

# SOUTH CARIBOO REGIONAL AIRPORT COMMISSION MINUTES

**September 2, 2020**

A meeting of the South Cariboo Regional Airport Commission was held on September 2, 2020 at 12:00 p.m. at the 108 Resort Hangar Restaurant.

**Present:** Chair Mitch Campsall; Commissioners Ken Greenall, Les Kallos, Al Richmond (by phone), and Margo Wagner.

**Absent:** Commissioners Willow MacDonald and Larry Davis

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

**Delegations/Guests:** Ross Donahue and Wendy Bekolay.

## Meeting Called to Order

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

“That the agenda items be accepted for consideration.”

**Carried Unanimously**

## Election of Chair and Membership Appointments

First call for nominations by the Manager of Community Services for the position of Chair of the South Cariboo Regional Airport Commission for the year 2021.

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

“That Commissioner Campsall be nominated for the position of Chair of the South Cariboo Regional Airport Commission for the year 2021. Further that Directors Al Richmond, Margo Wagner, and Willow MacDonald and members-at-large Ken Greenall, Les Kallos, and Larry Davis be appointed to the commission.”

**Carried Unanimously**

Second call for nominations.

Third and final call for nominations.

There being no further nominations, Commissioner Campsall was declared the Chair of the South Cariboo Regional Airport Commission for the year 2021.

## Airport Management and Operations Contract Transfer

The current contract has a five-year term of June 2018 to June 2023 and is held by Nick Christiansen of Nick's Rag and Tube. Mr. Christiansen has advised that he plans to retire this year and wants to transfer the remaining three years of the contract term to another party. The current contract has been amended to allow a transfer and Mr. Christiansen has identified Ross Donahue of Donahue Airfield Services as the ideal potential replacement subject to written approval from the Regional District. Mr. Donahue has extensive airport experience.

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

“That the request from Nick Christianson that the South Cariboo Regional Airport Management and Operations agreement be transferred from Nick's Rag and Tube to Donahue Airfield Services at the same term and conditions as the existing agreement, be approved.”

**Carried Unanimously**

## Review of Last Meeting's Minutes

The aviation program has been moved in its entirety to the school in 100 Mile House. The aviation program trailer next to Sarvair hangar is now empty and unused.

PCA and CMA expressed no interest in providing scheduled flight service to the airport at this time.

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

“That the Minutes of the South Cariboo Regional District Airport Commission meeting held December 5, 2018 be received.”

**Carried Unanimously**

## Airport Manager's Report

Covid-19 slowed activity at the airport through March to May but activity picked up in June and August was one of the airport's busiest months in its history. Fuel sales have increased back to normal levels even with the ongoing Covid-19 situation.

In seven years, the self-serve fuel system has sold approximately 857,000L – totaling about \$1.3 million gross. Approximately \$183,000 in fuel is sold annually. A new fuel system may be needed soon as parts are becoming harder to find. A new fuel system could be in the range of \$350,000.

The AWOS was recently hacked three times for bitcoin ransom. A new security system has been installed and will hopefully prevent future hacks.

A Global 7500 has requested access to the airport to finish Canadian certification. Certification requires using a runway with the same dimensions as SCRA's runway.

The wall is finished for a new medevac holding area and other possible uses. The space needs to be filled in with gravel or other fill.

The Markus Springmann hangar is complete, and Mr. Springmann needs to close his building permit. Then his \$10,000 deposit can be returned.

**Action Item:** CRD will add design plan for an above ground tank fuel system as a future business plan goal.

**Res. E**

Moved Commissioner Wagner; Seconded Commissioner Richmond:

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

**Carried Unanimously**

**Investing in Canada Infrastructure Program Grant Application**

Engineering reviews have determined that the airport's runway requires a full overlay to preserve the long-term viability of the runway and to promote safety at the airport. Avia NG provided a design plan and costing in 2019.

The Region applied to the Investing in Canada Infrastructure Program's (ICIP) last intake for this project and was unsuccessful. This intake will involve an application for \$4.5 million for the runway overlay and perhaps the taxiway overlay; the funding for the desired lighting work is expected to be obtained through a Community Works Fund grant.

Dependent on funding, the overlay will begin in 2022 or 2023. Two million dollars are expected to come from ICIP, \$700,000 from capital reserves and \$1.8 million from a short-term loan. To secure the \$700,000 and \$1.8 million, the taxation rate for the airport will need to be increased.

The current rate is approximately \$7 per \$100,000 and would need to be increased to about \$11 per \$100,000. This would raise the requisition amount from \$266,391 per year to approximately \$412,000 per year. The new rate would remain in place throughout the five-year financial plan.

The airport is critical to the quality of life for south Cariboo residents and during emergencies. Public awareness should be increased to encourage support for the taxation increase.

**Res. F**

Moved Commissioner Wagner; Seconded Commissioner Richmond:

“That a grant application to the Rural and Northern Communities Infrastructure component of the Investing in Canada Infrastructure Program grant program for \$2,000,000 in funding to support a \$4,500,000 runway overlay at the South Cariboo Regional Airport be submitted. Further, that the appropriate signatories be authorized to enter into the necessary contribution agreement should the grant application be successful. And further, that \$2.5 million in matching funding be included in the South Cariboo Regional Airport financial plan.”

**Carried Unanimously**

**Res. G**

Moved Commissioner Wagner; Seconded Commissioner Richmond:

“That the Investing in Canada Infrastructure Program Grant Application item be referred to the South Cariboo Joint Committee for its September 17<sup>th</sup> meeting to request a support letter from the District of 100 Mile House.”

**Carried Unanimously**

2020 Business Plan Goals Update

The status of business plan goals for 2020 was reviewed.

The goal to complete a runway overlay and remarking will be carried forward to 2021.

The goal to replace the airside electrical system including all runway and navigational lighting will be carried forward to 2021.

Other 2020 Business Plan Goals

The highway sign will be finished with the addition of white panels and will be available advertising space for businesses.

2021 Business Plan Goals

The Commission reviewed the following proposed business plan goals for 2021:

- Decommission sewage lagoons and develop septic field as an alternative.
- Prepare locations for future private hangars.
- Complete airside access road construction.
- Complete a regulatory review and redesign of the GNSS approach and departure procedures

The Commission recommended that addition of a web camera aimed up the runway be added as a 2021 goal.

Starting in 2021, the Regional District will need to assume responsibility for the reviews and redesigns of the airport’s GNSS approach and departure procedures from Nav Canada. This will be an additional cost to the airport, particularly the 4-year redesigns.

**Action item:** CRD staff will include addition of a web camera aimed up the runway as a 2021 goal.

2022 Business Plan Goals

The business plan goals for 2022 were reviewed.

### Budget Expenditures To Date

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

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

**Carried Unanimously**

### New AWOS Maintenance Contract

Bud Spencer of Spencer Navigation has informed the Regional District that he plans to retire and will no longer be able to perform maintenance on the airport’s AWOS. MS Navigation will be taking over Spencer Navigation’s contracts and Regional District staff suggests entering into an awos maintenance agreement with MS Navigation at the same terms and conditions as the agreement with Spencer Navigation.

Past Requests for Proposals have not resulted in responses from any other potential AWOS maintenance contractors. MS Navigation has the experience and skill set to perform the work.

The contract would also involve MS Navigation testing the altimeter annually at the Anahim Lake Airport.

**Res. I** Moved Commissioner Wagner; Seconded Commissioner Kallos:

“That the Regional District enter into a three-year term Automated Weather Observing System and Altimeter Maintenance contract with MS Navigation at the same conditions as the existing agreement with Spencer Navigation.”

**Carried Unanimously**

### Airport Activity

Activity at the airport - including movements, medevacs, and fuels sales in litres and dollars - from 2016 to September 2020 was reviewed.

### Other Business

Certain renters of the Sunshade hangars have complained of pilots using the tie downs in front of their shelters.

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

“That the new Airport Manager and the Manager of Community Services meet with the concerned renters and discuss the tie downs in front of the Sunshade hangars.”

**Carried Unanimously**

Adjournment

**Res. K**

Moved Commissioner Greenall; Seconded Commissioner Wagner:

“That the meeting of the South Cariboo Regional Airport Commission be adjourned at 2:00 pm, September 2, 2020.”

**Carried Unanimously**

Certified Correct:

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Mitch Campsall, Chair