

ELECTORAL AREAS

- A GOLDEN-COLUMBIA
- B REVELSTOKE-COLUMBIA
- C SOUTH SHUSWAP
- D FALKLAND-SALMON VALLEY
- E SICAMOUS-MALAKWA
- F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES:

- GOLDEN
- REVELSTOKE
- SALMON ARM
- SICAMOUS



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REVELSTOKE AIRPORT MANAGEMENT COMMITTEE AGENDA

DATE: Thursday July 26, 2012

TIME: 10:00 A.M.

PLACE: Revelstoke Airport Terminal Building

MINUTES

- 1 Minutes of the Revelstoke Airport Management Committee Meeting
– March 21, 2012 (copy attached for reference)

BUSINESS

1. Airport Manager's Report
2. Update LNAV approach
3. Policy W-7

OTHER BUSINESS

NEXT MEETING

ADJOURNMENT

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

Minutes from a meeting held March 21, 2012
In the Terminal Building of the Revelstoke Airport

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

The meeting was called to order at 2:00 PM.

**ADOPTION OF
MINUTES AND
AGENDA**

M/S Loni Parker/David Raven THAT:
the Agenda be approved as distributed and the minutes of the October 12,
2011 Revelstoke Airport Management Committee meeting be adopted as
presented.

CARRIED

**FOREST ATTACK
REQUEST: FUEL
STORAGE TANK**

Brad Litke, Manager of BC Forest Service Attack Base made a presentation
to request the installation of an above ground fuel tank. The key points are
as follows:

- Forest Services operations require fuel to be stored, mixed and ready for small equipment, emergencies and special projects. The purpose of having this fuel on hand is not for vehicle fuelling and there are no plans to have aviation fuel on hand.
- The intent is to replace the two tidy tanks of approximately 250 litres and approximately 1,000 litres of pre-mixed jerry cans with one 1300 litre tank.
- The proposed location of this tank will be as far from structures as possible, close to the fence. This location is also the best from fire suppression and environmental stand points.

M/S Loni Parker/David Raven recommend THAT:
Policy A-54 be waived to accommodate a request from the B.C. Forest
Service Attack Base to install a new 1300 Litre Fuel Tank for small
equipment, emergencies and special projects.

CARRIED

FOREST ATTACK
REQUEST: NEW
BUILDING

Brad Litke, Manager of BC Forest Service Attack Base is seeking approval to construct an 18 by 24 foot prefabricated garage (also known as a garage package from Home Hardware) on a concrete pad to be located on its leased site (formerly Selkirk Tangiers Helicopter site). The key points are as follows:

- This garage will not require plumbing or insulation. It will have electricity for lights and receptacles.
- This garage will be used for storage and it will have portable work benches for use inside or outside in the summer. In the winter, the garage will be used for car storage.
- Although there is no legislation to protect the turtle habitat, Forest Services dropped the roof pitch on the garage so as not to affect the habitat with shading, which could cause temperature changes.
- The CSRD will have no financial commitment to the garage. When the lease ends, the building will either be removed by the Forest Services at its expense, or Forest Services will forfeit the building to the CSRD.

Brad Litke is also seeking pre-approval for a second prefabricated garage to be constructed on its other leased site; however this construction has not yet received funding.

Concerns were voiced regarding the colour of the new garage that can't be matched to existing buildings. It was noted that the buildings will need to begin to find a uniform look to prevent the yard from looking unsightly.

M/S David Raven/Loni Parker recommend THAT:

the request from the B.C. Forest Service Attack Base to install a concrete base and pre-fabricated garage building on its leased site (former Selkirk Tangiers Helicopter site) be approved as presented upon receipt of all documentation including permits and a location map, and approve in principle a second building to be located on its other leased site.

AND THAT:

the committee communicate in writing to the BC Forest Services that they need to clean up and make the buildings look more professional.

CARRIED

VIC CHURCHILL
HANGAR LEASE

M/S David Raven/Loni Parker recommend THAT:

the Columbia Shuswap Regional District enter into a one year hangar lease agreement with Vic Churchill subject to:

1. proof of payment to the City of Revelstoke for taxes; and
2. payment of lease fees in advance.

CARRIED

FENCING ALONG THE
RUNWAY

Ed Wozniak summarized the information he gathered regarding constructing fencing along the runway and presented the following options to the committee:

- a. building a fence from south fence to the end of the runway to prohibit persons and animals from entering the runway from the riparian area. The cost will depend on how many gates are needed but is estimated at \$100,000; or
- b. building a 6 foot chain link fence below the existing access gate perpendicular to the runway and extending 4 feet into the water is estimated at \$1,720.

ACTION:

Signage is also needed right away to provide the public notice of the pending restriction of unauthorized persons accessing the riparian area adjacent to the airport.

ACTION:

A press release for Loni Parker's approval should be prepared by staff and released to the public regarding the pending signs and fencing prohibiting public access to the riparian area adjacent to the airport, along with advertisements in the newspaper.

REQUEST TO
CONSTRUCT FABRIC
BUILDING

The Committee has a discussion concerning a request by Mike Mahoney to install a fabric building at the airport. The Committee had concerns with the building both structurally and aesthetically. There were also concerns that a fabric building would not meet building codes in Revelstoke. The Airport Manager was directed to contact Mr. Mahoney and advise him that the Committee has concerns about this type of structure at the airport.

SAFETY
MANAGEMENT
SYSTEM

In order to move forward with the Safety Management System, the CSRD would need to have an air carrier request regular service at the Revelstoke Airport. There is currently no interest from an air carrier to provide regular service at the Revelstoke Airport. Once a formal request from an air carrier is received, the process is estimated to be 3 months to have a Safety Management System approved by Transport Canada. The process involves the completion of the application, correspondence, a site audit, and interviews.

LNAV APPROACH
UPDATE

Transport Canada is currently working on the CSRD application for the LNAV approach at the Revelstoke Airport. The application was sent in February of 2011 and July of 2012 is the due date.

NOTICE CARETAKER
REVELSTOKE FLYING
CLUB

Gary Holte sought legal advice regarding giving notice to the caretaker residing at the Revelstoke Flying Club site. The Flying Club would get a minimum 6 month notice to vacate from the CSRD as per the existing lease agreement between the CSRD and the Flying Club, and the caretaker would have to vacate in that time.

NEXT MEETING

The next meeting is to be determined.

ADJOURNMENT
3:37 PM

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

CARRIED

CERTIFIED CORRECT

CHAIR

Revelstoke Airport Update July 18, 2012

Soil Remediation (following schedule provided by SLR beginning of May.)

May 2-4 – SLR completed a full site groundwater monitoring and sampling event. This was conducted in order to have an up-to-date set of data prior to system startup.

May 4-5 – The system was started and an air sample was collected in accordance to the Ministry of Environmental discharge permit. Only the Soil Vapour Extraction blower was started. The Air Sparging unit was tested but SLR was concerned with noise and chose not to have it running until some additional sound reduction measures are put in place. This work will be conducted by Ground Effects Environmental Services Inc.

May 11 – SLR monitored the system and collected a second air sample.

May 18 – SLR monitored the system and collected a third air sample.

June 1 – SLR monitored the system only. SLR then shut the system down for repairs to the discharge stack (outlet). These repairs were completed on July 17, 2012 and the system is functioning again.

Main Gate Card Entry System

The entry gate system has now been completed. The airport manager now has the capability of recording persons entering and exiting the airport via the main gate.

Emergency Operations Center (EOC)

Telus Internet access along with a wireless router has been installed in the manager's office to supply the EOC with Internet capability. Installation and monthly fees will be funded by the EOC. Renovations have now been completed and the EOC is operational if needed.

Runway and Tarmac Crack Sealing

May 27 Seal Tec Pavement Maintenance Ltd. crew completed 3,310 meters of crack sealing using a rubber sealant. Runway 12-30 and the newer portion of the tarmac area were covered. Total cost for the project will be approximately half of the budgeted amount.

Frontage Road Fencing

Score construction Ltd. has completed the installation of the replacement fencing along the airport access road. Pilots once again have an access gate in front of the "T" hangars.

Airport Water Main

May 6 a water leak was discovered on the main water line to the terminal building. The cause of the leak to the two-inch plastic pipe was a rock puncture. During the repair a shut off valve was installed at the break to minimize future shutdowns. With the aging of the plastic pipe more breaks may be anticipated.

Active Runway Do Not Enter Signage

Signs Ink of Revelstoke has completed the manufacturing of nine active runway signs. The aluminum signs have been placed along the west side of the runway. It is hoped that this warning will be taken by pedestrians to stay clear.

Forestry Hangar

Roy Jones contracting has been selected to remove and inspect the fascia on the Forestry hangar. Last year it was discovered that certain areas of the fascia were showing signs of water damage. Work commenced Monday July 16 and early indications show there are larger areas of water damage.

Fuel Maintenance

In late June Perry Pump Service of Vernon was called to repair the Arrow Jet A fuel pump. Perry Pump is scheduled to return in July to replace all fuel filters and install a timer on the Arrow pump.

Forestry Initial Attack Base

Work is continuing on the addition of the extra building and overhead shelter at the Forestry primary attack base. No date for completion has been confirmed at this time.

Aircraft Parking and Hangar space

The manager's office has received several inquires for aircraft hangar availability. Hangar sizes range from small forty foot wingspan to larger sixty foot wingspan aircraft. With this added interest a plan for future buildings should be investigated.



REVELSTOKE AIRPORT MANAGEMENT COMMITTEE REPORT

TO: Revelstoke Airport Management Committee

FROM: Gary Holte, Manager
Environment and Engineering Services

SUBJECT: Policy No. W-7 Revelstoke Airport Security

File No:
Date: June 22, 2012

RECOMMEND THAT:
the Revelstoke Airport Management Committee recommends to the CSR Board that the attached Policy No. W-7 "Revelstoke Airport Security" be approved and included in the CSR Policy Manual.

APPROVED for Committee Consideration:	
<i>Meeting Date: July 26, 2012</i>	<i>Charles Hamilton, CAO</i>

SHORT SUMMARY:

The Revelstoke Airport runway is not fenced and the public has access to the Columbia River Flats (the Flats) adjacent to the airport runway. Staff is recommending that a risk management policy that addresses this issue be approved by the Board; this policy will outline a number of risk management initiatives designed to mitigate the CSR's exposure to risk.

VOTING: Unweighted Corporate Weighted Corporate Stakeholder
(Weighted)

BACKGROUND:

There is demand from the public to access the Flats area adjacent to the airport runway at the Revelstoke Airport. Access is possible during the spring, fall, and winter months when the water level is low in the reservoir. Generally, the people that access the Flats reside locally. They are there to enjoy nature, and are respectful of the airport operations. There have been isolated reports of persons or motorized equipment on the airport runway over the years.

Attached is the proposed Policy No. W-7 "Revelstoke Airport Security". The policy has been reviewed by the airport insurance carrier and a solicitor working on behalf of the CSR.

At the request of the solicitor, staff conducted a survey of other airports in the Province to determine what they have done with respect to fencing their runway. Of the sixteen registered airports surveyed, four airports have a "secured" fence, minimal six foot in height and a chain link type of fence. Two of the four airports that have a "secure" fence reported that the reason they installed a fence was to restrict elk from the runway. Nine airports have an "unsecured" fence, ranging from a three strand barb wire fence with wooden posts to a four or five foot chain link fence. Three airports have no fence around the perimeter of their runway. In summary, the majority of registered airports

in B.C. either have an unsecured fence or no fence protecting their runway.

It is proposed to install signage along the perimeter of the airport runway that will alert persons that access the Flats of the active runway. Also, it is proposed that the CSRD post information on the Canada Flight Supplement that would warn pilots of the unfenced runway and public access to the Flats.

