



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

Meeting Date: Thursday June 4th, 2015
Time: 1:00 pm

Location: District of Tofino Council Chambers
121 3rd Street, Tofino

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1. **CALL TO ORDER**
 2. **APPROVAL OF AGENDA**
 3. **ADOPTION OF MINUTES**
Long Beach Airport Advisory Committee Meeting held October 9, 2014 **1 - 4**
THAT the minutes of the Long Beach Airport Advisory Committee meeting held on October 9th, 2014 be received.
 4. **DELEGATION**
 - a. Mat Phillips to introduce the a proposed EV Car Rental service at YAZ
 - b. Andrew Naysmith of Orca Airways
 5. **FOLLOW-UP ITEMS**
 - a. Policy for car rental agencies on site, regarding fees and parking spots.
Staff advises that we do not need an actual policy, but to include all fees in the lease agreement, (office space, parking spots and % of rental revenue)
 - b. Policy for airport concessions.
Staff advises that we do not need an actual policy, but to include all fees in the agreement with concession operator.
 6. **REPORTS**
 - Update on Airport activities – Mark Fortune (verbal)
 - Update on Airport Fees & Passenger stats. **5**
 - Long Beach Airport Advisory budget **6-8**
 7. **NEW BUSINESS**
 - a. Statement of Intent from Jeff Warden **9-10**
 - b. Artwork Display request **11**
 - c. Customs Agent at CYAZ – request from Louie Rouleau **12**
 - d. Fuel Information on ACRD website – request from Long Beach Enterprises **12**
 7. **UNFINISHED BUSINESS**
 - a. Update from Jackie Godfrey on the Airport sign relocation closer to the highway.
 8. **ITEMS FOR DISCUSSION**
 - a. Marketing Workshop – Outcomes – Short and Long Term Strategies
 - c. Open House – CYAZ
 - e. Costs and benefits of certifying the airport as carbon neutral. (Charles)
 - f. Kenmore Air service from Boeing Field. (Charles)



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

Meeting Date: Thursday, October 9, 2014
Time: 9:30 am

Location: District of Tofino Council Chambers

In Attendance:

Josie Osborne, District of Tofino
Janice Hill, ACRD
Charles McDiarmid, Wickaninnish Inn
Tony Bennett, ACRD

Bill Irving, District of Ucluelet
Jackie Godfrey, Parks Canada
Mark Fortune, ACRD
Russell Dyson, ACRD (via telephone)

Absent:

Alan McCarthy, Yuułuʔiłʔat Government
Darlene Rouleau, Ucluelet Chamber

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 9:45 am.

2. Acceptance of Agenda

- a. The agenda was approved as circulated.

*MOVED: Josie Osborne
SECONDED: Tony Bennett*

CARRIED

3. Adoption of Minutes

THAT the minutes of the Long Beach Airport Advisory Committee meeting held on August 14th, 2014, be received.

*MOVED: Tony Bennett
SECONDED: Jackie Godfrey*

CARRIED

4. Follow-up Items

- a. LBA Advisory Committee budget will be included in the ACRD's budget discussions.

- b. Social media strategy for Long Beach Airport will be included as a topic at the October 21st Marketing Workshop.

MOVED: Tony Bennett
SECONDED: Josie Osborne

CARRIED

- c. Russell Dyson via teleconference to talk about Airport Authorities and Airport Advisory Committees.

- First we need to determine the reason that the Committee become an Authority. Ultimately, the ACRD Board has the final decision on the airport financials. Most of the airport budget is spent on regulatory specifications to run the airport. The Advisory Committee could focus on a strategic plan to move forward to increase funding at the airport for expansion. The ACRD Board could delegate certain components to the Committee, ie. marketing.

Motion that the Airport Advisory create a short and long term strategy and that the Manager of Finance attend the next meeting to provide the committee with broader information on the Airport budget.

MOVED: Bill Irving
SECONDED: Tony Bennett

CARRIED

- d. Information was included in the agenda on other airport's car rental procedures. Committee recommended that staff draft a policy for the car rental agencies on site, regarding fees and parking spots.

