

AGENDA

High River Regional Airport Board Meeting

7:00 PM - Thursday, January 13, 2022

Location: Online Meeting via Zoom Video Conferencing

1. PRESENT

2. CALL TO ORDER

3. ADOPTION OF AGENDA

4. ADOPTION OF MINUTES

Pg. 3 4.1. High River Regional Airport Board – December 2, 2021

5. PUBLIC COMMENTS

6. DELEGATION

7. FINANCIAL REPORTS

Pg. 9 7.1. Treasurer's Report Summary:
- For the Treasurer to provide an update to the High River Regional Airport Board.

8. AIRPORT MANAGER REPORT

8.1. Airport Manager Monthly Update Summary
- For the High River Regional Airport Manager to provide a monthly update.

9. BUSINESS

9.1 – Introduction to New Members and Staff

9.2 – Airport Manager

9.3 – Separate Committees for Leases

9.4 – Signatory for Leases

9.5 – Future HRRAB Meeting Dates (currently first Thursday of each month)

9.6 – Date for Budget Meeting

Pg. 11 9.7 – Fee Schedule

9.8 – Tie Down Area Project – Coordination of Engineers to Attend February Meeting

9.9 – Board Nominations

9.10 – Snow Clearing Program

10. ACTION ITEMS

10.1 – Updated Action List

11. CLOSED MEETING

11.1 – Closed Meeting

For the HRRA Board to move into a Closed Meeting, pursuant to Section 27 of the *Freedom of Information and Protection of Privacy Act* to discuss the Legal Issues.

12. NEXT MEETING

The next meeting of the High River Regional Airport Board will be held on Thursday, February 3, 2022 at 7:00 p.m.

13. ADJOURNMENT

MINUTES

High River Regional Airport Board Meeting

7:00 PM - December 2, 2021

Virtual - Via Zoom

PRESENT: FC Member at Large Barry King, FC Councillor Don Waldorf, 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)
Felicia Fairweather (FC Legislative Services Assistant)
Garity Stanley (FC Legislative Services Assistant)

REGRETS: TOHR-FC Joint Representative (Chair & Secretary) Nico Meijer
Chris Prosser (TOHR CAO)

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

PUBLIC: None

1. PRESENT

2. CALL TO ORDER

The High River Regional Airport Board Regular Meeting for December 2, 2021 was called to order at 7:00 p.m.

3. ADOPTION OF AGENDA

Resolution #84 - 2021

Moved by Bill Zurawell

THAT the High River Regional Airport Board adopt the agenda for the December 2, 2021, meeting as amended to add the following:

- Item 9.4 - Nomination of Chair
- Item 9.5 - Lease Transfer Paperwork
- Item 9.6 - Lot P22 Transfer

CARRIED

4. ADOPTION OF MINUTES

High River Regional Airport Minutes - November 4, 2021.

Resolution #85 - 2021

Moved by Toby Kliem

THAT the High River Regional Airport Board adopt the November 4, 2021, Meeting Minutes as circulated.

CARRIED

5. PUBLIC COMMENTS

None

6. DELEGATION

None

7. FINANCIAL REPORTS

Treasurer Bill Zurawell presented the October 2021 Financial Reports, including detailed Income and Receivables Statements.

Bill Zurawell noted that the Board will need to get another signatory set up at the bank for signing authority due to the changes in the Board.

Resolution #86 - 2021

Moved by Toby Kliem

THAT the High River Regional Airport Board adopt the October 2021 Financial Reports, as presented.

CARRIED

Bill Zurawell reported that he has received a request from stakeholders for the ability to do etransfers into the bank account. Bill has contacted TD; however, it will require a separate email address for Roxanne.

The Board expressed they would like to make sure an email account is set up and confirmation is received that it is working prior to setting up the etransfers.

Resolution #87 - 2021

Moved by Bill Zurawell

THAT the High River Regional Airport Board accept etransfers for payment of leases.

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 December 2, 2021 meeting.

Bill Zurawell provided the following operational updates:

- Work continues on getting the permit in place and obtaining final development permit approval for the terminal building/pilot's lounge.
- In researching the sweeper, it was determined it is an asset of the airport. Foothills County inspected the sweeper to see if it was worth repairing. Jeff Porter reported that the motor was in good shape and that he has ordered parts (approximately \$3000.00). Parts should arrive next week. Foothills County hopes to have it repaired by the end of December.
- Jim Bleaney has offered to donate his time to help train the new person on snow removal and the safe use of communication equipment.
- The beacon was checked, and bulbs were replaced. The existing beacon is in good condition it just needs to be determined where it should be mounted.

Jeff Porter reported that the Airport Manager interviews are scheduled to be conducted on December 13, 2021 at 1:00 pm and 2:30 pm. Jeff requested that another member with pilot experience attend the interviews. TOHR Councillor Jamie Kinghorn will try to make the 1:00 pm interview and Toby Kliem will try to attend both interviews.

Jeff Porter reported that the address signage will be going up the week of December 13, 2021. Upon completion, they will let FC Supervisor of GIS, Rob Miller know. The cost of the new signage was paid for by the Airport Board, approximately \$1500.00.

TOHR Councillor Jamie Kinghorn committed to donating an office chair. He reported that the main access gate was left open on the weekend and suggested the Board look at getting a lock with a self-locking mechanism. Councillor Kinghorn has reached out to TOHR CAO Chris Prosser to check and see if there is a file cabinet available that the airport could use in their office.

Bill Zurawell brought forth that he has seen an increase in water consumption earlier this month. With cooler temperatures, he feels this will slow down. He is pleased to say users are being very respectful of the pilot lounge/terminal building.

9. BUSINESS

9.1 - Tiedown Area Project

The Board would like to leave this as a standing item on future agendas. The Board would like to meet with the engineers at the January meeting. Jeff Porter will contact them and invite them to the next meeting.

9.2 - Butuk Bird Mitigation Plan

Jeff Porter reported that Jeff Marley was hoping to Zoom into tonight's meeting to answer any questions the Board may have; however, he was still on the road.

The Board expressed their concerns over how the monitoring has been left up to the landowners. The Board is hoping to be able to explore other means of monitoring i.e., a potential camera system that the pilots could check before take-off and then activate the cannons if need be.

Jeff Porter will coordinate with Jeff Marley his attendance at the February meeting.

9.3 - Resurfacing the Runway

The Board would like this to be a part of the 2022 Budget discussions. The Board would like to leave this item on the agenda.

9.4 - Nominations

Resolution #88 - 2021

Moved by Jamie Kinghorn

THAT the High River Regional Airport Board nominate Toby Kliem as the Chair for the Board.

CARRIED

9.5 - Lease Transfer

Treasurer, Bill Zurawell would like to see the Board establish a formalized process for lease transfers to make sure all transactions meet acceptable standards.

Chair Toby Kliem and Jeff Porter will check into this and report back.

9.6 - P22 Lot transfer

The High River Regional Airport Board members held a discussion period regarding an application to transfer ownership of Lot P22 from 1303514 Alberta Ltd. to

J & M. Conlin's. A complete and fully executed application has been received and Board members have no concerns with the transfer of ownership.

Resolution # 89 - 2021

Moved by Bill Zurawell

THAT the High River Regional Airport Board approve the transfer of Lot P22 from 1303514 Alberta Ltd. to J & M. Conlin, Slipstream Enterprises Inc.

CARRIED

10. ACTION ITEMS

Due to the changes in the Board and in the absence of an Airport Manager, the Board decided not to review the Action List at this meeting and to schedule it for the January 13, 2022 meeting.

The Board would like to see a Capital Budget meeting either in conjunction with the regular meeting or as a separate meeting in January 2022.

Councillor Jamie Kinghorn thanked Barry King for his service on the Board and expressed a thank you to Nico Meijer and that the Board's thoughts are with Nico and that they wish him nothing but the best.

Bill Zurawell asked if there is anything that the Town or County would typically do to express thanks. Councillor Jamie Kinghorn shared the only thing was they host a Volunteer Appreciation Day. It was expressed that it would be nice if the Board could put something together for Nico and Barry.

Toby Kliem and Felicia Fairweather are to coordinate a year calendar for the Airport Board meetings and will share it on the High River Airport Board's website.

The Board questioned who the email info@highriverairport goes to and who is checking it now that there isn't an Airport Manager. As well as the phone number, where does it get forwarded? Who has the keys for the domain name? Toby Kliem will follow up with M. Hampson.

11. CLOSED MEETING

None

12. NEXT MEETING

The next meeting of the High River Regional Airport Board is scheduled for Thursday, January 13, 2022 at 7:00 pm.

13. ADJOURNMENT

Resolution #90 - 2021

Moved by Toby Kliem

THAT the High River Regional Airport Board adjourn the meeting of December 2, 2021, at 7:45 pm.

CARRIED

Board President and Chair

Second Board Member

Unadopted

High River Regional Airport Ltd
Balance Sheet
As At November 30, 2021

ASSETS

Current Assets

Cash	103,088
Term Deposit	227,761
Accounts Receivable	-
Deposits	6,295
Taxes Receivable	-
Land Improvements	85,666

Fixed Assets

Tie Downs	62,113
Equipment	29,473
Terminal	73,163
Capital Improvements	79,109

TOTAL ASSETS

666,667

LIABILITIES

Current Liabilities

Accounts Payable	84
Refundable Deposits	5,000
Taxes Payable	- 423

Long Term Debt

85,666

Equity

Shareholder Equity	2
Capital Reserve	110,061
Retained Earnings Prior Year	388,091
Retained Earnings Current Year	78,187

TOTAL LIABILITIES AND EQUITY

666,667

High River Regional Airport Ltd
Income Statement
For The Period ended November 30,2021

Current Period			Year-to-date			Remaining Budget	Notes
Actual	Budget	Variance	Actual	Budget	Variance		
OPERATIONAL REVENUE							
-	-	-	100,645	100,837	(192)	-	
(667)	-	(667)	6,605	7,000	(395)	-	
-	-	-	3,000	-	3,000	24,000	2
-	-	-	8,000	8,000	-	-	
-	250	(250)	394	2,750	(2,356)	250	
-	-	-	-	4,000	(4,000)	-	
-	-	-	500	-	500	-	
(667)	250	(917)	119,143	122,587	(3,444)	24,250	
OPERATIONAL EXPENSES							
1,050	-	1,050	4,543	3,124	1,419	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	1,850	1,800	50	-	
993	650	343	5,444	7,150	(1,706)	650	
280	400	(120)	6,858	4,400	2,458	400	
-	-	-	4,000	4,000	-	-	
-	3,000	(3,000)	-	28,000	(28,000)	2,000	1
1,673	100	1,573	1,673	900	773	200	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
0	-	-	-	5,000	(5,000)	237	
8	25	(17)	252	275	(23)	25	
-	-	-	-	-	-	-	
173	50	123	173	550	(377)	50	
173	-	173	988	-	988	-	
-	-	-	480	-	480	-	
-	-	-	43	-	43	-	
-	200	(200)	200	200	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	125	(125)	1,320	1,375	(55)	125	
-	-	-	-	-	-	-	
111	70	41	1,188	770	418	70	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	350	(350)	2,800	3,850	(1,050)	-	
-	-	-	2,966	12,000	(9,034)	3,000	3
2,276	1,000	1,276	6,145	14,000	(7,855)	1,000	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	9	(9)	34	99	(65)	9	
-	-	-	-	-	-	-	
6,736	5,979	757	40,956	87,493	(46,537)	7,766	
(7,403)	(5,729)	(1,674)	78,187	35,094	43,093	16,484	

Comments:

- 1) Airport Manager hired in December
- 2) Four lot sales pending
- 3) Snow Removal costs will show up in December

High River Regional Airport Limited

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

Telephone (403) 601-1654

Fee Schedule, 2018

Lot annual lease rate*

- \$0.235/square foot per annum plus 5% GST based on lot size for new sublease and renewals

Tie down fees** (tie down permitted only in designated areas)

- \$10.00/day on the main ramp and on any non-designated parking area
- Transient overnight parking on the grass tie-down area adjacent to the taxiway to 07/25; after 24 hours \$10.00/day
- North Tie-down Area:
 - \$1,200.00 annually plus 5% GST with power, prepaid
 - \$1,000.00 annually plus 5% GST without power, prepaid
 - \$150.00 per month plus 5% GST, prepaid

New Lot Sublease Application*** (see below)

- \$1,000.00/ per application/ new lot plus 5% GST,

New Lot Construction Performance Bond**** (see below)

- \$5,000.00 for either private or commercial area lots plus 5% GST,

Transfer of Sublease with Change in Ownership or Address only

- No fee

Transfer of Sublease with Change in Development Permit

- \$500.00 per application/lot plus 5% GST, non-refundable; other fees may be required by the MD of Foothills

Lot Prices

See related link under Administration/Lease areas

Aircraft Owner Parking and Tie Down Responsibility

By parking or tying down at the High River airport the aircraft owner bears full responsibility for properly securing his/her aircraft. Aircraft owner is liable for any damage or loss that occurs as a result of an improperly secured aircraft. Aircraft may be repositioned or relocated at the discretion of HRRRA Ltd.

***Lease rate:** Permits use of your leased land, taxiways, public ramp areas, runways and lighting facilities, including flight planning facilities and lounge with high-speed internet service. Interest is charged on accounts overdue after 30 days at a rate of 12% per annum.

