



**Alberni-Clayoquot Regional District  
Long Beach Airport Advisory Committee  
Meeting Minutes**

**Meeting Date:** Thursday, December 10, 2015  
**Time:** 1:00 pm

**Location:** District of Tofino Council Chambers

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**In Attendance:**

Josie Osborne, District of Tofino  
Charles McDiarmid, Wickaninnish Inn  
Claire McDonald, Wickaninnish Inn

Diane St. Jacques, District of Ucluelet  
Mark Fortune, ACRD  
Chantel Gemmell, ACRD

**In Attendance – Via teleconference:**

Tony Bennett, ACRD  
Janice Hill, ACRD

Andrew McGifford, ACRD  
Russell Dyson, ACRD

**Absent:**

Alan McCarthy, Yuułuʔiłʔat Government  
Darlene Rouleau, Ucluelet Chamber  
Jackie Godfrey, PRNP

Tla-o-qui-aht FN Representative  
Jennifer Steven, Tofino/Long Beach Chamber

**1. Call to Order**

- a. The Chair called the meeting to order at 1:06 pm.

**2. Acceptance of Agenda**

- a. The agenda was approved as circulated.

*MOVED: Charles McDiarmid*

*SECONDED: Tony Bennett*

**CARRIED**

**3. Adoption of Minutes**

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on June 4th, 2015, be received.*

*MOVED: Tony Bennett*

*SECONDED: Charles McDiarmid*

**CARRIED**

**4. Follow Up Items**

- a. Mark Fortune provided an update of Jeff Warden's intent to pursue a skydiving center at LBA. Mr. Warden has been asked to supply an emergency contingency plan for his proposed operations at YAZ. Once the company's safety plan is reviewed the process will be moved forward. Mr. Warden hopes to start up his operation in the spring of 2016.
- b. Currently, Mark Hobson's artwork is on display in the LBA Terminal Building. Josie will contact the Pacific Rim Art Society's President to see if they are interested in organizing a program to have art on display at in the terminal building on a regular basis.
- c. Customs Agent – CYAZ sister airport the Alberni Valley Regional Airport (CBS8) has made an application to the Canadian Border Service Agency (CBSA) for customs clearance services at CBS8. The application has moved from CBSA, Ottawa to the regional office in Nanaimo for consideration. If the application is successful it will provide an airport based CBSA clearance location within the Alberni Clayoquot Regional District. The potential new service will have a positive impact for operations at CYAZ.

## 5. Reports

- a. BC Air Access Runway Lighting project. The tender for the project closed on December 7<sup>th</sup>, 2015. The tenders are being reviewed and once a successful bidder is chosen, work will commence on the runway lighting. Project should be completed by the end of April 2016.
- b. Mark Fortune provided a verbal update on recent activities at the airport which included:
  - i. An explanation of the design of the new runway lighting system to be installed
  - ii. Recent Medivac incident
  - iii. WERA radar installation update.
- b. Passenger stats – there has been a steady increase in passenger stats every year. We are only able to track the number of passengers on the scheduled flights, not the private or charter flights at this time. Navcan can track all aircraft coming to and from the airport, but they do shut down between 12 am to 6 am,, therefore when the runway lights are installed, flights occurring between 12 am and 6 am will still not be accounted for.

## 6. New Business

- a. Long Beach Airport promotional plan.

Claire McDonald and Charles McDiarmid presented a promotional plan for the Long Beach Airport. The plan is attached for reference.

The West Coast Committee and staff will discuss on how to proceed with the proper steps in promoting the airport.

- b. New sign for the airport terminal building – staff will proceed with gathering information for a sign that will provide contact information to visitors to the airport.

7. **Items for Discussion**

- a. The committee agreed for staff to review the terms of reference for the Long Beach Airport Advisory Committee and revise as necessary.

Meeting adjourned @ 3:00 pm.

**Next Meeting:** TBD