



Alberni Valley Regional Airport Advisory Committee Meeting

Thursday, November 20, 2025

10:00 am

Via Zoom

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/20-11-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_CohyHXUDTtyd3HkoPHV69A#/registration

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. **Alberni Valley Regional Airport Advisory Committee meeting held on July 17, 2025** **3-7**

THAT the minutes of the AVRA Advisory Committee meeting held on July 17, 2025, be adopted.

5. CORRESPONDENCE

- a. **Warwick Patterson**

Email to and response from M. Fortune regarding Alberni Valley Regional Airport **8-9**

THAT this correspondence be received

6. REQUEST FOR DECISIONS

10-11

a. REQUEST FOR DECISION

Preliminary Lease Application 2025-005 – Warwick Patterson

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2025-005 from Warwick Patterson and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 3-year lease.

7. REPORTS

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



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, JULY 17, 2025, 10:00AM

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

MEMBERS

Mike Ruttan, Chairperson, Member at Large

PRESENT:

Tom Verbrugge, City of Port Alberni

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

Moriah Cootes, Director, Uchucklesaht Tribe

Dean Sept, Member at Large, Alberni Valley

Harley Wylie, Councillor, Tseshaht First Nation

Shelley Chrest, Port Alberni Port Authority

Hakon Askerhaug, Coulson Aviation

Mike Sparrow, Electoral Area "F" (Cherry Creek)

REGRETS:

Serena Mayer, Councillor, Hupacasath First Nation

Dylan Ashwood, Alberni Valley Chamber of Commerce

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services

Mark Fortune, Airport Manager

Mike Cann, Fire Chief, Sproat Lake Vol. Fire Dept.

Lyndsey Page, Community Services Coordinator

Brett MacLean, Airport Development Manager

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

<https://www.acrd.bc.ca/events/17-7-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:03 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.

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

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: M. Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

H. Askerhaug declared a conflict-of-interest respecting agenda items 6 (a) Request for Decision regarding Preliminary Lease Application - 2025-002 Coulson Aviation and 6 (b) Request for Decision regarding Preliminary Lease Application - 2025-004 Coulson Aviation.

4. ADOPTION OF MINUTES

a. Alberni Valley Regional Airport Advisory Committee Minutes – April 17, 2025

MOVED: P. Cote
SECONDED: M. Sparrow

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on April 17, 2025 be adopted.

CARRIED

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS

H. Askerhaug declared a conflict-of-interest respecting agenda items 6 (a) and 6 (b) and left the meeting at 10:11 am.

**a. Request for Decision regarding Preliminary Lease Application - 2025-002
Coulson Aviation**

MOVED: P. Cote
SECONDED: D. Sept

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% in Year 2 and 100% in Year 3.

CARRIED

**b. Request for Decision regarding Preliminary Lease Application - 2025-004
Coulson Aviation**

MOVED: P. Cote

SECONDED: D. Sept

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.

CARRIED

H. Askerhaug re-entered the meeting at 10:36 am.

7. REPORTS

a. AVRA Communication Plan

The AVRA Communication Plan was submitted as a written Report for Information and is available in the agenda materials.

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

Obstacle Limitation Surface (OLS) Update

Fibre felled from trees on the airfield has been processed; however, the removal of this material has been delayed due to elevated fire risk. An OLS confirmation survey is scheduled for mid-August. An updated instrument approach (IAP) is expected to be published in November.

Automatic Weather Observation System (AWOS)

Transport Canada has acknowledged the Alberni Valley Regional Airport (CBS8) AWOS system and certification is currently pending. The system has been temporarily removed from service to allow for software updates and calibration adjustments but should be back in service in late August.

Radio Frequency Update

Radio frequency congestion at AVRA continues to raise safety concerns. Transport Canada is considering the implementation of a Mandatory Frequency (MF), potentially supported by a Remote Communications Outlet (RCO). This would improve pilot communication and mitigate current issues, including limited cell coverage affecting contact with Comox Tower. If approved, the frequency change is expected to align with the April publication cycle. An MF could also support traffic information services from Nav Canada, improving airfield awareness.

Telus Fibre Optic Installation

Fibre installation along Airport Road is complete, with eight service drops in progress. One drop will support the terminal operations and the fuel system. This upgrade will replace all existing copper infrastructure with fibre.

Airfield Maintenance Building Update

A grant application for the Airfield Maintenance Building project was submitted through the British Columbia Air Access Program for 2025 but was not approved. Staff will review alternative options and bring forward recommendations for a potential application in 2026.

Lease Updates

Staff have been working with BC Wildfire on a proposed lease expansion. A final application has been submitted and further updates will be provided at the next AVRA Committee meeting.

Airfield Maintenance

Favourable fire hazard conditions early this season allowed staff to complete over a month of extensive vegetation management on the airfield. Efforts were focused on the airside areas within the fenced perimeter. Due to increased fire risk in the valley as the season progressed, work outside the fence was deferred, but significant progress was made overall.

Alfa Aero Movement Tracker Trial (AAMT)

A trial of the AAMT system took place from May 1 to June 15, recording 7,279 aircraft movements. The system tracks transponder-equipped aircraft and currently captures approximately 56% of total movements, primarily larger commercial and military traffic. It does not capture most glider movements, which lack transponders. Comparison with caretaker observations showed some discrepancies in counts. The system was valuable in addressing a noise complaint by identifying the aircraft involved. Staff will continue to evaluate the data and provide recommendations at a future meeting.

