

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

Minutes from a meeting held Wednesday, October 2, 2013
in the Terminal Building of the Revelstoke Airport

Note: The following minutes are subject to correction and are draft until
adopted by the Revelstoke Airport Management Committee at the next meeting.

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
Ed Wozniak Airport Manager

GUEST SPEAKER: Jean Marc LaFlamme: Jump On Flyaways Representative

The meeting was called to order at 10:40 AM.

ADOPTION OF MINUTES / AGENDA M/S Ken Kushner/David Raven THAT:
the agenda be approved as presented.

AND THAT:
the minutes from the Revelstoke Airport Management Committee held October 3,
2012 be adopted.

CARRIED

PRESENTATION A presentation from the Representative from Jump On Flyaways, based out of
Calgary, summarized their proposal to provide air service to Revelstoke at
discounted rates.

M/S David Raven/Ken Kushner THAT:
the Revelstoke Airport Management Committee support concept in principal.

CARRIED

BUSINESS

Airport Manager's Report

Airport Manager presented a report to the Commission with an update on items
that have occurred at the Airport over the past year:

- Soil Remediation: the fuel vapours are being removed from the contaminated soil.
- Water Line Repair: water stop valves have been replaced, due to breakage, located in T-hangars.
- Airport Brushing: brushing completed in 2012 along the southwest corner and will commence October 2013 in the Machete Island area.
- Forestry Hangar: metal roof replacement was completed in early July.
- Perimeter Security Fencing: Phase 1 of the security fencing around the southwest corner of Airport runway has been completed.
- Airport Fuel Systems: Fuel tank inspections were completed and found to be in good shape. In the month of August there was an increase in Jet A fuel sales due to forest fire activities. Executive Flight Fuels did an excellent job delivering fuel daily to the Airport during the fires.

- Forestry Office Building: A new dry drain installed which will service three roof drains and work has been completed.
- Aircraft Hangars: 15 inquiries for covered hangars for the 2013/2013 winter season.
- Runway Markings: Refurbishing of the required runway markings is to be completed in late September 2013.

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

CARRIED

**2014 BUDGET
& FIVE YEAR
FINANCIAL
PLAN**

The Manager of Environment and Engineering Services presented the Revelstoke Airport Five Year Capital Financial Plan. The 2014 Capital items discussed are as follows:

- | | |
|--------------------------------|------------|
| • Extension of Runway 30 | \$360,000* |
| • Completion of Runway Fencing | \$102,000 |
| • Improvements to Fuel System | \$ 50,000 |

Total planned Capital Expenditures 2014 **\$212,000**

*(contingent on \$300,000 grant from Tourism Infrastructure funding program)

Future capital projects were also discussed in the Five Year Financial Plan such as; an upgrade to the water main; runway widening; and an upgrade to the Airport Terminal building in order to accommodate scheduled passenger flights.

NEXT MEETING To be determined.

ADJOURNMENT M/S Ken Kushner /David Raven THAT:
10:00 AM the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR