



Alberni Valley Regional Airport Advisory Committee Meeting

Thursday, November 16, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00 AM

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/16-11-2023/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_UggnOmJ4QA6uy4I6z2LryA

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| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| 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 and on Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>MINUTES</u> | |
| a. AVRA Advisory Committee meeting held on August 24, 2023. | 3-5 |
| <i>THAT the minutes of the AVRA Advisory Committee meeting held on August 24, 2023, be received.</i> | |
| 4. <u>CORRESPONDENCE FOR INFORMATION</u> | |
| a. 2023 WILLIAM TEMPLETON AWARD – AWARD ACCEPTANCE AND HISTORY | 6-9 |
| <i>THAT the AVRA Advisory Committee receives item a for information.</i> | |
| 5. <u>REQUEST FOR DECISIONS</u> | |

a. **REQUEST FOR DECISION**

10-11

AVRA Lease Application Fees – Bylaw R1035 Amendment

That the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amending the Alberni Valley Regional Airport Fees & Charges Bylaw No. R1035, 2021, to include a Preliminary Lease Application Fee of \$500 and a Final Lease Application Fee of \$1,100 per application.

6. **REPORTS**

a. **AVRA Operations and Projects Update – Airport Manager – (Verbal)**

THAT the AVRA Advisory Committee receives report a.

7. **LATE BUSINESS**

(requires 2/3 majority vote)

8. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, AUGUST 24, 2023, 10:00 AM

Via Zoom

MEMBERS

Mike Ruttan, Member at Large (Chair)

PRESENT:

Cindy Solda, City of Port Alberni

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Pat Deakin, City of Port Alberni

Dean Sept, Member at Large, Alberni Valley

Steven Jones, (Alternate), Member at Large, Alberni Valley

Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)

Shelley Chrest, Port Alberni Port Authority

Dan Savard, Member at Large

Mike Cann, Sproat Lake Volunteer Fire Department

REGRETS:

Wilfred Cootes, Director, Uchucklesaht

Natasha Marshall, Counsellor, Tseshah First Nation

Brandy Lauder, Counsellor, Hupacasath First Nation

Chris Washington, Alberni Valley Chamber of Commerce

STAFF PRESENT:

Jenny Brunn, General Manager of Environmental Services

Mark Fortune, Airport Superintendent

Alisha Feser, Airport Projects Planner

The meeting can be viewed on the Alberni-Clayoquot Regional District website at
<https://www.acrd.bc.ca/events/24-8-2023/>

1. CALL TO ORDER

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

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

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

MOVED: C. Solda

SECONDED: P. Cote

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Alberni Valley Regional Airport Advisory Committee Minutes – June 6, 2023

MOVED: P. Cote
SECONDED: S. Chrest

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on June 6, 2023, be received.

CARRIED

4. REQUEST FOR DECISIONS

a. Request for Decision regarding AVRA Preliminary Lease Application – Coulson Airplane Ltd.

MOVED: C. Solda
SECONDED: P. Cote

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

CARRIED

5. REPORTS

a. AVRA Strategic Action List and Work Priorities

MOVED: S. Chrest
SECONDED: C. Solda

THAT the AVRA Advisory Committee receives report a.

6. LATE BUSINESS

7. QUESTION PERIOD

Questions/Comments from the public. The General Manager of Community Services advised there were no questions or comments respecting an agenda topic from public.

8. **NEXT MEETING**

The next meeting is scheduled for Thursday, November 16, 2023 at 10:00 am.

9. **ADJOURN**

MOVED: C. Solda
SECONDED: S. Chrest

THAT the meeting be adjourned at 11:15 am.

CARRIED

Certified Correct:

Mike Ruttan

Mike Ruttan,
Chairperson

Jenny Brunn

Jenny Brunn,
GM of Community Services

From: Dave Frank - BCAC <Dave@bcaviationcouncil.org>
Sent: October 23, 2023 8:34 AM
To: Daniel Sailland <dsailand@acrd.bc.ca>
Cc: Mark Fortune <mfortune@acrd.bc.ca>
Subject: BCAC William Templeton (Best Public Aviation Facility) Award

[CAUTION] This email originated from outside of the ACRD

Daniel:

I'm very pleased to officially inform you that the Alberni Valley Regional Airport has been selected to receive the historic William Templeton Award. Congratulations!

William Templeton was YVR's first airport manager. Last year's winner was the Pitt Meadows Airport which has undergone an amazing transformation.

Your selection reflects the recognition by the region of the importance of the airport to the community, the economy, and the fact that the region chose to support airport enhancement financially. This is a great story to tell.

Now the bad news. A member of our Team dropped the ball informing you and I didn't catch it. The Silver Wings Industry and Scholarship Awards Celebration is this Thursday(!) at the Vancouver Convention Centre West. There are details and a complimentary registration for one person and guest at bit.ly/SW-23 . Register under Industry Winner and Industry Winner Guest.

It gets worse. We need raw video footage and/or photos about your career (even material from an iPhone) so our extremely talented editor can pull together a two minute video about your facility and its importance to the community. Detailed guidance is attached. Do not hesitate to reach out to Trina for fantastic assistance.

The good news is there are no speeches. The video takes the place of that.

Many of the BCAC awards reach back to 1961. All the 2022 award winner videos plus more information about the various industry awards is at: <https://www.bcaviationcouncil.org/industry-awards-2/>

I really hope you can pull this off and that you and/or your Team can join us. It is a truly inspiring event.

If you have any non-video questions, please don't hesitate to ask me. Trina handles all the video enquiries. That is above my pay grade.

All good things,

Dave

Dave Frank
Executive Director | BC Aviation Council
Visible. Connected. Thriving.

1-604-644-6426 (direct)

Oct 26/23 Silver Wings bit.ly/SW-23

May 27-29/24 YCD Conference bit.ly/BCAC24

Past Chair | Richmond Community Foundation
For Community. Forever.

Well Done Scholarship & Grant Recipients!

2023 Donor Recognition Event Coming



BC AVIATION COUNCIL INDUSTRY AWARDS

Recognizing Excellence in BC Aviation and Aerospace

WILLIAM (BILL) TEMPLETON AWARD

This award was established in 1970 by Mrs. Irene Templeton in memory of her late husband Bill Templeton. Mr. Templeton was the Manager and Chief Developer of the Vancouver International Airport (YVR) from 1931 until his retirement in 1950.

Mr. Templeton died in 1966, at which time the trophy was accompanied by a "keeper" rose bowl to be suitably engraved for retention by each recipient. Mrs. Templeton provided sufficient funds to make the award self-supporting in perpetuity.

The William Templeton Award is awarded annually for outstanding initiative and achievement in the successful development of a community airport or floatplane landing facility by an individual, association, municipal government or company.

An endowment sustains the award and provides a supply of "keeper" rose bowls. The endowment is, in fact, of substantial size.

The first trophy was awarded at the 1971 Annual General Meeting to the Anahim Lake Community Association for their hard work and initiative in building their community airport from scratch to completion.

MAKE A NOMINATION

Visit www.bcaviationcouncil.org/industry-awards

Nominations for BCAC Industry Awards can be submitted year round but must be in to our office no later than August 31st in order to be considered for the calendar year. Awards will be presented at the annual Silver Wings Awards event in October at the Vancouver Convention Centre.







To: Alberni Valley Regional Airport Advisory Committee

From: Alisha Feser, Airport Project Planner

Meeting Date: November 16th, 2023

Subject: AVRA Lease Application Fees – Bylaw R1035 Amendment

Recommendation:

That the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amending the Alberni Valley Regional Airport Fees & Charges Bylaw No. R1035, 2021, to include a Preliminary Lease Application Fee of \$500 and a Final Lease Application Fee of \$1,100 per application.

Summary:

Staff are recommending the establishment of a formal 2 stage lease application process with fees for the Alberni Valley Regional Airport (AVRA). This will provide consistency and standardization between both airports including the Tofino-Long Beach Airport (LBA) which currently operates with this process.

Background:

Last year, a formal 2 stage lease application process was established for the LBA. The first stage is a preliminary application that provides the general concept of what the lease would look like and is reviewed at the Committee level. If this is supported, applicants may then submit a detailed formal application that staff take to the Board for final consideration and approval. This system has been extremely effective in reducing the investment of time from interested parties and staff on initial ideas that may not be supported by the Committee. The establishment of fees for each stage; \$500 for preliminary application and \$1,100 for formal application has also recovered some of the staff time required to review, process, and present new leases to Committee and Board. As interest for leasing opportunities grows at AVRA, staff time dedicated to this is continuing to increase.

Time Requirements – Staff & Elected Officials:

There would be approximately 20 hours in staff time required to develop and implement the new lease application process, as well as update the airport bylaw to add lease application fees.

Financial:

The average estimated cost for the staff time to review and prepare new leases is \$1200-\$1800 per lease application depending on complexity of the lease and individual proposal completeness. Staff are proposing a rate of \$500 for preliminary application and \$1,100 for final application to recover some of the costs for staff time involved in processing new leases. In addition, the ACRD often requires a legal review of the leases, therefore the fees would help cover those legal costs. These rates would be the same as those recently adopted at the LBA and are comparable to the current ACRD subdivision and development fees.

Strategic Plan Implications:

This financing mechanism supports the strategic objective for establishing Appropriate Capital Reserves (3.1).

Policy or Legislation:

Section 194(1)(a) of the Community Charter allows local governments to impose by bylaw a fee payable in respect of all or part of a service.

Options Considered:

An alternative option would be to have a lower fee (or no fee) for the preliminary lease application fee to encourage interested parties to express their interest in leasing opportunities at AVRA. The preliminary lease application would still provide a clear process for interested parties and the fees for the final lease application would still help to recover some of the staff time when applicants move to that stage of the process.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

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

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