

Meeting Minutes ANAHIM LAKE AIRPORT COMMISSION (ALAC)

**Held Thursday, May 30, 2019 at 10:30 AM
at the Anahim Lake Terminal Building**

Attendees: Gerald Kirby (Area J Director), Tolin Pare (Anahim Lake Airport Commission), Scott Clay (RCMP), Dave Chamberlain (Airport Manager), Darron Campbell (Cariboo Regional District) and Kathleen MacDonald (Cariboo Regional District).

Regrets: Bill Van Es (Anahim Lake Airport Commission), John Blackwell (Anahim Lake Airport Commission), Duke Sage (Anahim Lake Airport Commission), Wayne Murray (Anahim Lake Airport Commission) and Eli Hatch (Anahim Lake Airport Commission).

1. Review and agreement upon Agenda.
2. The minutes of the Anahim Lake Airport Commission meeting held May 15, 2018 were received.
3. Airport Manager report
 - New fuel system is now fully functional.
 - Fencing to finish the tank farm is in progress.
 - The new generator has negated any use for the mobile generator, which could be sold.
 - A recent fire in the north led to use of the airport by MOF.
 - Airport now has capacity to provide up to 54,000 litres of Jet A fuel.
 - BC Heli Sports (BCHS) has submitted an official request for ground usage and agrees to the proposed fees.
 - BCHS has requested 1,500 square metres of ground and 900 square metres of building.
 - An official map of the exact ground use dimensions is required.
 - **Action items:**
 - CRD staff will request to have the new fuel system's information added into the Canadian Flight Supplement.

Res A By Consensus:

"That the airport financial plan be amended, including if necessary a transfer from capital reserves, to provide up to \$12,000 to amalgamate the two power supply systems into one service."

4. Audits and Inspections
 - CRD staff presented the results and findings from the Nav Canada nav aids audit (2018), the Transport Canada Program Validation Inspection (2017) and the Transport Canada Process Inspection (2019).
 - Anahim Lake Airport passed the nav aids audit and PVI with only one finding each.
 - Anahim Lake Airport passed the PI with three findings.
 - The airport is highlighted as an SMS standard by Transport Canada.

5. 2019 Business Plan goals update

- The 2019 business plan goals were reviewed.
- It was mentioned that the Ulkatcho Band has a new band manager: Shelley Bevez.

6. 2020 Business Plan goals

- The 2020 proposed business plan goals were reviewed, including developing a concept design and costs for a terminal building expansion.
- If the apron expansion goes forward, the goal for developing a concept design and costs for a terminal building expansion may be deferred.

7. Budget expenditures to date

- The budget expenditures to date were reviewed.

8. SMS Review

- Revisions to the SMS were reviewed with the Commission, as well as the safety reporting form process and ongoing hazard patterns.

9. Airport Activity Report

- The airport activity report, outlining and comparing movement numbers, medevac numbers, fuel sales, landing numbers and landing fees from 2014 to 2018, was reviewed:

Activity	2018	2017	2016	2015	2014
Movements	2,078	2,347	1,133	1,124	1,156
Medevacs	12	33	18	24	15
Av Gas Sales – Litres	14,511 L	13,924 L	16,411 L	11,943 L	10,458.5 L
Av Gas Sales – Dollars	\$25,815	\$23,867	\$27,640	\$22,549	\$21,524
Jet A Sales – Litres	171,826 L	281,054 L	32,408 L	29,498 L	63,873 L
Jet A Sales – Dollars	\$263,140	\$365,705	\$39,971	\$38,917	\$99,168
Landing Fees	\$4,325	\$4,770	\$1,295	\$1,645	\$1,705
Commercial Landings	RWs: 593* FWs: 68	RWs: 662* FWs: 73	RWs: 74* FWs: 49	RWs: 97* FWs: 62	RWs: 224* FWs: 32

10. In-Camera Discussion

Res B By Consensus:

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

11. Other business

- No other business was discussed

Meeting adjourned at 12:50 PM.