MOVED: Josie Osborne
SECONDED: Tony Bennett

CARRIED

- e. Information was included in the agenda on other airport's vending machine procedures. Committee recommended that staff draft a policy for airport concessions.

MOVED: Tony Bennett
SECONDED: Charles McDiarmid

CARRIED

5. Reports

Mark Fortune provided an update on recent activities at LBA.

- **OLS clearing update** -Runway approach 29 clearing has been completed. We are awaiting a cut permit from Parks Canada to address the reciprocal Runway 11 approach. Hopeful that we can obtain a permit early in November.

- **Multiplex geotech work** - geotech results were unsatisfactory at the proposed golf course location with the ground being soft. We had a day remaining with the drill rig so the crew was repositioned to the originally proposed site on the North side of the airfield (old Hydro access road). Test drill results from a single hole were promising and core samples were removed for a more detailed analysis.
- **Well field upgrade** - Well screen has been installed and the well developed. A 24 hour draw down test was carried out at 75gpm. Final results on possible production and aquifer mapping are in process with GW Solutions.
- **Terminal washroom upgrade** – an RFP has been awarded to Galloway electric to install 2 new electric hand dryers in the terminal bathrooms.
- **Fire service Water Supply Upgrade** – An RFP has been developed to service five existing hydrants on the non-airside and installation of a new hydrant assembly on the airside portion of the airport.
- **ACAP Runway Surface Condition Reporting system**- an RFP has been submitted for the new RSCR system anticipated implementation mid November 2014.

That the reports be received.

MOVED: Josie Osborne
SECONDED: Charles McDiarmid

CARRIED

6. Old Business

- a. Airport sign relocation – no response to request as of yet.

Motion that the Airport Advisory Committee approve that the sign be moved once approval is received from Parks Canada.

MOVED: Charles McDiarmid
SECONDED: Jackie Godfrey

CARRIED

- b. Thank you letters sent to Minister of Transport and the Minister of the Environment.

That the Committee receive the letters.

MOVED: Josie Osborne
SECONDED: Charles McDiarmid

CARRIED

7. Items for Discussion

- a. Marketing Workshop discussion.

Jenn Houtby-Ferguson will be facilitating the workshop. Tourism Tofino and Tourism Ucluelet to invite an additional member to attend the workshop. Workshop is scheduled for October 21st, from 2:00 to 5:00 pm at the Wickaninnish Inn.

Meeting adjourned @ 11:45 am

Next Meeting: TBD

Long Beach Airport
Passenger and Parking Fees Revenue
April 2015

Since the implementation of passenger fees and aircraft parking fees we have received these amounts:

Passenger:

2014 - \$21,419.01

2015 - \$ 6,289.59

Parking:

2014 - \$2,689.73

2015 - \$ 245.60

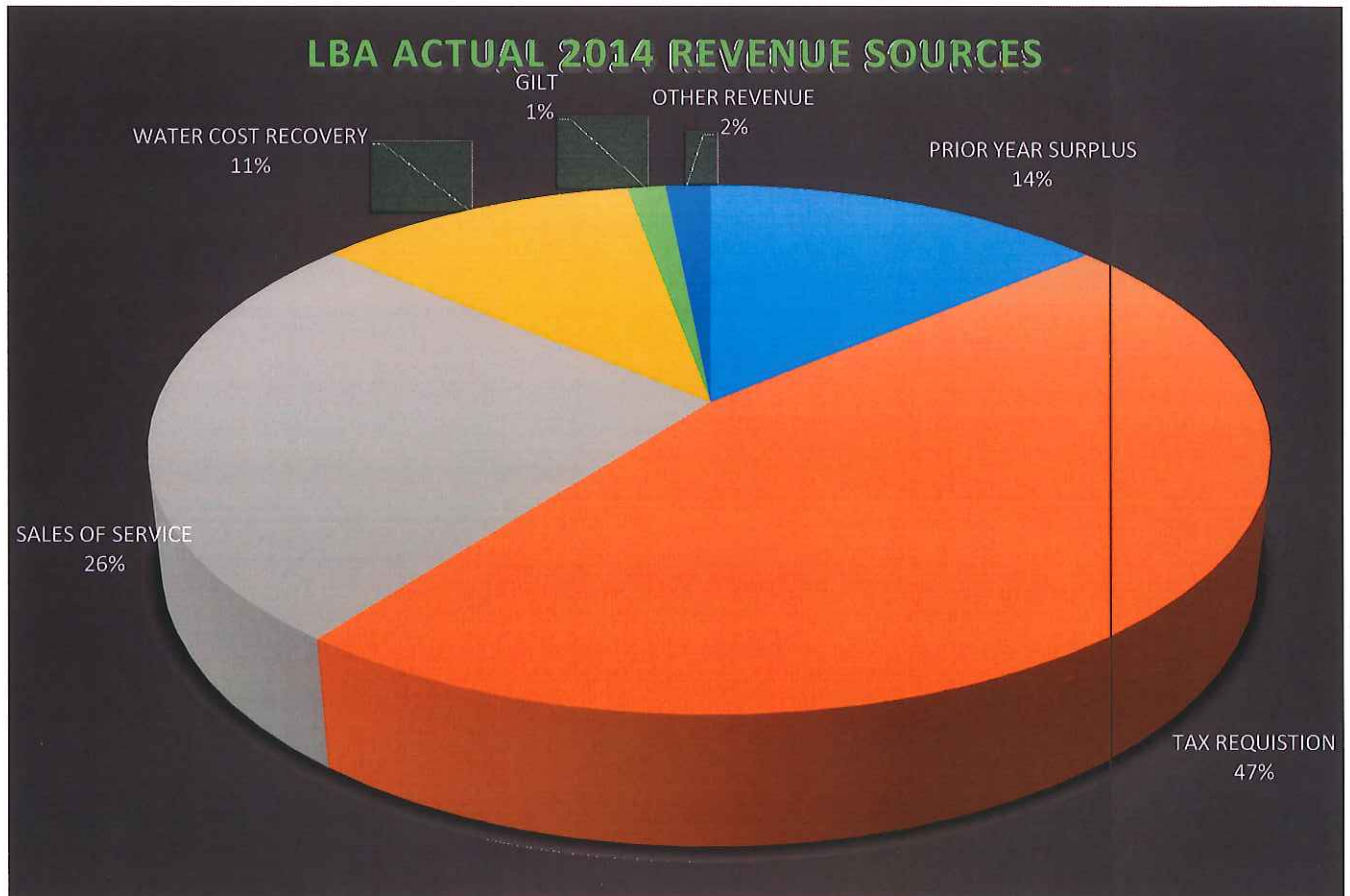
Overview of the budgeting process

The budgeting process provides the ability to plan both the upcoming year and future years. Decisions are made by the Board of Directors based on input from stakeholders, committees and staff. Each year the budget must be passed by March 31 of each year.

Within each service area of the Regional District there are amounts are identified within the budget for revenue and expenditures. Each year when amounts are unspent those funds are rolled over into the following year’s surplus from prior year. As we see in the chart below 14% of the 2014 revenue came from surplus in 2013 which provides the ability to stay within the tax requisition limit for the service (as per Airport bylaw) which was set at a \$278,723 maximum for 2015 (based on assessed values).

Specific items that require amounts to be carried over for a specific purpose would need to be appropriated surplus from prior year and set aside for that specific purpose. The intention must be communicated and understood so that through the budgeting process those amounts are in the plan and are committed to in the following year.

If the Airport Advisory Committee would require the \$10,000 that is unspent to be earmarked for a specific purpose in the following year that would need to be clearly stated and appropriated with a \$20,000 line item for Airport Advisory initiates.



*Excludes ACAP & Gas tax funding



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2015-2019 FINANCIAL PLAN
LONG BEACH AIRPORT
PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for third reading
on March 25, 2015

Line	History		2015	2016	2017	2018	Budget	
	2014	2014					2019	2019
	ACTUAL	PLAN						
REVENUE								
1	\$ 82,000	\$ 79,679	\$ 106,418	\$ -	\$ -	\$ -	\$ -	Line 1
2	275,622	275,621	278,282	444,700	427,800	418,900	421,000	Line 2
3	152,717	95,000	130,000	130,000	130,000	130,000	130,000	Line 3
4	64,759	75,279	58,800	60,000	61,200	62,400	63,700	Line 4
5	-	40,000	330,000	866,667	250,000	100,000	100,000	Line 5
6	7,862	1,000	1,000	1,000	1,000	1,000	1,000	Line 6
7	9,061	-	-	-	-	-	-	Line 7
8	95,860	250,000	-	-	-	-	-	Line 8
9	\$ 687,881	\$ 816,579	\$ 1,502,367	\$ 870,000	\$ 870,000	\$ 712,300	\$ 715,700	Line 9
EXPENDITURES								
10	\$ 20,000	20,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	Line 10
11	182	10,000	10,000	10,000	10,000	10,000	10,000	Line 11
12								Line 12
13	1,200	10,000	10,000	10,000	10,000	10,000	10,000	Line 13
14	10,617	11,000	12,000	12,000	12,000	12,000	12,000	Line 14
15	894	8,000	10,000	10,000	10,000	10,000	10,000	Line 15
16	1,878	3,000	3,000	3,000	3,000	3,000	3,000	Line 16
17	-	-	8,000	16,000	5,000	5,000	5,000	Line 17
18	4,405	4,000	5,000	5,000	5,000	5,000	5,000	Line 18
19	11,082	11,000	12,000	12,000	12,000	12,000	12,000	Line 19
20	86,147	87,000	87,000	88,700	90,500	92,300	94,100	Line 20
21	2,640	3,000	4,000	4,000	4,000	4,000	4,000	Line 21
22	1,010	5,000	5,000	5,000	5,000	5,000	5,000	Line 22
23	27,318	25,000	32,000	32,000	32,000	32,000	32,000	Line 23
24	18,965	19,000	19,000	19,000	11,000	-	-	Line 24
25	7,889	11,000	10,000	10,000	10,000	10,000	10,000	Line 25
26	6,692	7,000	7,000	7,000	7,000	7,000	7,000	Line 26
27	2,867	3,000	3,000	3,000	3,000	3,000	3,000	Line 27
28	183,604	207,000	227,000	236,700	219,500	210,300	212,100	Line 28



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 LONG BEACH AIRPORT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Draft for third reading
 on March 25, 2015

Line	History		Budget					Line
	2014 ACTUAL	2014 PLAN	2015	2016	2017	2018	2019	
29	207,943	200,000	250,000	300,000	300,000	300,000	300,000	29
30	95,860	290,000	484,140	866,667	250,000	100,000	100,000	30
31	19,430	18,079	-	-	-	-	-	31
32								32
33	\$ 13,405	\$ 18,000	\$ 18,000	\$ 18,400	\$ 18,800	\$ 19,200	\$ 19,600	33
34	3,436	5,000	7,000	7,100	7,200	7,300	7,400	34
35	34,472	45,000	45,000	45,900	46,800	47,700	48,700	35
36	3,131	3,500	3,500	3,600	3,700	3,800	3,900	36
37	54,444	71,500	73,500	75,000	76,500	78,000	79,600	37
38	\$ 581,463	\$ 816,579	\$ 1,058,640	\$ 1,502,367	\$ 870,000	\$ 712,300	\$ 715,700	38

22 March 2015

Jeff Warden

Pangaea@me.com

Statement of Intent

Long Beach Airport Advisory Committee

Dear Committee members,

My name is Jeff Warden and I currently reside in Comox BC. I am sending you this statement to seek your approval and/or advice on my intent to pursue the set-up of a skydiving centre at the Long Beach Airport. Presently, I am the Commandant at the Canadian Forces School of Search and Rescue at 19 Wing Comox and I have been skydiving to Long Beach Airport since the early 90's. I must state at this point that you are the first committee that I have consulted with this intention, and there are a number of affected sources that I will still require approval from.

During my initial consultation of various parties of interest, I have received nothing but positive feedback and therefore I am now consulting you as the next logical step. If successful, I wish to set up my base of operations somewhere in the vicinity of the Long Beach Golf Course, well away from the Airports main terminal. I know from experience through skydiving to Long Beach with the military, that this is a quiet corner of the airfield and would cause the least if any impact to current operations.

At this point, I realize there are a host of considerations that would need to be ironed out, however, for your initial consideration, I will state that I plan to be of little to no impact to the current airfield activity while at the same time, adding a vibrant substantial contribution to the local economy not to mention recreational activities.

The majority of my skydiving would involve Tandem parachuting which involves the skydiving of an individual who has never jumped before and exposing them to the beautiful scenery of the Pacific Rim region from 10,000 ft. I would also pursue options of teaching novice skydivers as well as providing a platform to currently qualified jumpers.

What I am proposing is no different than what is happening at drop-zones all across North America, two of which are already established on Vancouver Island. I am a fully qualified Tandem Instructor as well as a Canadian Sport Parachute Association (CSPA) Coach 2 para instructor.

With over 1 Million visitors to the Pacific Rim NP annually, I believe the Long Beach airport is overdue for such an operation and there is no doubt in my mind that this will be a safe and successful operation. If I can work out a solution with the current airfield template, I feel my operation would benefit the entire surrounding area both

economically and recreationally, while creating little to no impact on current environmental and aeronautical concerns.

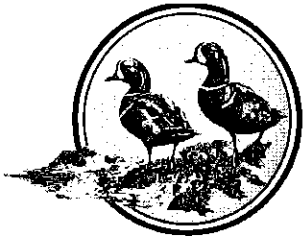
I will be more than willing to provide an "in person" business plan presentation.
For your consideration.

Sincerely yours

Jeffrey L. Warden

Comox, BC.

Pangaea@me.com



MARK HOBSON GALLERY

Tofino, British Columbia

29 April 2015

RE: Proposal to Long Beach Airport for Artwork Loan

To: Long Beach Airport Advisory Committee,

The Mark Hobson Gallery would like to propose the loan of Limited Edition Giclée Prints on Canvas to the Long Beach Airport for the purposes of beautification of the waiting area and promotion of a long time local talent.

There is an opportunity to display large prints around 30" x 40" in the higher open spaces and/or we also have smaller ones around 20" x 26" that can fill lower and smaller spaces. Artworks will be diverse and showcase the west coast scenery and wildlife. On occasion we may swap artworks in order to keep it fresh and current.

The Mark Hobson Gallery would be responsible for dealing with any enquiries. We we will supply an artist's bio, flyers and information on where to find the gallery and how to order or purchase his work.

Insurance for theft or damage will be covered by the Mark Hobson Gallery.

If approved, Mark and I will visit the airport with Mark Fortune and discuss options and quantities.

If you have any further questions or concerns, please contact me on the number or email below.

Thank you.

Rino del Zoppo
Gallery Manager and Assistant to Artist Mark Hobson

366 Campbell Street (Box 381), Tofino, British Columbia, V0R 2Z0, Canada

P: 1-800-668-2208 P: 1-250-725-3120 F: 1-250-725-2122

E: art@markhobson.com W: markhobson.com

Janice Hill

From: Andrew McGifford
Sent: Monday, March 23, 2015 9:46 AM
To: Russell Dyson; Long Beach Airport
Cc: Janice Hill

Hi all,

We have the new lease agreement being RFD at March 25th board meeting for Long Beach Enterprises and during my conversation I discussed these items with Louie:

- 1) Customs Agent at CYAZ - Louie had discussed the need to have a customs agent on site for flights incoming from the U.S., this is an item that he had discussed with Andy Daniel. I am not sure if this has been brought up with any other staff members. I told him that we would get back to him regarding this.
- 2) ACRD website fuel information cooperation - also would like to see fuel prices at the long beach airport posted on our website. Louie stated that there was two websites and I discuss this with Janice the other website is from the Wick hotel and is not affiliated with the ACRD. We would not allow him to access our website, but updates could be provided and updated through our office.

Andrew McGifford

Alberni-Clayoquot Regional District
Acting Manager of Finance
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ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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