016 budget needs to be looked at.

**MOTION**

Chris Blundell **MOVED** and Jamie Kinghorn **SECONDED** to accept the financial report as presented.

CARRIED

4.2 Financial – Other

NONE

5) **AIRPORT LIAISON (JAMIE KINGHORN)**

5.1 **New Lot Applications, lot transfers and other changes around the airport**

Jamie reported that:

- He has received 3 calls on leases, one was a private investigator who was trying to obtain information.
- He has not heard back from K-Link Developments regarding their proposal to swap work for a lot.
- Access Aviation and Mike Holcroft are in the process of buying Excel Aviation's hangar. Mike has stated he has no interest in the fuel system, and is very aware that there is debt outstanding. The Board discussed the incompatibility of helicopters and airplanes and the fact that he will be situated in the middle of the busiest part of the airport. Members of the Board are worried that he will park on the public ramp and damage will be done to the airplanes. The Board would like Access Aviation to provide a solution to these landing issues. Steff will contact Mike and tell him the board will not allow him to land on the ramp.

6) **Action list**

- Group went over the Action List item by item and discussed the updates, which have been inputted into the Action List.

7) **BUSINESS CARRIED OVER**

7.1 **Amendment to the Current Headlease and Subsequent Sublease for a twenty year extension to be added to the action list**

- Ryan Payne went over the major changes at the last board meeting.
- Ryan reported that he discussed with the insurer and that business interruption insurance is not recommended.
- Ryan will send the revised lease to all board members.

**MOTION**

Peter Loran **MOVED** and Rick Percifield **SECONDED** that the Board approve the new lease prior to November 13, 2015 after which point it will be forwarded to each Council for approval.

CARRIED

7.2 **New Airport Website**

- Peter Loran and Steff Stephansson will meet with the Town's IT department in order to resolve who does what in regards to operating the website.
- Steff looking for help to accomplish an action list of things that need to be done/populated prior to the website going live.
- Need a content manager for the website, could be a board member or volunteer from the airport.
- Need to ensure that the person contracted to populate the website is aware that there will be a weather station and a webcam.

**7.3      Fuel Surcharge**

Glen Coffey stated that in his opinion:

- A fuel surcharge will inhibit use of the airport.
- That the airports that assess a fuel surcharge offer more services in return, than the High River Regional Airport (HRRRA) does.
- The HRRRA has one of the cheapest fuel prices, and Glen believes that pilots base where they are going to land dependant on fuel prices. Glen believes that the current rate of air traffic is due to the cheaper rates.
- Two years ago the board told him that free enterprise was what the board wanted to see and he installed a fuel system based on that.

Glen left the meeting.

The Board then discussed:

- That the HRRRA is a different airport than most of the ones included in the survey, as there is no administrative support to be administering and monitoring a fuel surcharge.
- Surcharge would be collected at the Source upon delivery.
- Whether or not the revenue source was still required? Jamie stated that may be necessary as government funding is decreasing and it is a method to help grow the airport and build the capital reserves.
- Group decided that some concrete numbers needed to be produced in order to understand whether or not it is a viable revenue stream worthy of the effort and resources required.
- Need to find out from another airport how they are collecting and what the administrative costs associated with the collection.
- Jamie will attempt to get an idea of the amount of fuel that is delivered to the airport and then a revenue projection can be given.
- Need to decide what the impact on Glen's business will be.
- Board needs to have an idea of what the revenue will be used for. It was suggested that it should go into capital reserve rather than the operating budget.
- What surcharge will be added? Need to remain competitive Chris will find out fuel prices from other airports.
- Ralph will contact another airport for the administrative side of how to apply and collect the surcharge.

**8)      STAKEHOLDER MEETING ITEMS**

NONE

**9)      NEW BUSINESS**

NONE

**10)     NEXT MEETING**

The Annual General Meeting will be held December 8, 2015.

**11)     ADJOURNMENT**

Jamie Kinghorn **MOVED** that the High River Regional Airport Board Meeting for November 3, 2015 adjourn at 9:04 P.M.

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Steff Stephansson  
Board Chair