****Tie down fees:** Permits use of taxiways, public ramp areas, runways and lighting facilities. It also includes the use of flight planning facilities and lounge with high-speed internet service. Interest is charged on accounts overdue after 30 days at a rate of 12% per annum.

*****Deposit for application:** applied to annual rent when the Performance Bond is signed off by the MD of Foothills #31

******Performance Bond:** refundable upon construction completion and sign off from MD Safety Codes Officer or the Fire Chief

Fee schedule is subject to review and change at any time.

Approved: February 7, 2018

Effective: January 1, 2018

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST
LAST UPDATED: November 2021

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Lease Review report	Sept 27/16	Nico Meijer	<ul style="list-style-type: none"> • A report is needed on all of the sublease agreements to identify and when the next 5 year review will occur for each lease. Winter project. • Find the spread sheet Tom put together. Nico and Toby will find some time to go through the leases. 	Ongoing
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 Jeff Porter to consult FC Director of Emergency Management Clayton Terletski regarding emergency response plans 	Defer until Airport Manager is hired
North Tie Down Area	August 15/17	Jeff Porter Rob Siewert	<ul style="list-style-type: none"> • HR CAO Chris 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 	Ongoing
Land title search of airport property – liens	Oct 3/18	Toby Kliem	<ul style="list-style-type: none"> • Some liens were discovered – more information is required. • Toby will investigate and report back to the Board 	Ongoing
Procurement policy	Oct 3/18	Airport Manager		Ongoing/Future Item
Policy for transferring reserves	January 6/21	Jamie 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	Ryan Payne	<ul style="list-style-type: none"> • Obtain advise on how to maintain the cross runway • Report/quote for rehab work pending from FC Public Works &/or Read on Roads – Sept 2021 	Ongoing
Website	February 3/2021	Toby Kliem	<ul style="list-style-type: none"> • Check with M. Hampson to ensure that website is operating and fully updated • Website should include more engaging content for 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST
LAST UPDATED: November 2021

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
			<p>pilots, stakeholders, such as events, updates, etc</p> <ul style="list-style-type: none"> • <u>An address has been secured for the terminal building – 306 Gordon Jones Way. Postal Code needs to be included and should be posted on the website</u> 	
Flags	February 3/2021	Nico Meijer	<ul style="list-style-type: none"> • East Windsock to be replaced ✓ • Canada Flag to be replaced – Nico to follow up with Jim, who typically performs this work 	Ongoing
Coordination with Fire Department	February 3/2021	Nico Meijer	<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 • <u>Signage will arrive in December then access procedures can be formalized. Jeff P will provide access codes to Fire Dept in the meantime</u> 	Ongoing
Parking Updates	February 3/2021	Toby Kliem	<ul style="list-style-type: none"> • Cadets to write down idents and provide to accounting to generate invoices • Toby Kliem to address with cadets/parents at the first Parent Meeting of the year 	Ongoing
Cloud Storage Proposal	March 3/2021	Toby Kliem	<ul style="list-style-type: none"> • Toby 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 • Toby to meet with Nico to obtain paper records that need to be scanned/digitized 	Ongoing
Airport Manager Vacancy	April 7/2021	Nico Meijer Ryan Payne	<ul style="list-style-type: none"> • Interviews to be conducted • Jamie Kinghorn and Rob Siewert have agreed to become more involved with the recruitment/hiring process 	Ongoing
Review of Lot Prices	April 7/2021	Bill 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	Bill 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 	Ongoing

HIGH RIVER REGIONAL AIRPORT BOARD ACTION LIST
LAST UPDATED: November 2021

ACTION ITEM	DATE ASSIGNED	ASSIGNED TO	UPDATE ON ACTION TAKEN	DATE COMPLETED
Rotation Beacon Replacement	April 7/2021	Bill 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 • New location for Beacon – to be tied into Terminal Building 	Ongoing
Confirm with FC Planning Dept – “P” Lots	June 2, 2021	Jeff Porter	<ul style="list-style-type: none"> • Unclear if lots designated “P” (private) can be used for commercial aviation purposes? • Jeff P to check with FC Planning Dept (Drew Granson) to confirm • <u>Jeff confirmed P lots are for private use but could be used for commercial purposes in the discretion of Council. Applications must go through planning</u> 	Ongoing
Review of Development Permit Process for High River Airport	Sept 2, 2021	Toby	<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 	Ongoing
Review of Affiliations/Memberships / Associations	Sept 2, 2021	Toby	<ul style="list-style-type: none"> • Review of Aviation Council of Alberta Membership – pros and cons? Duplication of other associations? • Toby to investigate and report back to Board at future meeting 	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.