POLICY:

Staff is recommending that the attached Policy No. W-7 be included in the CSRD Policy Manual.

FINANCIAL:

The cost of installing a number of signs along the perimeter of the runway will be approximately \$3,000, and funding is available in the airport operating budget. The cost to install a six foot chain link fence with three barb wire strands around the perimeter of the runway is approximately \$100,000.

The five year capital budget of the Revelstoke Airport includes a number of upgrades to the airport including a new water supply, expansion of the runway, and improvements to the Terminal Building; many of the upgrades are a prerequisite to certification of the airport. Grant funding will be required in order to proceed with a number of these initiatives.

The courts recognize that local government does not have an unlimited pot of money to address risk management issues, and a Board approved policy that supports the construction of fencing in the future as funding is available will mitigate liability to the corporation and ultimately the taxpayers. The capital cost of fencing the airport runway will be reviewed annually with the other capital upgrade projects in conjunction with the annual budget process. There are no funds currently allocated to fencing the airport runway and this project is not in the 2012 five year financial plan for the airport.

KEY ISSUE(S)/CONCEPT(S):

The \$100,000 fencing project will be evaluated annually with other airport capital upgrade projects in conjunction with the budget process. A risk management policy approved by the Board that commits to fencing the airport runway in the future as funding is available will mitigate risk to the corporation.

IMPLEMENTATION:

The recommendation, if supported by the Revelstoke Airport Management Committee, will be forwarded to the Board at its August 16, 2012 meeting. Following approval by the Board, Policy No. W-7 will be included in the CSRD Policy Manual. The signs warning the public to avoid the airport runway will be posted along the airport runway in July 2012.

LIST NAME OF REPORT(S) / DOCUMENT(S):

1. Policy No. W-7 Revelstoke Airport Security	Attached to Agenda Summary: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>
2. Sample sign	Attached to Agenda Summary: <input checked="" type="checkbox"/>	Available from Staff: <input type="checkbox"/>

DESIRED OUTCOME(S):

The Revelstoke Airport Management Committee will support the recommendation and forward Policy No. W-7 to the Board.

COMMITTEE'S OPTIONS:

1. Approve the recommendation.
2. Do not support Policy No. W-7.

COMMUNICATIONS:

In the event that the Revelstoke Airport Management Committee supports the recommendation, staff will bring a report forward to the August 16, 2012 Board meeting.

REVIEWED BY:	Date Signed Off (MO/DD/YR)	Approval Signature of Reviewing Manager or Deputy Manager
Environment & Engineering Services		
Finance & Information Technology Services		

Revelstoke Airport Security

Preamble

The Columbia River Flats (Flats) is located immediately adjacent to the Revelstoke Airport and is accessible to the public during the winter, spring, and fall months when the Columbia basin is at a low elevation. During the summer months the reservoir elevation is high and the access to the Flats is under water. The Flats is located immediately south of the airport runway, and there is no fencing to restrict the public from the runway.

The public is able to enter the Flats from a number of access points and the elevation change of the water reservoir in the Columbia Basin makes it difficult to block or restrict the public from accessing the Flats.

Annually, the Airport Committee develops a five year capital budget and submits the budget to the CSRD Board for approval. The capital upgrade project to construct fencing at the perimeter of the airport runway would be considered along with other airport capital upgrade projects and initiatives.

This policy has been developed to minimize risk to the Columbia Shuswap Regional District (CSRD).

Policy

- The CSRD will post signs along the south side and west sides of the Revelstoke Airport runway that restricts the public from the active runway.
- The CSRD will inspect the signs along the south and west sides of the airport runway annually and replace/repair the signs as required.
- The CSRD will post information on the Canada Flight Supplement to advise pilots of the public accessing the Flats and unfenced runway.
- The Revelstoke Airport Management Committee will consider the airport runway fencing capital project with other capital project priorities in conjunction with the annual CSRD budget process.