

SOUTH CARIBOO REGIONAL AIRPORT COMMISSION MINUTES

April 17, 2018

A meeting of the South Cariboo Regional Airport Commission was held on April 17, 2018 at 12:00 p.m. in the meeting room at the Highpoint Helicopters facility, located at the South Cariboo Regional Airport in 108 Mile, BC.

Present: Chair Mitch Campsall; and Commissioners Ken Greenall, Margo Wagner, Larry Davis and Brian Coakley.

Absent: Commissioner Al Richmond and Nick Christianson.

Staff: Darron Campbell, Manager of Community Services; Kathleen MacDonald, Community Services Assistant.

Meeting Called to Order

Res. A Moved Commissioner Wagner; Seconded Commissioner Coakley:

“That the agenda items be accepted for consideration.”

Carried Unanimously

Minutes

During discussion of the minutes, CRD staff noted that the members-at-large positions for Electoral Areas H and L are currently vacant. Commissioner Coakley has been unsuccessful in finding a member-at-large and Commissioner Wagner is discussing the position with a possible candidate.

The Commission also examined the requirement to have the GPS/GNSS reviewed and redesigned every four years. The cost for the work is in the budget but another request may be made to Transport Canada to assume the responsibility.

During discussion of Sarvair’s hangar licence renewal, it was noted that the aviation school on the hangar lease property is still in operation and that the aviation students are covered by the high school’s general liability insurance.

Action item: CRD staff will contact Transport Canada to again request that the organization assume the review and redesign responsibility for the GPS/GNSS.

Action item: CRD staff will contact School District #27 to request a letter confirming that the aviation school students are covered by the high school’s general liability insurance.

Res. B Moved Commissioner Wagner; Seconded Commissioner Coakley:

“That the Minutes of the South Cariboo Regional District Airport Commission meeting held October 5, 2017 be received.”

Carried Unanimously

Airport Manager’s Report and Airport Activity

Nick Christianson was absent from the meeting.

Renewal of Hangar License with Eric Wyles

The current lease expires on August 14, 2018.

Res. C Moved Commissioner Wagner; Seconded Commissioner Davis:

“That the Hangar License with 1124498 Alberta Ltd be renewed for another 10 year term with an increase to the current lease rate of \$3.85 per square metre.”

Carried Unanimously

2018 Business Plan Goals Update

The status of the following business plan goals for 2018 was reviewed.:

- Develop engineering plans for a runway overlay.
- Complete a regulatory review and redesign of the GNSS approach and departure procedures.
- Review the airport management agreement.
- AWOS upgrade through possible BCAAP application.

Action item: CRD staff will contact BCAAP representatives to determine when announcement of the successful grant applications might take place.

In-Camera Discussion

Res. D Moved Commissioner Wagner; Seconded Commissioner Greenall:

“That the meeting be closed to the public to deal with matters suitable for in-camera discussion pursuant to Section 90(1)(e) of the *Community Charter*.”

Carried Unanimously

The meeting was closed to the public at 12:30 pm.

The meeting was re-opened to the public at 12:50 pm.

Adjournment

Res. E

Moved Commissioner Wagner; Seconded Commissioner Coakley:

“That the meeting of the South Cariboo Regional Airport Commission be adjourned at 1:00 pm, April 17, 2018.”

Carried Unanimously

Certified Correct:

Mitch Campsall, Chair