



## Alberni Valley Regional Airport Advisory Committee Meeting

Thursday, August 24, 2023

10:00 am

Via Zoom

### Regular Agenda

---

Watch the meeting live at: <https://www.acrd.bc.ca/events/24-8-2023>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_Dh45MeriTYimIg37p4KmFw](https://acrd-bc-ca.zoom.us/webinar/register/WN_Dh45MeriTYimIg37p4KmFw)

---

- |  | <b>PAGE #</b> |
|--|---------------|
| <b>1. <u>CALL TO ORDER</u></b>   |               |
| <b>Recognition of Territories.</b>   |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.  |               |
| Introductions - Committee Members and Staff present in the Boardroom.  |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>   |               |
| <b>3. <u>MINUTES</u></b>   | <b>3-5</b>    |
| a. <b>AVRA Advisory Committee meeting held on June 6, 2023.</b>  |               |
| <i>THAT the minutes of the AVRA Advisory Committee meeting held on June 6, 2023, be received.</i>  |               |
| <b>4. <u>REQUEST FOR DECISIONS</u></b>   |               |
| a. <b>REQUEST FOR DECISION</b>   | <b>6-8</b>    |
| AVRA Preliminary Lease Application – Coulson Aircrane Ltd.   |               |
| <i>THAT the Alberni Valley Regional Airport Committee supports the Preliminary Lease Application from Coulson Aircrane Ltd. and recommend that the ACRD Board of Directors consider approval of the final application.</i> |               |
| <b>5. <u>REPORTS</u></b>   |               |

- a. AVRA Strategic Action List and Work Priorities

**9-12**

*THAT the AVRA Advisory Committee receives report a.*

6. **LATE BUSINESS**

*(requires 2/3 majority vote)*

7. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

8. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 6, 2023, 10:00 AM. Via Zoom

---

**MEMBERS** Penny Cote, Director, Electoral Area “D” (Sproat Lake)

**PRESENT:** Mike Ruttan, Chair, Member at Large, Alberni Valley  
Dan Savard, Member at Large  
Shelley Chrest, Port Alberni Port Authority  
Pat Deakin, City of Port Alberni

**REGRETS:** Steven Jones, Alternate Member at Large from Alberni Valley  
Cindy Solda, ACRD Director from City of Port Alberni  
Dean Sept, Member at Large, Alberni Valley  
Mark Fortune, Airport Manager  
Michael Hoff, Member at Large, Electoral Area “D” (Sproat Lake)  
Chris Washington, Alberni Valley Chamber of Commerce  
Mike Cann, Sproat Lake Volunteer Fire Department

**STAFF PRESENT:** Jenny Brunn, General Manager of Community Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/6-6-2023/>

### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:05 am.

The Chairperson recognized the meeting this morning is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and will be livestreamed to YouTube

### 2. **APPROVAL OF AGENDA**

*MOVED:* S. Chrest

*SECONDED:* P. Cote

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

- a. **AVRA Advisory Committee meeting held on January 19, 2023.**

*MOVED: P. Cote*  
*SECONDED: S. Chrest*

*THAT the minutes of the AVRA Advisory Committee meeting held on January 19, 2023, be received.*

**CARRIED**

### **4. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Wayne Coulson, Coulson Group of Companies, presenting plans/options for the Martin Mars.**

**The delegation presented a verbal report on the status of the Martin Mars Water Bombers and the process/issues surrounding finding a new home for them.**

### **5. LATE BUSINESS**

### **6. QUESTION PERIOD**

Questions/Comments from the public: The Chairperson advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

### **7. ADJOURN**

*MOVED: D. Savard*  
*SECONDED: S. Chrest*

*THAT the meeting be adjourned at 11:14 am.*

**CARRIED**

Certified Correct:

---

Mike Ruttan,  
Chairperson

---

Wendy Hayes,  
Community Services Assistant



**To:** AVRA Committee  
**From:** Jenny Brunn, General Manager of Community Services  
**Meeting Date:** August 24<sup>th</sup>, 2023  
**Subject:** AVRA Preliminary Lease Application – Coulson Aircrane Ltd.

**Recommendation:**

***THAT the Alberni Valley Regional Airport Committee supports the Preliminary Lease Application from Coulson Aircrane Ltd. and recommend that the ACRD Board of Directors consider approval of the final application.***

**Summary:**

The preliminary lease application submitted by Coulson Aircrane Ltd. is proposing an expansion to their current lease on Lot 2. They are looking to use the extra space for a new manufacturing building and engine shop.

**Background:**

ACRD staff have reviewed the preliminary lease application that was submitted in June 2023, and found that Coulson's proposal meets current zoning and land use designations. However, there are some technical issues that will need to be resolved as well as outstanding building department concerns that will need to be addressed prior to final approval being supported or recommended by staff. If the preliminary lease application is supported by the Committee, staff will work with the applicants to address these concerns and have them submit a formal application for review and approval by the Board.

**Time Requirements – Staff & Elected Officials:**

There will be staff time to work with the applicant on resolving the current issues, processing the Formal Application, preparing lease documents including mapping, and preparing the recommendation report to the ACRD Board meeting for approval, estimated at 30 hours of staff time.

**Financial:**

The lease rates will be set by the updated lease rates from the market rate assessment report of  
Sites under 1 acre = \$0.35/SF plus AMC fees

Sites greater than 1 acre = \$0.30/SF plus AMC fees

The preliminary proposal requests a site that is 6,000 or greater (9,600 sf approximately according to proposal). The lease lot size will be dependent on lessee needs, servicing and available lease locations. All lease rates are increased annual by BC CPI

**Policy or Legislation:**

The Board of Directors must approve new lease agreements in accordance with the ACRD Officers Delegation Bylaw.

**Options Considered:**

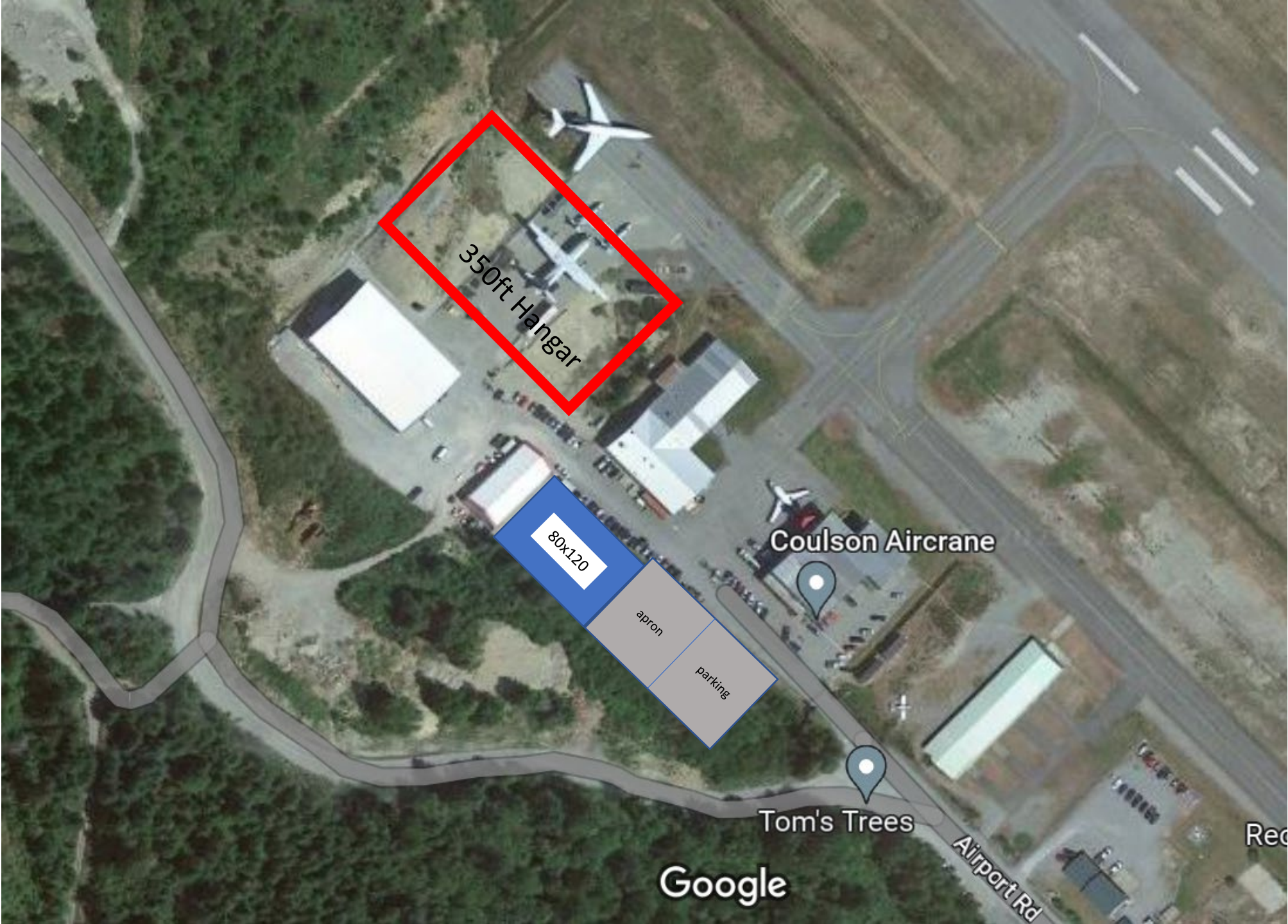
1. Do not approve the Preliminary Application
2. Defer the Preliminary Application for future consideration

Prepared by: Jenny Brunn  
Jenny Brunn, GM of Community Services

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer





350ft Hangar

80x120  
apron  
parking

Coulson Aircrane

Tom's Trees

Airport Rd

Rec

Google





**To:** Alberni Valley Regional Airport Advisory Committee

**From:** Jenny Brunn, General Manager of Community Services

**Meeting Date:** August 24, 2023

**Subject:** AVRA Strategic Action List and Work Priorities

**Desired Outcome:**

To provide the Committee with an update on the list of current action/work items and receive input on the priorities for staff in order to best focus efforts and allocate appropriate resources in the upcoming financial planning process.

**Summary:**

The Alberni Valley Regional Airport (AVRA) Strategic Plan and Vision Report recommended a significant number of initiatives resulting in the Committee supporting a short-term implementation plan to address the highest impact/most easily achieved initiatives identified in the report. Additional work items have since been identified and added to the list below:

<b>Action</b>	<b>Status</b>	<b>Comments/Recommendations</b>
Expand Grass Landing Strip	Completed 2021	
Opening Celebration	Completed 2022	
Lease Rates Review	Underway	Market Assessment complete, implementation in process
Lease Lot Expansion Plan	First step complete	Conceptual design complete
Internet Line	Options Report Attached	Inquire with leaseholders interest in a Telus managed fibre service
Airport User Fees Establishment		Bylaw created. System for collecting fees needs to be established.
Road Entry Signage	Not started	Requesting direction on level of Committee Involvement wanted/priority
AWOS Certification	Delayed	TC certification required
Long-term Lease Application Process	On-hold	Staff have begun developing this process and could implement with minimal additional effort.
Terminal Signage/Information	Not Started	Requesting direction on level of Committee Involvement wanted/priority
Annual Airport Day	TBD	Requesting direction from Committee

CANPASS Re-application	underway	Staff are working with Coulson's on new application
Fuel Cardlock Upgrade	underway	Anticipated completion Fall 2023, requires internet
FLNRD OLS Cut Permits	underway	Approval expected by September/October
Equipment Shelter	On-hold	Re-issue Tender in 2024
Regulatory review of Instrument Approach Procedures (IAP)	Underway	5 year cycle review of IAP for both approach and departures procedures at CBS8

Staff are requesting input from the Committee on their priorities and interest in their level of involvement for certain projects that had been identified as being Committee led in the strategic plan such as the signage in the terminal and at the road as well as the idea of an annual airport day. Based on Committee feedback, staff will update the work plan and incorporate into the 2024-2029 Financial Plan for review and approval by the Board.

Prepared by: *Jenny Brunn*  
Jenny Brunn, GM of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

# AVRA Internet Improvement Initiatives

## Background

Compared to other ACRD locations, Internet connectivity at AVRA is currently sub-par. The site employs an LTE cellular router to provide an Internet connection to the one staff computer in the terminal building and a secured Wi-Fi network. In early 2022 Telus quoted \$69,052 to run fibre to the site that would provide capacity for 23 businesses and complete the inside wiring for 11 buildings onsite.

## Options Moving Forward

**Telus:** The Telus quote from early 2022 is no longer valid as their subcontractor for cabling projects has changed. A new quote has been received from Telus to pull a single managed fibre connection to the AVRA Terminal Building. If we were to move forward with this option, it would allow the following:

- Wired Internet at the terminal building to provide access to the office PC onsite
- The ability to host a WiFi network at the terminal building providing wireless Internet access for visitors and staff
- An option to provide unfiltered Internet connections with static Internet IP addresses to lease tenants at the airport
  - Note that to provide Internet connections to tenants we would need to set up wireless bridge infrastructure from the terminal building to the leased tenant buildings, and the tenants would need to provide their own Internet firewall

The costs to build out Internet connections at AVRA based on this Telus managed fibre connection are as follows:

1. One-time construction cost of \$17,833 to run the required fibre cables to the terminal building
2. On-going monthly fees of \$900/month for managed fibre Internet with 1 Gbps speed
3. One-time costs of approximately \$1500 per tenant for the setup of the wireless radios to distribute the Internet connection to each building

**Starlink:** An alternative to wired Internet at the site, far slower than Telus fibre but with better performance than cellular, would be a satellite connection through Starlink. A Starlink connection is rated at between 40-220 Mbps download speed and 8-25 Mbps upload speed and is estimated to support approximately 20 users, although this can vary greatly based on organizational needs and actual speeds achieved. Multiple Starlink connections could be required if the site is getting built out with many businesses. As of May 2023 the costs per connection are as follows:

- \$320/month - 1TB monthly bandwidth limit
- \$635/month – 2TB monthly bandwidth limit
- \$1920/month – 6TB monthly bandwidth limit
- Plus
- \$3170 – One-time hardware cost

It is important to note that a Starlink connection only provides a single Internet IP address. Therefore, if any businesses plan to move into the airport and have a requirement to manage their own firewall with inbound Internet access to any services, a separate Starlink connection would likely need to be commissioned for their business.