

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

Minutes from a meeting held Wednesday, October 7, 2015
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' Director
 Mark McKee City of Revelstoke Director

 Dusty Veideman Airport Users Representative

 Staff: Ryan Nitchie Team Leader, Community Services Division
 Ed Wozniak Airport Manager
 Jennifer Graham Administrative Services Assistant
 Dona Thiem Financial Services Assistant

 Observer: Jean Marc Lefloc

The meeting was called to order at 1:00 PM.

**ADOPTION OF
MINUTES /
AGENDA**

M/S Mark McKee/Dusty Veideman THAT:
the agenda be approved as presented.

AND THAT:

the minutes from the Revelstoke Airport Management Committee meeting held
October 15, 2014 be adopted.

CARRIED

BUSINESS

Airport Manager's Report

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

- Water Oil Separator: Installation complete in May 2015. Installation costs were lower than anticipated.
- Terminal Building: Painting exterior walls completed in May 2015.
- Runway Perimeter Fence: Perimeter fence was modified to allow small wildlife to pass under the fence safely in an area where turtle was spotted.
- Water Bombers: BC Wildfire Division based a water bomber group in Revelstoke once again. Spent approximately 3 weeks at Airport in 2015.
- Columbia Fire Zone office: Work completed on office to meet requirements of Revelstoke Fire Department inspection report. Costs shared by CSRD and Ministry of Forests.
- BC Air Access Program: Application to program for funding was not successful; however application will be made in 2016.
- Flying Club Perimeter Fencing: Clearing fence line area was completed in September with completion of fence installation anticipated in late fall.
- Fuel Pumps: Repair work was done in August 2015 to fuel pumps.
- Water Main: PVC water line was repaired in early September 2015. Airport was without water for approximately 3 hours.

M/S Mark McKee/Loni Parker THAT:
the Airport Manager's Report be accepted as presented.

CARRIED

**2016 BUDGET
& FIVE YEAR
FINANCIAL
PLAN**

The Team Leader, Community Services presented the Revelstoke Airport Five Year Capital Financial Plan. The 2016 Capital items discussed are as follows:

- Cost estimate for runway extension \$ 5,000
- Environmental assessment for tree removal \$ 3,000
- Removal of trees for helipad flying club \$ 25,000

Total planned Capital Expenditures 2016 \$ **33,000**

M/S Mark McKee/Dusty Veideman THAT:
recommended budget items as received be approved
CARRIED

**DISCUSSION/
CONCERNS**

The water main extension/upgrade was discussed. Topics included options for grant funding, 10 inch vs. 6 inch line, insurance, and certification. Decision made to defer project until engineering/options reports can be provided.

Jean Marc Lefloc was permitted to speak to committee regarding Jump On program. Committee discussed need for de-icing services being required for commercial/charter program. Discussion on capital costs for advancing commercial carriers or stay with capital cost plan to work through EBA report.

Discussed that brushing licence expires in 2017. Direction to apply for a new 5 year license with a plan to extend runway 1500 feet. Culvert needed to achieve runway extension.

Discussed the need for a Bylaw establishing rates and fees to be drafted and shared with Committee at a special meeting before presenting to Board. Options to review and suggest fee changes at that time. Hangar leases require review, possible buy in at outset followed by yearly lease rates. Benchmarking to be done.

Discussed possible fire safety issue surrounding thick grass matting on adjacent BC Hydro property.

M/S Mark McKee/Dusty Veideman THAT:
Letter to BC Hydro be sent requesting fire abatement procedures in lands adjacent to Airport.

CARRIED

NEXT MEETING October 2016 unless other issues arise.

ADJOURNMENT M/S Mark McKee/Dusty Veideman THAT:
2:20 PM the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR