

Meeting Minutes  
ANAHIM LAKE AIRPORT COMMISSION (ALAC)

Held Wednesday, October 5, 2022 at 10:30 AM  
at the Anahim Lake Terminal Building

Present: Chair Tolin Pare; Commissioners Gerald Kirby, Gary Holte (Alternate Commissioner), and Cora Mueller

Absent: Commissioners Eli Hatch, Duke Sager, Paul Christian, and Wayne Murray.

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

Delegations/Guests: Vickie Boudrias (Dawson Road Maintenance) and Axel Opper (Dawson Road Maintenance)

1. Review and agreement upon agenda.

**Res. A** Moved Commissioner Mueller; Seconded Commissioner Kirby:

“That the agenda items be accepted for consideration.”

**Carried Unanimously**

2. Minutes

- The minutes of the Anahim Lake Airport Commission meeting held May 26, 2022 were received.

3. Airport Manager report

- The airport had a short, late fire season.
- MOF didn't use the airport as a base this fire season.
- Charters were very busy for Bella Coola Heli Sports but other charters accessing the airport were down this year.
- The apron occasionally ran out of room for aircraft; in winter, snowbanks may need to be pushed back further than normal so aircraft can use all of the apron.
- The airport manager has started charging ground handling fees for charters, which has been approved by the Regional District.
- It was suggested to have an agreement with Bella Coola Heli Sports to establish a set rate for ground handling services; this suggestion will be revisited within one to two years.
- The onsite audit with Transport Canada went well with only one finding; the auditors were onsite for 2.5 days.
- A large puddle of water next to the runway will need to be pumped out.

**Res. B**

Moved Alternate Commissioner Holte; Seconded Commissioner Kirby:

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

**Carried Unanimously**

4. Winter maintenance preparation

- As per the requirements of the airport training plan, the Winter Maintenance Plan was reviewed to prepare for the winter season and to identify any needed updates or amendments.
- No needed updates or amendments were identified.
- It was noted that the snowbanks should be pushed further back off the apron.
- Heated LED lights have been installed on the sweeper and the plow truck (Dawson Road Maintenance).
- AVOPs for the 2022/2023 season were submitted.
- The broom operated very well in the 2021/2022 season and Dawson Road Maintenance has purchased a three-year supply of brushes.
- 2.5 tons of urea are available for the upcoming season.
- Sweeper maintenance was performed in May 2022.
- There were no canceled flights due to runway issues in the 2021/2022 winter season.

5. 2022 Business Plan goals update

- The 2022 business plan goals were reviewed.
  - Review the Airport Use Agreement with Pacific Coastal Airlines.
    - Negotiation in progress. It is expected to be renewed soon.
  - Conduct the required external audit of the Safety Management System.
    - Completed by EBA Consulting on July 20, 2022. Findings: AOM inconsistencies; additions to WMP training.
  - Review the airport fees and charges bylaw.
    - Completed. Fees increased to \$15/landing rotary wing and \$30/landing fixed wing.
  - Develop a concept design and costs for a terminal building expansion.
    - In progress. Design due in October.
  - Attend runway condition reporting and airport operations training.
    - In progress.
  - Construct a picnic spot with a gazebo and BBQ on the west side of the terminal.
    - Deferred to 2023 for other capital priorities, such as purchase of floor scale.

6. 2023 Business Plan goals

- The 2023 business plan goals were reviewed.
  - Acquire grant funding to construct an apron expansion.

- Airport Capital Assistance Program.

- Determine the feasibility of installing solar panels on the roof of the airport terminal building.

7. Budget expenditures to date

- The budget expenditures to date were reviewed.

8. Safety Management System review

- The processes and procedures of the SMS were reviewed.
- The importance and process for utilizing safety reporting forms were discussed.
- Blank safety reporting forms were left at the airport.
- A full-scale emergency exercise was performed after the commission meeting.

9. Airport activity report

- The airport activity report, outlining and comparing movement numbers, medevac numbers, fuel sales, landing numbers and landing fees for 2023 to-date was reviewed:

<b>Activity</b>	<b>2022 to-date</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Movements	804	1,722	763	1,131	2,078	2,347
Medevacs	10	17	37	13	12	33
Av Gas Sales – Litres	12,313 L	15,051 L	16,896 L	18,921 L	14,511 L	13,924 L
Av Gas Sales – Dollars	\$28,621	\$27,029	\$28,760	\$32,862	\$25,815	\$23,867
Jet A Sales – Litres	76,331 L	361,288 L	53,503 L	50,657 L	171,826 L	281,054 L
Jet A Sales – Dollars	\$149,647	\$537,109	\$79,503	\$76,791	\$263,140	\$365,705
Landing Fees	\$3,455	\$4,290	\$1,715	\$2,095	\$4,325	\$4,770
Commercial Landings	RWs: 196 FWs: 70	RWs: 659 FWs: 57	RWs: 92 FWs: 82	RWs: 95 FWs: 81	RWs: 593 FWs: 68	RWs: 662 FWs: 73

10. Other business

- No other business was discussed

Meeting adjourned at 12:30 PM.