

High River Regional Airport Ltd. Board - March 28, 2017

Date : Tuesday, March 28, 2017

Start time : 7:00 PM

Location : LO4/O5

Minutes

PRESENT

Steff Stephansson, Board Chairman, President - Absent
Jamie Kinghorn, Vice President, Director (for Town of High River) - Interim
Chairman
Bill Zurawell, Treasurer, Director
Nico Meijer, Board Secretary, Director
Rick Percifield, Director (for MD of Foothills)
Michael Nychyk, Director (for Town of High River) - Absent
Ralph Nelson, Director (for MD of Foothills)

STAFF:

Jennifer Hogan, Recording Secretary, Town of High River
Ryan Payne, Director of Community Services, MD of Foothills

GUESTS:

Aaron Lair, #187 Foothills R.C.A.C

CALL TO ORDER

The Chairman called the meeting to order at 7:00 p.m.

Adoption Of Agenda

Resolution #AB20170328.1001

Moved By: Bill Zurawell

THAT the Board adopt the agenda for the High River Regional Airport Ltd.
Board meeting on March 28, 2017 as presented.

Carried

Minutes Approval

Resolution #AB20170328.1002

Moved By: Nico Meijer

THAT the Board adopt the High River Regional Airport Ltd. Board Meeting
Minutes for February 28, 2017 as presented.

Carried

Treasury Monthly Report Summary

To provide the Committee with an update and summary on the financial
statements for the High River Regional Airport.

- The revenue from the water well will not be included in the budget for
2017. It was suggested to abandon this well if the airport is not going
to utilize it.
- It was noted that due to a timing difference the insurance has not
been reflected in the budget yet.
- As of the end of February, the airport has not received invoices for

the snow removal.

- It was brought up that there were some instances where there was no snow clearing.
- The grass removal contract was discussed as well as the possibility of the airport purchasing it's own lawnmower, and working with the Cadets.
- Funds from the MD and Town have not been received yet. It was pointed out that this shows in the budget for March or April.
- The Board noted some receivables that need to be taken care of.
- The Board discussed an operating reserve to cover overages in the budget.

Resolution #AB20170328.1003

Moved By: Nico Meijer

THAT the High River Regional Airport Ltd. Board accept the Treasury Monthly Summary Report as information.

Carried

Airport Liaison Report

To provide an update on the new lot applications, lot transfers, and any other changes at the airport.

N6 Agreement

To discuss the counter agreement received in regards to Lot N6.

- The Board decided to defer discussion on this topic to a subsequent meeting.

Parking Report

To discuss the status of the following items:

- Temporary Tie-down at Central Grass & Lot C3
 - The Board discussed using these areas as an alternate tie down area.
 - It was agreed that the area needed to be inspected to ensure use was feasible.
 - The Board discussed fees for using the temporary tie-down area and agreed at a discounted rate as an interim.
- Outstanding ramp parking
 - It was noting that here is a need to collect the bills.
- Work plan for Spring 2017
 - Tie down area
 - The asphalt on taxi-way from C10 section is deteriorating and a permanent solution is required. It was recommended that a proper assessment on the remediation and extension be completed.
 - The Board was in agreement to have an engineer assess the taxi-way area and requested a quote from the MD through AMEC.
 - The Board is waiting for the AMEC report on the ramp.

Resolution #AB20170328.1004

Moved By: Rick Percifield

THAT the High River Regional Airport Ltd. Board set a temporary rate of

\$500 for parking on the temporary tie-down area.

Carried

**Aviation Hangar
C1-C2**

To discuss the status of the C1 and C2 fuel station.

- The fueling station is on Lot C1A
- It was noted that Skywings owns the fueling system and they are entitled to take it with them.
- The Board discussed the possibility of purchasing the fuel system from Skywings.
- The Board will discuss the next steps at a subsequent meeting.

Resolution #AB20170328.1005

Moved By: Ralph Nelson

THAT the High River Regional Airport Ltd. Board discuss purchasing, and owning and operating the fuel system with both the MD of Foothills and the Town of High River.

Carried

**March 28, 2017
Action List**

To review and discuss the action list and update accordingly.

**Headlease
Amendment and
Sublease
Agreement**

To discuss the \$5M insurance requirement, implementing the new Sublease agreement, and consider exchanging the old sublease agreement with the new one.

- An update will be provided at a subsequent meeting.

**Water Supply to
Hangar C1-2
Status**

To provide an update on the discussion with the tenant regarding the water supply.

- The Board decided to defer discussion on this topic to a subsequent meeting.

**'Hold the Dark'
Movie
Production**

For information only.

- The production crew have a 50 foot crane on site.
- It was noted that things leading up to the filming went well.
- The insurance document was good but a few changes were made.
- The Board is interested in meeting with Town regarding filming agreements, etc. for future opportunities.

**Part Time Airport
Manager**

To discuss the need for a part time manager at the airport.

- The Board is in agreement that a part time manager is needed for at least a couple of days a week for for a certain number of hours per week.
- The Board discussed purchasing a stand alone office.
- It was noted that someone with airport experience or aviation experience is preferable.

**Google Docs
Training**

A demonstration on Google docs will be provided to the Board at a future meeting.

Schedule

Calgary King's Own Training

To provide an update on the training.

- It was mentioned that the group is looking for permanent, suitable facilities to use for training.

Snow & Grass Contract

To provide an update on the snow and grass contract.

- This contract is coming up for review quickly.
- Aaron Lair representing the #187 Foothills R.C.A.C Parent Committee informed the Board that they are interested in assisting with the grass cutting.
- The Parent Committee would like to see more details.

Next Meeting Date

The next regular meeting of the High River Regional Airport Ltd. Board is scheduled for Wednesday, April 26, 2017. The Annual General Meeting will be held at the front end of the April meeting.

- Due to scheduling conflicts, the Board suggested Thursday, April 27, 2017 as an alternate meeting date for AGM and regular meeting.
- The Treasurer stated that he is working with the accountants to have the 2015 and 2016 Financial Statements available for approval at the AGM.

Adjournment

Resolution #AB20170328.1006

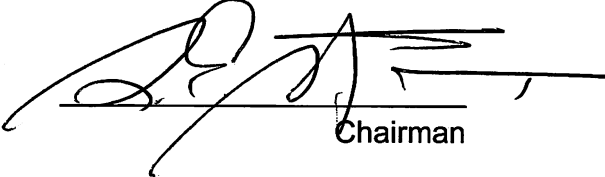
Moved By: Nico Meijer

THAT the Board adjourn the High River Regional Airport Ltd. Board meeting for March 28, 2017 at 8:35 p.m.

Carried

Updated HRRRA Action List

The Action List updated based on discussions at the High River Regional Airport Ltd. Board meeting of March 28, 2017.



Chairman