



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

**Meeting Date:** Thursday, February 18, 2016  
**Time:** 10:00 am

**Location:** District of Tofino Council Chambers

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**In Attendance:**

Josie Osborne, District of Tofino  
Charles McDiarmid, Wickaninnish Inn  
Sandy Rantz, Ucluelet Chamber of Commerce  
Tony Bennett, ACRD  
Russell Dyson, ACRD

Dianne St. Jacques, District of Ucluelet  
Mark Fortune, ACRD  
Jackie Godfrey, PRNP  
Andrew McGifford, ACRD  
Wendy Thomson, ACRD

**Absent:**

Alan McCarthy, Yuułuʔiłʔat Government  
Jennifer Steven, Tofino/Long Beach Chamber

Tla-o-qui-aht FN Representative

**1. Call to Order**

- a. Russell Dyson called the meeting to order.

**2. Election of Chairperson**

- a. Josie Osborne was elected Chair of the 2016 Long Beach Airport Advisory Committee.

**3. Acceptance of Agenda**

- a. The agenda was approved as circulated.

*MOVED: Dianne St. Jacques*

*SECONDED: Tony Bennett*

**CARRIED**

**4. Adoption of Minutes**

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on December 10<sup>th</sup>, 2015, be received.*

*MOVED: Tony Bennett*

*SECONDED: Dianne St. Jacques*

**CARRIED**

## 5. Follow Up Items

- a. Committee reviewed PRAS' agreement to consider managing art displays at the terminal building. Staff will contact PRAS to make appropriate arrangements. Andrew to look into any additional insurance that may be required.
- b. Committee reviewed the Terms of Reference for the LBA Advisory and recommended that they be amended to require that there be two (2) Directors of the Regional District Board present to represent a quorum along with a majority of the committee members.

## 6. Reports

- a. Mark Fortune provided a verbal update on recent activities at the airport
  - 1. The plow truck should be delivered to the airport by the end of February. Funding claim will be submitted to ACAP in March.
  - 2. Fire Services Agreement – Automatic aid with Tofino and Ucluelet Volunteer Fire Departments is being finalized.
  - 3. Emergency Response Plan will be exercised in the Fall of 2016.
  - 4. Runway Lighting. Work is commencing on the project with an anticipated completion date of August 1<sup>st</sup>, 2016.
  - 5. WERA site should be is up and operating by mid to the end of March 2016.
- b. Russell Dyson reported that ACRD staff has been working with West Coast Multiplex Society to provide lands at Long Beach Airport for the Multiplex facility.

## 7. New Business

- a. **Bob Boucher – Vending Machine Request.**  
That the West Coast Committee instruct staff to prepare an agreement with Bob Boucher for vending machines at the Long Beach airport for consideration by the ACRD Board of Directors.

*MOVED: Tony Bennett*  
*SECONDED: Dianne St. Jacques*

**CARRIED**

- b. **Car Rental Concessions.**  
Once a market assessment is completed, the Committee requests that staff report back with recommendations on Long Beach airport lease and concession rates and options.

*MOVED: Sandy Rantz*  
*SECONDED: Charles McDiarmid*

**CARRIED**

**c. Available Kiosk in terminal building.**

Following the completion of a market assessment, the Committee requests that staff develop an Expression of Interest for the available kiosk for consideration at the next LBA Advisory Committee meeting.

*MOVED: Tony Bennett*

*SECONDED: Charles McDiarmid*

**CARRIED**

**d. Passenger Fees.**

Andrew reported that the 10% discount for passenger fees if paid within 30 days is not working as airline companies are taking the 10% off but not paying within the 30 days. Staff recommends that this discount be removed from the bylaw.

Committee directed staff to amend the bylaw to remove the 10% discount and that a 2% fee be applied for late payments.

*MOVED: Charles McDiarmid*

*SECONDED: Sandy Rantz*

**CARRIED**

**e. Long Beach Airport Branding and Marketing Plan RFP.**

Committee reviewed the RFP and recommended three amendments to the draft:

- Under Scope of Services, that #3 be changed to "Evaluate the two current websites and make recommendations for future development."
- Under Scope of Services, the #4 be changed to "Create a marketing plan to promote the airport to increase passenger movements."
- That a total price of \$16,000 be listed and requested staff advertise the RFP with these amendments.

*MOVED: Charles McDiarmid*

*SECONDED: Sandy Rantz*

**CARRIED**

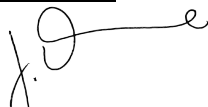
**8. Unfinished Business.**

a. Jackie Godfrey reported on the status of the relocation of the Airport sign near Airport Rd and Highway 4. Jackie will forward a Project Phase and Activity template to ACRD staff for the repositioning of the airport sign to Parks Canada property.

b. Atleo Air's request for a sign on the highway has been declined by Parks Canada

Meeting adjourned @ 11:12 am.

**Next Meeting:** TBD



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Certified Correct  
Josie Osborne, Chair