

# SOUTH CARIBOO REGIONAL AIRPORT COMMISSION MINUTES

December 5, 2018

A meeting of the South Cariboo Regional Airport Commission was held on December 5, 2018 at 12:00 p.m. in the District of 100 Mile House Council Chambers.

**Present:** Chair Mitch Campsall; Commissioners Ken Greenall, Al Richmond, Margo Wagner and Larry Davis.

**Absent:** Commissioners Les Kallos and Willow MacDonald.

**Staff:** Darron Campbell, Manager of Community Services; Nick Christianson, Airport Manager; Kathleen MacDonald, Community Services Assistant.

**Delegations/Guests:** Klint Sarver.

## Meeting Called to Order

**Res. A** Moved Commissioner Wagner; Seconded Commissioner Greenall:

“That the agenda items be accepted for consideration.”

**Carried Unanimously**

## Renewal of Sarvair Hangar License

Klint Sarver presented concerns regarding an increase in Sarvair’s annual license fee connected to the renewal license. The previous agreement, which expired in December 2017, locked the fee rate in for the 10-year term; the agreement allows the rate to be re-evaluated at the current market rate now that the previous agreement has expired. The increase is also meant to reflect Sarvair’s use of the surrounding land. The increase is based on a rate of \$1.93 per square metre of land as per the Fees and Charges Bylaw.

Other hangar owners do not have use of surrounding land to prevent unsightly storage of nonaviation equipment and to maximize effective use of airport lands.

Klint Sarver also raised concerns about the aviation school’s trailer near the Sarvair hangar. The trailer is not owned by the Cariboo Regional District.

**Action item:** CRD staff will contact Ian MacDougall to enquire about the current and upcoming plans for the aviation program.

**Res. B** Moved Commissioner Richmond; Seconded Commissioner Wagner:

“That the Hangar License with Sarvair be renewed for another 10 year term at a license rate starting at the rate from the previous agreement and divided into equal increments for the first five years until the rate reaches \$1.93 per square meter for the land under agreement as shown in Schedule A of the current agreement. Further, that the fee remain at \$1.93 per square meter for the land under agreement for the final five years of the license term .”

**Carried Unanimously**

Minutes

**Res. C** Moved Commissioner Wagner; Seconded Commissioner Davis:

“That the Minutes of the South Cariboo Regional District Airport Commission meeting held April 17, 2018 be received.”

**Carried Unanimously**

Airport Manager’s Report

The Commission was informed that, through July and August 2018, general aviation was down at the airport due to forest fire smoke and the USA’s increased travel security.

No accidents, mishaps or complaints occurred in 2018 to-date. Recertification of the fuel system, the five-year required inspection of the tanks and construction of a safer roof access occurred during the 2018 summer. The new automated weather observation system was also installed recently. The new washrooms near the fuel pumps are proving popular with airport users.

This year to-date, the airport has served the usual number of medevacs. A new area to load medevac passengers has been suggested to protect privacy.

Deer on the airport are still an issue. The airport manager will monitor them and remove them if needed. The brushing contract with Kremsner is expiring; the vegetation will need to be sprayed or brushed. Marmots are also returning to the airport and may need to be removed by Thurow’s Problem Wildlife Control in the future.

The airport manager suggested approaching Pacific Coastal Air and Coastal Mountain Air regarding scheduled flight service at the airport. The service could be useful even if simply for moving freight.

**Action item:** CRD staff will contact PCA and CMA to gauge interest in providing scheduled flight service at the airport.

**Res. D** Moved Commissioner Wagner; Seconded Commissioner Richmond:

“That the Airport Manager’s Report be received.”

**Carried Unanimously**

108 Resort Hangar Proposal

The airport manager is working with the 108 Resort to develop plans for a hangar at the airport. The Resort will submit a proposal with location and design for Commission approval. The development could result in the need for a new taxiway. The hangar might possibly begin construction in 2019.

## Sunshade Hangar Doors

Mike Hirshfield submitted a letter, as attached to these minutes, to propose installing doors on the sunshades. The sunshades are currently open design; doors would better protect the aircraft from the elements. The Commission would require that all the units have doors and that the doors be uniform in design and aesthetic.

**Res. E** Moved Commissioner Wagner; Seconded Commissioner Richmond:

“That, subject to conditions on design and aesthetic, doors be allowed on the sunshades.”

**Carried Unanimously**

## 2018 Business Plan Goals Update

The status of business plan goals for 2018 was reviewed.

Avia NG was hired as the consultant for the runway overlay design, new lighting design and costing, and has completed the work. The runway has serious geotechnical issues which has increased the cost of the project to approximately \$6 million. CRD staff recommend applying to Northern Development and the Rural and Northern Communities Infrastructure grant program to support the overlay work and identifying Community Works funding to support the lighting work. There are adequate funds in the airport's capital reserves for approximately \$300,000 in matching funding.

Commissioner Richmond mentioned possible federal funding that may also be available.

Avia NG has also submitted cost to be the project supervisor.

**Res. F** Moved Commissioner Richmond; Seconded Commissioner Wagner:

“That a grant application to the Rural and Northern Communities Infrastructure grant program for \$5,300,275 in funding to perform a runway/movement areas overlay and electrical/lighting system upgrade at the South Cariboo Regional Airport be submitted.”

**Carried Unanimously**

**Res. G** Moved Commissioner Richmond; Seconded Commissioner Greenall:

“That a grant application to the Northern Development Initiative for \$250,000 in funding from the Cariboo-Chilcotin/Lillooet Regional Development Account to perform a runway/movement areas overlay and electrical/lighting system upgrade at the South Cariboo Regional Airport be submitted.”

**Carried Unanimously**

**Res. H**

Moved Commissioner Richmond;      Seconded Commissioner Wagner:

“That the Cariboo Regional District Board submit a letter to MP Cathy McLeod and MLA Donna Barnett to advocate for the Regional District’s Rural and Northern Communities Infrastructure grant application for the runway/movement areas overlay.”

**Carried Unanimously**

Other 2018 Business Plan Goals

Nick Christianson will submit a design for a Nick’s Rag N Tube sign to be placed on the larger highway sign.

2019 Business Plan Goals

The Commission reviewed the following proposed business plan goals for 2019:

- Complete a runway overlay and remarking.
- Replace the airside electrical system including all runway and navigational lighting.
- Install a defibrillator in the terminal building.
- Install new length of tie down cables.
- Develop new aircraft loading and holding area.

It was suggested that the new defibrillator be the same model as those used by BC Ambulance.

Budget Expenditures To Date

**Res. I**

Moved Commissioner Wagner;      Seconded Commissioner Greenall:

“That the report on the airport budget’s expenditures to date be received.”

**Carried Unanimously**

Adjournment

**Res. J**

Moved Commissioner Wagner;      Seconded Commissioner Greenall:

“That the meeting of the South Cariboo Regional Airport Commission be adjourned at 1:45 pm, December 5, 2018.”

**Carried Unanimously**

Certified Correct:

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Mitch Campsall, Chair