Alberni Valley Flying Club Fly In Celebration

The Alberni Valley Flying Club has proposed a fly-in event at the airport on June 20, 2026. The public will be able to view aircraft parked in designated areas, with some operational restrictions in place. The event aims to celebrate local aviation and engage the community.

MOVED: M. Sparrow

SECONDED: T. Verbrugge

THAT reports a-b be received.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

Questions and comments from the public. The General Manager of Community Services read questions and comments received via email, from Warwick Patterson, addressed to the AVRA committee:

1. Fuel Prices: Warwick inquired whether fuel prices at the airport will fluctuate with delivery costs, noting that prices at nearby airports are significantly lower than at Port Alberni (e.g., \$2.11/L in Qualicum vs. \$2.69/L at Port Alberni). He emphasized that fuel costs are a major expense for the soaring centre.
2. Fuel System Improvements: Warwick recommended adding a hose cabinet and reels to better protect fuel hoses from weather and improve service. He noted that hoses are expensive to replace, and current storage methods lead to wear and damage.
3. Airport Maintenance: Warwick expressed appreciation for the extensive mowing done in spring, highlighting its positive impact on safety, appearance, and usability of the airport.

There were no questions or comments respecting an agenda topic from public:

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

10. **ADJOURN**

MOVED: H. Wylie

SECONDED: M. Sparrow

THAT the meeting be adjourned at 11:02 am.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Lyndsey Page,
Community Services Coordinator

From: [Mark Fortune](#)
To: [REDACTED]
Cc: [Heather Zenner](#); [Jenny Brunn](#)
Subject: AVRA Questions
Date: July 28, 2025 4:31:09 PM
Attachments: [image001.png](#)

Hello Warwick,

Here are a couple of answers to your recent questions.

1) I'm wondering if fuel prices will be staying the same, or fluctuating with price of fuel deliveries? In general, fuel prices have gone down significantly over the past year in BC, but CBS8 has stayed the same (and quite high). For example, here are current fuel prices at nearby airports:

\$2.11/L in Qualicum

\$2.14/L in Courtenay

\$2.20/L in Nanaimo (non-member price)

Currently fuel price in Port Alberni is \$2.69.

Fuel costs for the tow plane are one of our biggest annual expense items at the soaring centre, so any relief helps a lot.

Answer = Fuel costs at AVRA are based on the actual cost to reorder fuel plus a .25% profit for maintenance and equipment replacement. The most recent fuel purchase at AVRA will bring the cost of 100LL down to approximately \$2.15 per litre.

2) I would like to recommend that the fuel system is improved with the addition of a basic hose cabinet and reels. Currently the heavy fuel hoses must be manually coiled over a post, which often means dragging the hose on the ground (or occasionally visiting pilots just don't bother coiling it back up properly). They are also continually exposed to UV sunlight and inclement weather in the winter). These fuel hoses and handles are expensive, so I think it would be in the best interest to protect them from the elements, and provide a better service to aircraft owners by having a drum reel (can be manually crank operated or powered). From previous research, I believe the reels and cabinet would cost a few thousand dollars in initial outlay. The hoses themselves to replace cost at least \$2000 each.

Answer = We are currently looking into fuel dispenser replacement at AVRA as our current legacy pumps are no longer supported by the manufacturer. We will take this request into advisement when we tender this project.

3) I also wanted to say thank you for the extensive mowing of the airport this Spring, including the ditches and fence lines. This improves the look and professionalism of the airport, plus increases safety factors (deer and animals more visible on approach, plus the ability to use the grass as a secondary glider landing area if the runway is occupied, etc.). I'm encouraged to see the investment and attention being paid to the airport by the committee and staff. It's a great asset!

Answer = Thank you for noticing, We were pushed out due to the extreme fire hazard encountered in the valley. Look forward to continued fence line and approach surface rework in the months to come.

Cheers



Mark Fortune (He/him)

Airport Manager – Alberni-Clayoquot Regional District

A 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

O 250.725.3751 W acrd.bc.ca

*I am honoured to work, live, and play in the territory of the
Nuu-chah-nulth People.*

Please consider the environment before printing this email

This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



To: Alberni Valley Regional Airport Advisory Committee
From: Lyndsey Page, Community Services Coordinator
Meeting Date: November 20th, 2025
Subject: Preliminary Lease Application - 2025-005 Warwick Patterson

Recommendation:

That the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2025-005 from Warwick Patterson and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 3-year lease.

Desired Outcome:

To increase revenues at the Alberni Valley Regional Airport (AVRA) through the development of groundside lease lots and lease agreements.

Background:

A proposed three-year groundside lease application has been submitted by Warwick Patterson for lot 15 at AVRA. Lot 15 is located directly behind lot 10, which is currently leased by the applicant, and is intended to support the expansion of existing aviation operations at the airport.

The proposed lease will facilitate the continuation and growth of gliding and aviation activities at AVRA, including the development of flight school operations. Planned land uses for lot 15 include classroom and office facilities, aircraft parking, guest visitor parking and community space. These uses are intended to enhance aviation education, operational capacity and public engagement in recreational aviation.

Time Requirements – Staff & Elected Officials:

An estimate of 20 hours of staff time will be required to amend the existing lease which includes mapping, lease updates and report preparation.

Financial

The current market rate for 2025 is \$0.37/square foot for sites under an acre. Based on the requested lease size of 10,500 square feet, this would result in lease revenue of \$3,885/year, or \$11,655 over a three-year term.

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 application.
2. Defer the application for future consideration.

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

Reviewed by: *Heather Zenner*
Heather Zenner, Manager of Administrative Services

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