



Alberni Valley Regional Airport Advisory Committee Meeting

Thursday, July 17, 2025

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/17-7-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_1dG7bfAETyawv2PkYaUPNw#/registration

- | | PAGE # |
|---|---------------|
| 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. | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u>
<i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. AVRA Advisory Committee meeting held on April 17, 2025 | 3-6 |
| <i>THAT the minutes of the AVRA Advisory Committee meeting held on April 17, 2025, be adopted.</i> | |
| 5. <u>CORRESPONDENCE</u> | |
| 6. <u>REQUEST FOR DECISIONS</u> | |
| a. REQUEST FOR DECISION
Preliminary Lease Application - 2025-002 Coulson Aviation | 7-11 |

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2025-002 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 3-year lease with a stepped-rate structure: 25% of market value in Year 1, 60% of market value in Year 2, 100% in Year 3.

- b. **REQUEST FOR DECISION** **12-13**
Preliminary Lease Application - 2025-004 Coulson Aviation

THAT the Alberni Valley Regional Airport Advisory Committee support Preliminary Lease Application 2025-004 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final lease application.

7. **REPORTS**

- a. **AVRA Communication Plan** **14-15**
b. **AVRA Operations and Projects Update – M. Fortune – (Verbal)**

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

9. **QUESTION PERIOD**

Questions/Comments from the public:

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

10. **ADJOURN**

Next Meeting: Thursday, October 16th at 10:00 am Hybrid – ACRD Boardroom/Zoom



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, APRIL 17, 2025, 12:30 PM

Alberni Valley Regional Airport Terminal, 7400 Airport Road, Port Alberni, BC

MEMBERS

Mike Ruttan, Chairperson, Member at Large

PRESENT:

Tom Verbrugge, Councillor, City of Port Alberni
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dean Sept, Member at Large, Alberni Valley
Serena Mayer, Councillor, Hupacasath First Nation
Shelley Chrest, Port Alberni Port Authority
Steven Jones, Member at Large
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

REGRETS:

Moriah Cootes, Director, Uchucklesaht Tribe
Harley Wylie, Councillor, Tseshah First Nation
Dylan Ashwood, Alberni Valley Chamber of Commerce
Hakon Askerhaug, Coulson Aviation

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services
Lyndsey Page, Community Services Coordinator
Mark Fortune, Airport Manager

1. CALL TO ORDER

The Chairperson called the meeting to order at 12:42 pm.

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

Introductions - Committee Members and Staff present.

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: M. Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. AVRA Advisory Committee meeting held on January 30, 2025

MOVED: P. Cote

SECONDED: T. Verbrugge

THAT the minutes of the AVRA Advisory Committee meeting held on January 30, 2025, be adopted.

CARRIED

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS

a. Request for Decision regarding Lease Amendment Application – 2025-001 Ministry of Forests.

MOVED: S. Chrest

SECONDED: P. Cote

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the amendment of lease application 2025-001 for the Ministry of Forests.

CARRIED

b. Request for Decision regarding Lease Renewal & Amalgamation Application – 2025-003 Coulson Aircrane Ltd.

MOVED: P. Cote

SECONDED: S. Chrest

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the renewal and amalgamation of leases LS-A1995001 and LS-A2017001 for Coulson Aircrane Ltd.

CARRIED

8. **REPORTS**

a. **AVRA Operations and Projects Update – M. Fortune – (Verbal)**

Aerodrome Radio Frequency Change Update

In 2024, the gliding community raised a safety concern with Transport Canada regarding radio frequency congestion. Communications from Powell River have been interfering with operations at AVRA on the Aerodrome Traffic Frequency (ATF). Industry Canada provided a new ATF, which was initially assigned to Sechelt Aerodrome, however Transport Canada recognized this merely shifted the issue closer and did not resolve the core problem. As a result, Transport Canada has requested Industry Canada assign a Mandatory Frequency (MF) for AVRA. While MFs are typically associated with Flight Service Stations (FSS), Transport Canada may allow an exception. The frequency change is tentatively planned for April 2026, in alignment with the Water Aerodrome Supplement publication cycle.

CBS8 Precision Approach Path Indicator (PAPI) Now in Service

Obstacle Limitation Surface (OLS) penetrations were removed through last year's clearing project. Both approach paths have since been utilized and are performing well. The new PAPI aid enhances the safety of aircraft arriving at the airfield.

Automatic Weather Observation Systems (AWOS)

A revised Facility Operations Manual (FOM) has been submitted to Transport Canada for approval. Once approved, the AWOS will support lower instrument approach procedures. The main AWOS unit will undergo a factory upgrade and will be out of service during May.

Aerodrome Maintenance Building Grant Application

A revised grant application has been submitted to the BC Air Access Program (BCAAP) requesting partial funding of up to 65% for the proposed aerodrome maintenance building.

Lease Updates

Discussions are ongoing regarding Coulson's laydown area off Airport Road. BC Wildfire has submitted a letter of intent for an expansion adjacent to their current lease.

Airside lease lot #13 was previously held in reserve due to projected impacts of the proposed airfield maintenance building; however, the lot was recently returned to the lease pool as there are no impacts.

Apron Congestion

Efforts are underway to identify long-term parking and storage solutions on the north side of the airfield to ease congestion on Apron I.

b. Alberni Valley Regional Airport – Aircraft Movement Tracking

MOVED: S. Chrest
SECONDED: M. Sparrow

THAT reports a-b be received.

9. LATE BUSINESS

10. QUESTION PERIOD

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

- Participating in person in the airport terminal meeting.
- Submissions received by email at responses@acrd.bc.ca.

11. ADJOURN

MOVED: P. Cote
SECONDED: S. Chrest

THAT the meeting be adjourned at 2:04 pm.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Lyndsey Page,
Community Services Coordinator



To: Alberni Valley Regional Airport Advisory Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: July 17, 2025

Subject: Preliminary Lease Application - 2025-002 Coulson Aviation

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2025-002 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 3-year lease with a stepped-rate structure: 25% of market value in Year 1, 60% of market value in Year 2, 100% in Year 3.

Desired Outcome:

To implement equitable lease rates at the Alberni Valley Regional Airport (AVRA) that support increased revenue generation, thereby reducing the tax burden on local residents for airport operations. This will be achieved through the strategic development of lease lots and lease agreements. Additionally, our intention is to foster strong, collaborative relationships with long-term anchor tenants to support their ongoing operations and growth at the site—contributing positively to the local economy which also reduces taxes for regional residents.

Background:

Coulson Aviation, a tenant at the airport since 1995, is seeking to lease an additional lot to be utilized as a laydown area for the storage of supplies, excluding aircraft during the construction of their new hangar. The lot is to the southwest of their current leased areas and is intended to host only temporary structures that will not require services such as water, sewer, or hydro. They have requested a 5-year lease at a rate of 15% of market value based on the fact that the lease area is an undeveloped site that requires site preparation and that the lease is of a short-term nature. Coulson Aviation currently leases lots for aircraft storage, maintenance, and manufacturing as well as office space and training facilities.

The proposed 3-year lease will enable Coulson Aviation to expand their operational capacity, which will support their current operations and future growth. This lease agreement will contribute to the continued development of the airport.

Time Requirements – Staff & Elected Officials:

An estimated staff time of 20 hours will be required to process the formal application, prepare lease documents including mapping and prepare the recommendation report to the ACRD Board meeting for approval.

Financial

The current market rate for 2025 is \$0.32/square foot for sites over one acre (43,560 square feet). Based on the requested lease size of 140,471 square feet, at full market rate, would result in lease revenue of \$44,950/year, or \$134,850 over a three-year term.

Coulson has requested a reduced rate equivalent to 15% of market value. This would result in lease revenue for this property of \$6,742.50 per year, or \$33,712.50 over a five-year term. This discount request has no set precedent at either of the ACRD airports with many leaseholders paying full market rate for undeveloped sites and then investing in the site works to make the lease lot suitable for their needs. However, the ACRD has negotiated step rate increases for many leaseholders during the last market rate increase and this forms the basis of the counter-proposal.

The recommended lease is a three-year term at a stepped-rate structure moving from 25% to 100% of market rate. This would start at 25% of market value in Year 1, 60% in Year 2, and 100% in Year 3. This approach would result in an estimated total lease revenue of approximately \$83,157 over the term and provides a phased progression toward full market value.

Strategic Plan Implications:

This aligns with the AVRA Strategic Plan objective to develop lands under the airport's jurisdiction (7.1.3).

Policy or Legislation:

As per the Local Government Act item 273, a board must not provide assistance to an industrial, commercial or business undertaking.

The proposal meets the requirements of the AVRA Zoning Bylaw P1280. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca.

Options Considered:

1. Do not approve the lease application.
2. Support the application at full market rate.
3. Support the application request at a rate of 15% of market value.

4. Support the lease application with a stepped-rate structure as follows: _____

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

May 8, 2025

Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Email: airports@acrd.bc.ca

Re: Lease Rate Proposal for Upper Lot Adjacent to Coulson Airrane Facilities (Outlined in Red)

Dear ACRD Airport Management Team,

As part of our formal lease application submission on February 13, 2025 for the use of the upper lot outlined in red (see attached map), Coulson Airrane Ltd. is requesting a short-term lease of five (5) years for this parcel to be utilized as a laydown and temporary storage area to support our recent expansion and new builds on our currently leased properties at the Alberni Valley Regional Airport.

This area is not currently in a leasable condition for use by other tenants and has limited market utility outside of Coulson's operational context. Considering this, we respectfully request that the lease rate for this parcel be considered at 15% of the established Market Rate, reflecting both the restricted usability of the site and the temporary, minimal-impact nature of our proposed usage.

We have completed the formal lease application form and included all required documentation, including site drawings and usage descriptions. Should any further details be required to support your evaluation, we would be pleased to provide them promptly.

We appreciate your consideration of this proposal and look forward to your response.

Sincerely,



Britton Coulson
President and COO





To: Alberni Valley Regional Airport Advisory Committee
From: Lyndsey Page, Community Services Coordinator
Meeting Date: July 17, 2025
Subject: Preliminary Lease Application - 2025-004 Coulson Aviation

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee support Preliminary Lease Application 2025-004 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final lease application.

Desired Outcome:

To increase revenues and support airport related land use at the Alberni Valley Regional Airport (AVRA) through the development of airside lease lots and lease agreements.

Background:

Coulson Aviation, a tenant at the airport since 1995, is seeking a new three-year lease agreement for lots 12 & 13 to accommodate additional aircraft storage. The lots will be used specifically for storing 737 aircraft and no permanent structures are proposed at this time. Coulson intends to re-surface and compact the lots to prepare them for aircraft storage.

Coulson Aviation currently holds multiple leases at AVRA, including aircraft storage, maintenance, manufacturing, office space and training facilities. The proposed lease will support the continued growth of their operations and reinforce their long-term commitment to the development of the airport.

Time Requirements – Staff & Elected Officials:

An estimated staff time of 20 hours will be required to process the formal application, prepare lease documents including mapping and prepare the recommendation report to the ACRD Board meeting for approval.

Financial:

The current market rate for 2025 is \$0.37/square foot for sites under an acre. Based on the requested lease size of 22,281 square feet, this would result in an annual lease revenue of approximately \$8,244.

Strategic Plan Implications:

This aligns with the AVRA Strategic Plan objective to develop lands under the airport's jurisdiction (7.1.3).

Policy or Legislation:

The proposal meets the requirements of the AVRA Zoning Bylaw P1280. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the lease application.
2. Defer the application for future consideration.

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



To: Alberni Valley Regional Airport Committee

From: Brett MacLean, Airport Development Manager

Meeting Date: July 17, 2025

Subject: Alberni Valley Regional Airport Communication Plan

Purpose:

To provide the Alberni Valley Regional Airport (AVRA) Committee with a clear, proactive and professional communication plan for the following year. This should help ensure the Committee receives timely and accurate updates, leaseholders remain informed and engaged, and the public gains a better understanding of AVRA's value within the region.

Summary:

The AVRA Committee will continue to receive quarterly updates at the scheduled meetings that will include operations updates, progress on major projects, and any new lease or development proposals. Safety and compliance updates will also be provided to ensure regulatory standards are being met. When available, flight traffic statistics will be included to offer insight into airport activity. Additionally, financial performance highlights will be presented on an annual basis to keep the Committee informed of AVRA's fiscal health.

Starting later this year, a quarterly leaseholder newsletter will be created and distributed via email, featuring:

- Operational notices
- Maintenance schedules
- Policy and regulatory updates
- Tenant business profiles
- Information on upcoming development opportunities

Operational disruptions will be communicated directly via email and phone. In addition to the newsletter, an annual satisfaction survey will be distributed to collect feedback from leaseholders and support service improvements. The Airport Development Manager will serve as the primary point of contact for leaseholder inquiries and support.

The AVRA section of the ACRD website will be redesigned to improve navigation and refresh visual branding. Planned enhancements include an updated map of available lease lots and the addition of a "News and Updates" section, which will be refreshed quarterly following Committee meetings.

Additional marketing efforts will include two feature articles in *The Scoop*, highlighting successful tenant businesses and AVRA's contributions to regional economic development. These stories will also be published online to support broader outreach.

An online marketing kit for lease opportunities will be made available on the ACRD website. It will include a downloadable brochure, frequently asked questions, zoning information and an aerial site map. Promotion of available lease lots will be supported by a strategic digital advertising campaign.

Staff intend to report back to the Committee on the success of this plan which will be measured through improved leaseholder satisfaction, positive Committee feedback, improved website traffic and engagement and a rise in lease-related inquiries.

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