

Meeting Minutes  
ANAHIM LAKE AIRPORT COMMISSION (ALAC)

Held Thursday, October 5, 2023 at 11:00 AM  
at the Anahim Lake Airport Terminal Building

Present: Chair Tolin Pare; Commissioners Paul Christian and Gary Holte (Alternate Commissioner)

Absent: Commissioners Eli Hatch, Duke Sager, Cora Mueller, and Wayne Murray.

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

Delegations/Guests: Bob Mitchell (BC Wildfire Service), Evan Rankin (BC Wildfire Service), Henry Lampert, and Kirk Rosk.

1. Review and agreement upon agenda.

**Res. A**            Moved Commissioner Christian;            Seconded Commissioner Holte:

“That the agenda items be accepted for consideration.”

**Carried Unanimously**

2. Membership appointments

- The following members were nominated for appointment to the Anahim Lake Airport Commission for the rest of the term:
  - Henry Lampert – Cattleman’s Association Representative
  - Kirk Rosk – member-at-large
- The following members were rescinded from the Anahim Lake Airport Commission:
  - Wayne Murray
  - Eli Hatch

**Res B**            Moved by Holte;            Seconded by Christian:

“That new nominations for appointments to the Anahim Lake Airport Commission be received. Further that Henry Lampert and Kirk Rosk be appointed to the commission. And further, that Wayne Murray and Eli Hatch be rescinded from the Anahim Lake Airport Commission.”

3. Minutes

- The minutes of the Anahim Lake Airport Commission meeting held October 5, 2022 were received.

#### 4. Airport Manager report

- The airport had a busy fire season with substantial BCWS activity; though busy, the fire season went smoothly.
- The fire season extended from late April to late September with significant movements and fuel sales.
- During the 2022/2023 winter season, Bella Coola Heli Sports scheduled 17 charters but ended up using 53 due to spill over from Bella Coola.
- Heliskiing charters via Bella Coola Heli Sports are expected to be busy for the upcoming season.
- Water management has been ongoing at the airport, and the pond next to the runway has been considerably lowered.
- Currently, there is no culvert near the taxiway to help move water away from the runway.
- There is a septic pipe installed to move water but inclusion of installation of a culvert in future runway rehabilitation may be a worthwhile addition.
- The newly installed 22,000 KW solar panel system is working well.

#### **Res. C**

Moved Alternate Commissioner Holte; Seconded Commissioner Christian:

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

**Carried Unanimously**

#### 5. 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.
- There is no new equipment nor procedures for winter maintenance.
- Dawson Road Maintenance feels winter maintenance for the past seasons has gone well, but they may need one or two extra staff people for this upcoming season; new staff will receive training as required.
- Some of the winter maintenance contractors will need to get their restricted radio license.
- Blank AVOP forms for the 2023/2024 season were distributed.
- Human and Organizational Factors training exams were distributed.
- The broom operated very well in the 2022/2023 season and Dawson Road Maintenance has a multi-year supply of brushes.
- Urea is available for the upcoming season.
- Sweeper maintenance was performed in September 2023.
- There were no canceled flights due to runway issues in the 2022/2023 winter season.

#### 6. 2023 Business Plan goals update

- The 2023 business plan goals were reviewed.
  - Acquire grant funding to construct an apron expansion.
    - Staff will submit before June 1, 2024

- Install photovoltaic solar panels on the terminal building.
  - Completed.
- Improve water drainage around the taxiway and apron.
  - Completed.
- Construct a picnic spot with a gazebo and BBQ.
  - Deferred to 2024 for other capital priorities.
- Apply for grant funding for the terminal building expansion project.
  - CRD staff were successful in obtaining Rural Economic Development and Infrastructure Program and Northern Development Initiative Trust funding for 100% of the project cost; there will be no impact on the airport budget.

Staff recommend that the design build contract for \$549,710 plus applicable taxes be awarded to Zirnhelt Timber Frames as the company was the builder of the original terminal and completed the concept designs for the terminal expansion in 2022. Additionally, staff have received permission from the grant funders to directly award the contract, which will take advantage of the company's pre-existing in-depth experience with the project.

**Res. D**

Moved Commissioner Christian;      Seconded Commissioner Holte:

"That the Anahim Lake Airport terminal building expansion concept design report from Zirnhelt Timber Frames be received. Further that Regional District Policy No. 2017-11-13, which requires a competitive bidding process for procurement of goods and services, be waived and that, as Zirnhelt Timber Frames was the builder of the original terminal building, the design build agreement for the terminal building expansion project be awarded to Zirnhelt Timber Frames for \$549,170. Further that the appropriate signatories be authorized to enter into the agreement."

**Carried Unanimously**

7. 2024 Business Plan goals

- The 2024 business plan goals were reviewed.
  - Apply for grant funding to construct an apron expansion.
    - Airport Capital Assistance Program.
  - Review the Airport Management and Operations contract.

8. 2025 Business Plan goals

- The 2025 business plan goals were reviewed.
  - Apply for grant funding for a runway rehabilitation project.
    - Airport Capital Assistance Program.
  - Undertake an updated Obstacle Limitation Surface survey for the airport and surrounding terrain.

- Conduct the required external audit of the Safety Management System.

#### 9. Budget expenditures to date

- The budget expenditures to date were reviewed.

#### 10. Airport activity report

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

<b>Activity</b>	<b>Jan – Sept 2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Movements	2,544	1,054	1,722	763	1,131	2,078
Medevacs	15	12	17	37	13	12
Av Gas Sales – Litres	10,225L	16,942L	15,051 L	16,896 L	18,921 L	14,511 L
Av Gas Sales – Dollars	\$22,982	\$38,805	\$27,029	\$28,760	\$32,862	\$25,815
Jet A Sales – Litres	315,212L	96,275L	361,288 L	53,503 L	50,657 L	171,826 L
Jet A Sales – Dollars	\$605,447	\$190,947	\$537,109	\$79,503	\$76,791	\$263,140
Landing Fees	\$17,715	\$4,250	\$4,290	\$1,715	\$2,095	\$4,325
Commercial Landings	RWs: 983 FWs: 99	RWs: 233 FWs: 78	RWs: 659 FWs: 57	RWs: 92 FWs: 82	RWs: 95 FWs: 81	RWs: 593 FWs: 68

#### 11. Safety Management System review

- A table-top emergency exercise was performed and the resultant minutes are available at the Cariboo Regional District Williams Lake office.

#### 12. Other relevant business as may come before the meeting.

- No other business was brought forward at the meeting.

Meeting adjourned at 2:45 PM.