



Date: 28/11/2022

To: Chair and Directors, Cariboo Regional District Board

And To: Brian Carruthers, Interim Chief Administrative Officer

From: Darron Campbell, Manager of Community Services

Date of Meeting: Cariboo Regional District Board_Dec09_2022

File: 2240-20-8400

Short Summary:

Anahim Lake Airport – Use Agreement with Pacific Coastal Airlines and Management and Operations Agreement Amendment with Snooka Aircraft Services

Voting:

Corporate Vote - Weighted

Memorandum:

Please find the attached renewal agreement for air carrier use of the Anahim lake Airport with Pacific Coastal Airlines for scheduled and charter flights.

The previous three-year agreement with Pacific Coastal expired in 2020 and has been extended on an annual or month-to-month arrangement until negotiations on this renewal were eventually concluded.

The new three-year agreement includes annual payments from Pacific Coastal to the Regional District of \$65,000 for 2023, \$67,500 for 2024 and \$70,000 for 2025. Three months from 2022 were also added to the length of the agreement to enable the expiration date to coincide with fiscal year end.

The agreement sets out the terms and conditions for the air carrier to access facilities at the airport as well as the ground-handling services provided by the airport, including but not limited to activities such as passenger ticketing, freight, friction testing and de-icing services delivered by the on-site airport manager, Snooka Aircraft Services.

As such, an amendment to the corresponding Airport Management and Operations Agreement with Snooka Aircraft Services is also attached to reflect the increased value and services to be provided under the terms with Pacific Coastal. The increased payments to Snooka are an additional \$15,000 in 2023, \$17,500 in 2024 and \$20,000 in 2025.

Also included in the terms of the renewal agreements is a new ground-handling fee for Pacific Coastal non-scheduled charter flights amounting to \$150 per flight.

The proposed agreements have been reviewed by the Anahim Lake Airport Commission and no comments or concerns were received.

Attachments:

Air Carrier Airport Use Agreement – Pacific Coastal Airlines (2023-2025)

Airport Management and Operations Agreement Amendment – Snooka Aircraft Services (2019-2024)

Financial Implications:

There is no net revenue or cost to the Regional District for these proposed agreements. The increase in value and service for Pacific Coastal is captured in the amendment with Snooka.

Policy Implications:

None

Alignment with Strategic Plan:

- ☐ **Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- ☒ **Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- ☒ **Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- ☐ **Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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CAO Comments:

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Options:

1. Endorsement of the recommendation;
2. Receipt and other action at the direction of the Board;
3. Receipt only;
4. Defer.

Recommendation:

That the agenda item summary from Darron Campbell, Manager of Community Services dated November 28, 2022, regarding a proposed Air Carrier Airport Use Agreement with Pacific Coastal Airlines and an amendment to the Airport Management and Operations Agreement with Snooka Aircraft Services for the Anahim Lake Airport, be received. Further, that the agreements be approved as presented with annual payments from Pacific Coastal for airport

services amounting to \$65,000 in 2023, \$67,500 in 2024 and \$70,000 in 2025, and further that the appropriate signatories be authorized to execute the agreements.