

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

Minutes from a meeting held Wednesday, October 15, 2014
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: Darcy Mooney Manager, Operations Management
 Ryan Nitchie Team Leader, Community Services Division
 Ed Wozniak Airport Manager
 Jennifer Graham Administrative Services Assistant

The meeting was called to order at 1:12 PM.

**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 meeting held
October 2, 2013 be adopted.

CARRIED

BUSINESS

Airport Manager's Report

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

- Jump-On Flyaway: no flights during the 2013/14 season and no flights
scheduled for 2014/15 at this time. No expenses to date.
- Runway Brushing: Machete Island area brushing completed with touch-up
needed on river side. Brushing will commence in the area parallel the
runway within 75 meters of centerline in October 2014.
- Runway 30 extension: construction of a 100 meter displaced threshold and
turning D extension was completed in June 2014.
- Runway Markings: runway line marking was completed in May 2014.
- Forestry Air Tanker Group: A fire suppression group arrived at the end of
May 2014 Time spent at airport contributed to fuel sales. Contract has not
been renewed at this time.
- Airport Fuel Systems: a 4,325 litre self-contained Jet A refuelling trailer was
delivered on July 31, 2014. This gives the Airport the ability to refuel larger
capacity aircraft quickly and at any location on the airfield.
- Perimeter Security Fencing: installation of the runway perimeter fencing
was completed in August 2014.
- Building Maintenance: painting of the Airport buildings currently under
lease to the Forestry unit and initial fire attack crews was completed in July
2014.

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

CARRIED

**2015 BUDGET
& FIVE YEAR
FINANCIAL
PLAN**

The Team Leader, Community Services presented the Revelstoke Airport Five Year Capital Financial Plan. The 2015 Capital items discussed are as follows:

- Installation of Water/Oil Separator \$ 45,000
- Fencing at Flying Club \$ 70,000

Total planned Capital Expenditures 2015 **\$115,000**

M/S David Raven/Ken Kushner THAT:
recommended budget items as received be approved
CARRIED

**DISCUSSION/
CONCERNS**

The President of Revelstoke Radio Controlled Aircraft Club discussed a potential new aircraft site at a location north of the City of Revelstoke near the Revelstoke Dam. There were no objections noted with respect to Revelstoke Airport operations. Team Leader to draft a letter stating that interests are not affected at Revelstoke Airport.

A Committee member noted concerns with para-gliders launching from Mt. McKenzie. No licensing required by para-gliders by Ministry of Transportation. A letter will be sent to local business recommending the use of the Airport frequency.

**OTHER
BUSINESS**

The Airport Manager discussed revising hangar leases when they are next up for renewal. Suggested adding \$250/per annum minimum fuel purchase surcharge. This would discourage the use of hangars as storage.

M/S Ken Kushner/David Raven THAT:
a fuel minimum of \$250.00 be added to future leases
CARRIED

The Airport Manager discussed adding commercial parking fees of \$10/per night for outside parking. This is in line with other similar airports. The Airport will continue charging no landing fees and no parking fees to private users.

M/S Ken Kushner/David Raven THAT:
original motion be amended for commercial aircraft to be charged parking fees
CARRIED

NEXT MEETING October 2015 unless other issues arise.

ADJOURNMENT M/S David Raven/Ken Kushner THAT:
2:08 PM the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR