

**COLUMBIA SHUSWAP REGIONAL DISTRICT
REVELSTOKE AIRPORT MANAGEMENT COMMITTEE**

Minutes from a meeting held Wednesday, October 3, 2012
In the Terminal Building of the Revelstoke Airport

PRESENT: Chair:	Loni Parker	Electoral Area 'B'
	David Raven	City of Revelstoke
	Ken Kushner	Airport Users Representative
Staff:	Gary Holte	Manager, Environment & Engineering Services
	Darcy Mooney	Deputy Manager, Environment & Engineering Services
	Emily Pel	Clerical Assistant, Environment & Engineering Services
	Ed Wozniak	Airport Manager

The meeting was called to order at 9:05 AM.

**ADOPTION OF
MINUTES AND
AGENDA**

M/S Ken Kushner/David Raven THAT:
the Agenda be approved as distributed.

AND THAT:
the Minutes of the Revelstoke Airport Management Committee held July 26,
2012 be approved as distributed.

CARRIED

BUSINESS

Airport Manager's Report

Ed Wozniak verbally presented the committee with the following updates:

- Three hang gliders were seen on August 18 2012 around 4 pm. The Airport Manager called and a NOTAM was posted by the hand gliders from August 17 until August 20. The Airport Manager was unable to contact the hang gliders via radio on August 18.
- In August, Forestry was using jet fuel during a significant forest fire. It was discovered that the fuel pump currently installed can not handle the larger planes as it is too slow.

Upon discussion of the aviation fuel, Gary Holte informed the Airport Management Committee (Committee) that Executive Flight Centre Fuel Services Ltd. has requested a two year extension for the *Supply of Bulk Aviation Fuels and Related Delivery Services* contract, at the same current rates.

The Airport Manager's Report continued:

- Ed Wozniak was away for the month of September, during which there were no issues. He will be gearing up the Airport for winter in the upcoming weeks.

M/S Ken Kushner/David Raven THAT:
the Airport Manager's Report be accepted as presented.

CARRIED

2013 BUDGET
AND
FIVE YEAR
FINANCIAL PLAN

Gary Holte opened a discussion regarding the Revelstoke Airport Five Year Capital Plan. The 2013 line items were discussed in detail with the following results:

Water Main Extension, \$340,000

ACTION:

To speak with Revelstoke Economic Development to ensure that the water main extension will meet their criteria for funding.

It was determined by the committee that the water main extension should be the Airport's first priority subject to grant funding.

Forestry Hangar Roof Replacement, \$15,000

Wood rot, mold and the absence of a membrane between the metal sheeting and plywood make this project a need for 2013.

Fencing, \$25,000

This fencing project will phased over 4 years at a total cost of \$100,000. The six foot fence will meet Transport Canada regulations. In 2013, Phase 1 of project will include completing the south boundary fence up to the weather station.

Ed Wozniak asked that runway line painting be added to the operating budget. It was noted that line painting needs to be maintained for certification.

The possibility of creating a policy surrounding the current lessees of the Airport hangars was discussed. There are currently four lessees who have airplanes in the hangars that do not fly which means they are not purchasing fuel. There are two planes that are incapable of flying. A policy may ensure that air worthy planes get first priority to lease the hangar space. The Committee directed staff to increase the 2013 budget for the study (evaluate expansion of facilities at the airport) to \$10,000, and include in the terms of reference of the study the investigation of proposed policy as described above.

NEXT MEETING

To be determined.

ADJOURNMENT
10:00 AM

M/S Ken Kushner /David Raven THAT:
The meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR