



Alberni Valley Regional Airport Advisory Committee Meeting
Thursday, April 18, 2024
10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/18-4-2024/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_vvxKxYBvSUidBc3U5mNE8g#/

PAGE #

1. **CALL TO ORDER**

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.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **DECLARATIONS**

(conflict of interest)

4. **MINUTES**

a. **AVRA Advisory Committee meeting held on January 18, 2024**

3-5

THAT the minutes of the AVRA Advisory Committee meeting held on January 18, 2024, be adopted.

5. **CORRESPONDENCE**

6. **REQUEST FOR DECISIONS**

7. **REPORTS**

a. **AVRA Terms of Reference – J. Brunn, General Manager of Community Services**

6-10

- b. **OLS Clearing Update – M. McGregor, Lands and Resources
Coordinator**

11-12

8. **LATE BUSINESS**
(requires 2/3 majority vote)

9. **QUESTION PERIOD**

Questions/Comments from the public:

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

10. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, JANUARY 18 2024, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

Mike Ruttan, Member at Large

PRESENT:

Cindy Solda, City of Port Alberni

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

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

Harley Wylie, Counsellor, Tseshah First Nation

Dan Savard, Member at Large

Mike Cann, Sproat Lake Volunteer Fire Department

REGRETS:

Moriah Cootes, Director, Uchucklesaht Tribe

Dean Sept, Member at Large, Alberni Valley

Brandy Lauder, Counsellor, Hupacasath First Nation

Shelley Chrest, Port Alberni Port Authority

Chris Washington, Alberni Valley Chamber of Commerce

STAFF PRESENT:

Jenny Brunn, General Manager of Environmental Services

Heather Zenner, Manager of Administrative Services

Wendy Hayes, Community Services Assistant

Alisha Feser, Airport Projects Planner

Pat Deakin, City of Port Alberni

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/18-1-2024/>

1. **CALL TO ORDER**

The Manager of Administrative Services (MAS) called the meeting to order at 10:05 am.

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

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

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. ELECTION OF CHAIRPERSON & ALTERNATE

ELECTION OF CHAIRPERSON FOR 2024

The MAS conducted the election for Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2024.

The MAS declared Director Mike Ruttan to the position of Chairperson for the Alberni Valley Regional Airport Advisory Committee for 2024.

Chairperson Director Mike Ruttan assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: P. Cote
SECONDED: C. Solda

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

- a. **Alberni Valley Regional Airport Advisory Committee Minutes – November 16, 2023**

MOVED: C. Solda
SECONDED: P. Cote

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on November 16, 2023 be received.

CARRIED

4. PRESENTATIONS

- a. **William Templeton Award 2023, for Best Aviation Facility**

Unfortunately, the award has not arrived at the office yet.

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS

7. REPORTS

a. Operations Update – Jenny Brunn, GM of Community Services – Verbal Report

The General Manager of Community Services provided the Committee with an update on Airport operational items and projects.

MOVED: P. Cote

SECONDED: C. Solda

THAT the AVRA Advisory Committee receives this report for information.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

11. ADJOURN

MOVED: P. Cote

SECONDED: C. Solda

THAT the meeting be adjourned at 10:23 am.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Wendy Hayes,
Community Services Assistant



To: AVRA Advisory Committee
From: Jenny Brunn, General Manager of Community Services
Meeting Date: April 18th, 2024
Subject: AVRA Terms of Reference Update

Summary:

At the March 27th, 2024 ACRD Board meeting, the AVRA terms of reference were updated as attached. Coulson's has elected to have Hakon Askerhaug represent Coulson's on this Committee.

Reviewed by: Jenny Brunn
Jenny Brunn, Community Services General Manager

Approved by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services



To: ACRD Board of Directors
From: Alisha Feser, Airport Project Planner
Meeting Date: March 27th, 2024
Subject: AVRA Advisory Committee - Terms of Reference Amendment

Recommendation:

THAT the ACRD Board of Directors approve the amended Terms of Reference for the Alberni Valley Regional Airport Advisory Committee as presented.

Desired Outcome:

To improve governance efficiency for the Alberni Valley Regional Airport (AVRA) Advisory Committee.

Summary:

ACRD staff are proposing an amendment to the AVRA Advisory Committee Terms of Reference to add a representative from Coulson Airplane Ltd to the Committee. Specifically, the amendment will be in the Terms of Reference under Membership to add: One (1) member representing AVRA's anchor tenant, Coulson Airplane Ltd.

Policy or Legislation:

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees.

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

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

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



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley Regional Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Alberni Valley Regional Airport Advisory Committee to facilitate participation from local government, First Nations, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport.

The Airport Advisory Committee is a standing committee of the ACRD and reports directly to the Alberni-Clayoquot Regional District Board.

Definitions

ACRD means the Alberni-Clayoquot Regional District.

Airport means the Alberni Valley Regional Airport.

Board means the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Alberni Valley Regional Airport Advisory Committee.

Objective

The Committee reviews, reports and advises the Board on matters concerning the long-term development of the Airport.

Scope of Work

To achieve this objective, the Committee will review and advise the A Board on the following:

- a. Promoting and marketing the Airport
- b. Encouraging the development of improved air services to the region
- c. Review and make recommendations on identified Airport matters as requested by the Board
- d. Gather and provide community input with respect to Airport plans and activities impacting the community
- e. Review and provide input on issues impacting the Airport and Airport lands

- f. Advise on matters relating to Airport services such as; development planning, economic development, operations, maintenance and safety.

All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

Membership

In order to provide representation from all areas served by the Airport, as well as business and community interests, membership of the Committee is as follows:

- a. One (1) member nominated from the Tseshaht First Nation
- b. One (1) member nominated from the Hupacasath First Nation
- c. One (1) member nominated from the Alberni Valley Chamber of Commerce
- d. One (1) member nominated from the Port Alberni Port Authority
- e. Two (2) members at-large representing the business community in the Alberni Valley
- f. One (1) member at-large representing Electoral Area "D" (Sproat Lake)
- g. One (1) ACRD Director from the City of Port Alberni nominated by the City of Port Alberni
- h. One (1) ACRD Director from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek)
- i. The ACRD Director (1) from the Uchucklesaht Tribe Government
- j. One (1) member nominated from the Sproat Lake Volunteer Fire Department
- k. One (1) member representing AVRA's anchor tenant, Coulson Aircrane Ltd.

Appointment and Term

Members shall be appointed by the ACRD Board of Directors for a two-year term.

The ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Members may stand for re-appointment by the ACRD Board at the conclusion of their term.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the Committee and approved by the ACRD Board of Directors.

Chair

The Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

Meeting Procedures

The meetings of the Committee shall be called by the Committee Chairperson and shall be held quarterly on the day and time agreed to by the Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.

Meetings of the Committee shall be conducted and held in accordance with the ACRD’s Procedures Bylaw.

ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the Board.

The Committee will provide a status report to the Board following each meeting. The Committee will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

Amended by the ACRD Board	May 13, 2020, February 10, 2021, May 25, 2022, January 25, 2023
---------------------------	---



To: AVRA Advisory Committee

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: April 18th, 2024

Subject: Obstacle Limitation Surface (OLS) Clearing Update

Background:

THAT the Alberni Valley Regional Airport Advisory Committee receive the Obstacle Limitation Surface (OLS) Clearing Update report.

Summary:

The community has invested over \$8 Million in infrastructure for runway expansion, road lowering and installation of lighting since 2016 to allow for an improved Instrument Approach Procedures (IAP). The existing IAP is currently “no recognized standard” and the ACRD is aiming to change that to have lowered to meet a 3.3% approach. This will be achieved when trees are below the Obstacle Limitation Surface (OLS), and a survey is completed to qualify the changed conditions.

After approximately 5 years of being directed to and through numerous different processes and requirements by the Ministry of Forest, Lands and Natural Resource Operations (FLNRO), the ACRD received the required permission (permits) to advance with the removal of trees within the OLS area on January 12, 2024. The ACRD immediately issued a Request For Proposals (RFP) on January 15th, 2024 to have qualified professionals complete the forestry work on the 160 Hectares (396 acres) of forested crown lands that impact the OLS. On February 2nd, 2024 the RFP closed and the ACRD advanced with issuing a contract. On February 5th the ACRD received notice from a key road use permit holder, that they were denying access to the ACRD to utilize their roads. This had never occurred at either of the airports before. Staff investigated the legal structures behind this notice, found they were legally permissible, and began the required negotiations through our Forestry Contractor, with the permit holder.

A shared road use agreement is required for three roads in this area to mobilize equipment as well as remove the timber. These same roads are required to have qualified professionals on the ground as the work progresses within riparian areas. Negotiations for a shared road use agreement are currently underway, if a reasonable agreement cannot be reached there is an option for arbitration through the Ministry of Forests. This road access delay has postponed the OLS cutting work which will proceed as soon as the environmental and wildfire issues are no longer an issue, in the early Fall of 2024.

Background:

When the Regional District originally funded a land swap with Macmillan Bloedel for an airport, the plan included the runway approaches and adjacent lands within the OLS. However, the Province issued the ACRD a conditional crownland grant for the airport lands excluding the OLS with the understanding that they would ensure that future tenure holders maintain the tree heights below the OLS. The first tenures that were issued in those properties included requirements to maintain tree heights, but subsequent tenures have not had this requirement. This has caused challenges as the ACRD does not own those lands and requires permission/permits to cut in that area.

There are 2 environment/habitat concerns that must be kept in mind for the OLS clearing process. 1) The red-listed western painted turtle that will become active any time after April 1st, and typically become dormant by October and 2) The bird nesting window which begins on March 15th and extends to August 15th. As there is 11 hectares and an estimated 2300 trees to remove, working to fall trees but not disturb the turtles and birds is challenging. If working in the bird nesting window, there would be requirements to conduct a bird assessment and trees that have been found to have birds nesting in them would not be able to be cut. These trees would not be able to be cut until after the window has closed. We also will not be able to work within the turtle riparian zone once they are found to be active in the area. This could result in multiple mobilization and demobilization costs while still not completing the work required to achieve the desired results.

In addition to the legal requirements for conducting operations in the riparian area, we must also consider the risks associated with wildfire as we move into summer. Assuming that we could top more than 2300 trees in a week, the challenge with tree topping is that we will not be able to remove the fallen material until after: the active window for the turtles has closed; we have road access established; and we can conduct forestry operations without risk of wildfire. Thus, the wood material would remain on the forest floor through the summer. The large volume of material would increase fuel load, and increase risk associated with wildfires that would be directly attributed to the activities of the ACRD.

Time Requirements – Staff & Elected Officials:

Significant time for staff, senior management and elected officials have been dedicated to addressing the systematic barriers hindering the ACRD in effectively managing the AVRA OLS. The most challenging being the permit and lengthy process of obtaining a License of Occupation on the OLS crown lands which has now been completed.

Further staff time required to obtain the necessary road use permits, issue and award the RFP, oversee the forestry works, and complete the survey to meet a 3.3% approach is estimated to be 140 hours between the Lands and Resources Coordinator, Airport Manager and Community Services General Manager.

Financial:

The estimated costs associated with the remaining works to lower the IAP is \$85,000

Reviewed by: *Jenny Brunn*
Jenny Brunn, Community Services General Manager

Approved by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services