

Meeting Minutes
ANAHIM LAKE AIRPORT COMMISSION (ALAC)

Held Thursday, October 15, 2024 at 10:30 AM
at the Anahim Lake Airport Terminal Building

Present: Chair Tolin Pare; Commissioners Henry Lampert and Kirk Rosk.

Absent: Commissioners Paul Christian, Cora Mueller, Duke Sager, and Chief Lynda Price

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

Delegations/Guests: Pat Gunderson (Dawson Road Maintenance), Axel Opper (Dawson Road Maintenance) and Charles Williams (member of the public).

1. Review and agreement upon agenda.

Res. A Moved Commissioner Rosk; Seconded Commissioner Lampert:

“That the agenda items be accepted for consideration.”

Carried Unanimously

2. Minutes

- The minutes of the Anahim Lake Airport Commission meeting held October 5, 2023 were received.

3. Airport Manager report

- The terminal expansion is not fully complete but is functional and being used.
- The expansion construction needs to be completed by December 2024.
- The project is 100% covered by grant funding.
- The expansion will be beneficial as there are more passengers using the airport.
- PASCO has been providing three flights per week since COVID.
- The airport is serving more flights due to BC Heli Sports and is serving more commercial flights in general.
- The fire season was slow, with just a few fires in the area
- BCWS operated out of Puntzi; however, Puntzi airstrip is in process of being decommissioned.
- The new solar panel system produced 20 MW in one year.
- BC Hydro is using the airport’s solar panel system as a template to show that the systems work well.

Res. B

Moved Commissioner Lampert; Seconded Commissioner Rosk:

“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.
- There is no new equipment nor new procedures for the winter maintenance.
- Dawson Road Maintenance feels winter maintenance for the past seasons has gone well; there are likely no changes for the upcoming season, including no new staff.
- Some of the winter maintenance contractors still need to get their restricted radio license.
- Blank AVOP forms for the 2024/2025 season were distributed.
- Human and Organizational Factors training exams were distributed.
- The broom operated very well in the 2023/2024 season and Dawson Road Maintenance has a multi-year supply of brushes.
- Urea is available for the upcoming season.
- Sweeper maintenance was performed in February and October 2024.
- There were no canceled flights due to runway issues in the 2023/2024 winter season.

5. Safety Management System review

- A table-top emergency exercise was conducted and the resultant minutes are available at the Cariboo Regional District Williams Lake office.
- Carson Air, BCAS, and the nursing station were invited to the emergency exercise but didn’t attend.
- Water management has been ongoing at the airport; the pond next to the runway is still present but low currently.
- The apron expansion may require a drainage hole.
- There have been no concerns raised by pilots regarding the water and any waterfowl are managed by the Animal Hazard Management Plan.
- Annual Human and Organizational training was provided to staff and contractors who regularly work airside.

Action Item: Include a section in the emergency response plan to list companies that provide medevacs at the airport and their appropriate contact information.

Action Item: Purchase emergency blankets for the airport.

Action Item: Ensure the RCMP and BCAS have the access code for the new gates.

6. 2024 Business Plan goals update

The 2024 business plan goals were reviewed.

- Complete the terminal building expansion project.
 - In progress
- Review the Airport Management and Operations contract.
 - See in-camera minutes.
- Acquire grant funding to construct an apron expansion.
 - ACAP application submitted in June was denied due to requiring an apron utilization plan and needing to be tied to scheduled service. Avia created a utilization plan, but it was also rejected by ACAP. Pursuit of an alternative grant may be needed.

7. 2025/2026 Business Plan goals

- The 2025 business plan goals were reviewed.
 - Undertake an updated Obstacle Limitation Surface survey for the airport and surrounding terrain.
 - Conduct the required external audit of the Safety Management System.
 - Review the Air Carrier Airport Use Agreement with Pacific Coastal Airlines.
 - Apply for grant funding to construct an apron expansion.
 - Construct a picnic spot with a gazebo and BBQ on the west side of the new terminal building expansion.
- The 2026 business plan goals were reviewed.
 - Apply for grant funding for a runway rehabilitation project with lighting option.

8. Budget expenditures to date

- The budget expenditures to date were reviewed.

9. Airport activity report

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

Activity	2024 to-date	2023	2022	2021	2020	2019
Movements	934	2,860	1,054	1,722	763	1,131
Medevacs	13	21	12	17	37	13
Av Gas Sales	14,670 L	15,003 L	16,942 L	15,051 L	16,896 L	18,921 L

– Litres						
Av Gas Sales – Dollars	\$33,660	\$34,640	\$38,805	\$27,029	\$28,760	\$32,862
Jet A Sales – Litres	69,483	352,066 L	96,275 L	361,288 L	53,503 L	50,657 L
Jet A Sales – Dollars	\$138,627	\$681,366	\$190,947	\$537,109	\$79,503	\$76,791
Landing Fees	\$3,210 (to June 30 th)	\$18,735	\$5,835	\$4,290	\$1,715	\$2,095
Commercial Landings	RWs: 126 FWs: 44 (to June 30 th)	RWs: 1039 FWs: 105	RWs: 233 FWs: 78	RWs: 659 FWs: 57	RWs: 92 FWs: 82	RWs: 95 FWs: 81

10. In-Camera

Res. C By Consensus:

“That the meeting be closed to the public to deal with matters suitable for in-camera discussion pursuant to Section 90(1)(a) of the *Community Charter*.”

11. Other relevant business as may come before the meeting

- No other business was brought forward at the meeting.

12. Adjournment

Meeting adjourned at 1:15 PM.