

SOUTH CARIBOO REGIONAL AIRPORT COMMISSION MINUTES

April 13, 2023

A meeting of the South Cariboo Regional Airport Commission was held on April 13, 2023 at 12:00 p.m. in the meeting room at the Cariboo Air facility, located at the South Cariboo Regional Airport in 108 Mile, BC.

Present: Chair Al Richmond; Commissioners Margo Wagner, Eric de Vries, and Larry Davis.

By phone: Commissioner Les Kallos

Staff: Darron Campbell, Manager of Community Services; Ross Donahue, Airport Manager; Kathleen MacDonald, Community Services Assistant.

Meeting Called to Order

Background information for the business plan goal to initiate a runway overlay and remarking project was added to the agenda.

Res. A Moved Commissioner Davis; Seconded Commissioner Kallos:

“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 2023. Commissioner Richmond was nominated for the position of Chair.

Second call for nominations.

Third and final call for nominations.

There being no further nominations, Commissioner Richmond was declared the Chair of the South Cariboo Regional Airport Commission for the year 2023.

Res. B Moved Commissioner Wagner; Seconded Commissioner Davis:

“That Commissioner Richmond be appointed to the position of Chair of the South Cariboo Regional Airport Commission for the year 2023. Further, that Directors Al Richmond, Margo Wagner, and Eric de Vries, and members-at-large Les Kallos and Larry Davis be appointed to the commission.”

Carried Unanimously

Review of Last Meeting's Minutes

The minutes of the last commission meeting were reviewed.

Action item: CRD staff will begin invoicing Jeffrey De Los Santos for his hangar licence.

Res. C

Moved Commissioner Davis; Seconded Commissioner Kallos:

“That the Minutes of the South Cariboo Regional District Airport Commission meeting held April 28, 2022 be received.”

Carried Unanimously

Airport Manager's Report

The summer was a bit quiet at the airport. Crack sealing and painting were performed.

The new web cameras were provided and installed by Andres Electronics.

There were 36 snow and ice events during the winter season. This was also the first winter season using the snow blower donated by the Prince George Airport Authority.

The snow blower greatly reduces the time needed to clear the runway and runway strip, and protects the lights along the runway edge.

The sweeper performed well all winter but broke in the early spring; it will be repaired before next winter.

Flights are a bit down: November – March experienced 63 flights and 8 medevacs.

The airport will have an open house on May 27th, a Junk in the Trunk event on April 22nd, and a Fly-In on June 4th.

Action item: CRD staff will send a thank you letter, under the signature of the airport commission chair, to the Prince George Airport Authority for donation of the snow blower.

Res. D

Moved Commissioner Wagner; Seconded Commissioner Davis:

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

Carried Unanimously

2023 Business Plan Goals Update

The status of business plan goals for 2023 was reviewed.

Runway rehabilitation project

The financial plan for the runway rehabilitation and electrical upgrade was reviewed.

Res. E

Moved Commissioner de Vries; Seconded Commissioner Wagner:

“That the Cariboo Regional District borrow up to \$2.5 million over a five-year term for the runway rehabilitation and upgrade project. Further, that the 2023 South Cariboo Regional Airport financial plan be amended as required to provide for project delivery by including the capital cost of construction and financing cost of borrowing as well as the addition of revenues from grant funding sources and increased requisition.”

Carried Unanimously

In 2018, Avia NG Airport Consultants won a competitive process to develop the preliminary design plans and cost estimate for the runway rehabilitation and electrical upgrade project; the resulting plans contemplated the companies’ services extending into the project’s management.

Avia NG’s 2023 proposal for the runway overlay and electrical upgrade project management outlines the engineering design, tendering, contract administration, and construction inspection services Avia NG would provide as well as a total cost. The proposal was reviewed by the airport commission.

Res. F

Moved Commissioner Davis; Seconded Commissioner Wagner:

“That Avia NG Airport Consultants’ proposal for consulting services for the runway rehabilitation and electrical upgrade project at the South Cariboo Regional Airport be received.”

Carried Unanimously

CRD staff recommend direct awarding the consulting services agreement to Avia NG as it will allow the construction to commence on time within the set schedule and will take advantage of the consultant's pre-existing in-depth experience with the project.

Res. G

Moved Commissioner Wagner; Seconded Commissioner Davis:

"That Regional District Policy No. 2017-11-13, which requires a competitive bidding process for procurement of goods and services, be waived and that the consulting services agreement for the South Cariboo Regional Airport runway rehabilitation and electrical upgrade project be awarded to Avia NG for \$344,160, and that the appropriate signatories be authorized to enter into the agreement."

Carried Unanimously

Fuel system redesign project

The fuel system, which involves underground tanks that are over 30 years old, needs upgrading and relocation. Design consulting services need to be retained to develop a replacement plan and potential new location.

In 2023, CRD staff received a proposal from Sea Island Projects for the redesign project and recommend direct awarding the work to Sea Island Projects due to the extremely specialist nature of the scope of works that is suitable to a very small number of consultants.

Res. H

Moved Commissioner Davis; Seconded Commissioner de Vries:

"That Regional District Policy No. 2017-11-13, which requires a competitive bidding process for procurement of goods and services, be waived and that the contract for the South Cariboo Regional Airport fuel system redesign project be awarded to Sea Island Projects for \$22,330, and that the appropriate signatories be authorized to enter into the agreement."

Carried Unanimously

In-camera discussion

Res. I

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*."

Adjournment

Res. J

Moved Commissioner Wagner; Seconded Commissioner de Vries:

“That the meeting of the South Cariboo Regional Airport Commission be adjourned at 1:10 pm, April 13, 2023.”

Carried Unanimously

Certified Correct:

Al Richmond, Chair