



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Alberni Valley Regional Airport Advisory Committee
Thursday, July 16, 2026
ACRD Board Room/Zoom - 3008 Fifth Avenue, Port Alberni, BC
10:00 AM

Regular Agenda

1. **CALL TO ORDER**

Recognition of First Nation Traditional 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. **APPROVAL OF AGENDA**

THAT the Alberni Valley Regional Airport Advisory Committee adopt the agenda as circulated.

3. **DECLARATIONS**

(conflict of interest)

4. **INVITED PRESENTATIONS**

5. **DELEGATIONS (10 minute maximum)**

6. **ADOPTION OF MINUTES**

Page 4

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee Meeting held on January 15, 2026 and May 7, 2026 be adopted.

7. **PUBLIC INPUT PERIOD (15 minute maximum)**

(Public will be permitted to speak for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

- a. Alberni Valley Regional Airport Fees & Charges Amendment** Page 11
Bylaw No. R1035-2, 2026

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt “Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026”.

- b. Preliminary Lease Application - 2026-001 2515450 Alberta Ltd.** Page 20

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2026-001 from 2515450 Alberta Ltd. and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 40-year lease.

11. REPORTS

a. STAFF REPORTS

- 1. Alberni Valley Regional Airport Quarterly Update** Page 23

THAT the Alberni Valley Regional Airport Advisory Committee receive the staff report.

12. OTHER BUSINESS (including Late Items)

(Late Items are defined as matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents).

13. QUESTION PERIOD (15 minute maximum)

(Public will be permitted to ask questions for up to 3 minutes on an agenda item. No video,

use of presentations, handouts, or props are permitted. Virtual attendee, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

14. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, JANUARY 15, 2026, 10:00 AM

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

Harley Wylie, Councillor, Tseshah First Nation

Shelley Chrest, Port Alberni Port Authority

Dylan Ashwood, Alberni Valley Chamber of Commerce

Hakon Askerhaug, Coulson Aviation

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

Steven Jones, Alternate, Member at Large

REGRETS:

Dean Sept, Member at Large, Alberni Valley

Serena Mayer, Councillor, Hupacasath First Nation

STAFF PRESENT:

Mark Fortune, Airport Manager

Brett MacLean, Airport Development Manager

Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department

Pat Deakin, City of Port Alberni

Lyndsey Page, Community Services Coordinator

Heather Zenner, Manager of Administrative Services

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

<https://www.acrd.bc.ca/events/15-1-2026/>

1. CALL TO ORDER

The Manager of Administrative Services (MAS) called the meeting to order at 10:01 am.

The MAS recognized this meeting is being held throughout the Nuuchahnulth 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

ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2026

The MAS conducted the election for Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2026.

The MAS declared Mike Ruttan to the position of Chairperson for the Alberni Valley Regional Airport Advisory Committee for 2026.

ELECTION OF VICE-CHAIRPERSON

The MAS conducted the election of Vice-Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2026.

The MAS declared Mike Sparrow to the position of Vice-Chairperson for the Alberni Valley Regional Airport Advisory Committee for 2026.

Mike Ruttan assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: M. Sparrow

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. ADOPTION OF MINUTES

- a. **Alberni Valley Regional Airport Advisory Committee meeting held on November 20, 2025**

MOVED: P. Cote

SECONDED: M. Sparrow

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on November 20, 2025, be adopted.

CARRIED

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

a. CBS8 Movement Stats for 2025 – M. Fortune

Mark provided results from the ALFA Aircraft Movement Tracker (AAMT) trial. The system captured significantly fewer aircraft movements than caretaker logs, largely due to untracked glider and training flights. A hybrid, non-billing system will be investigated to improve movement data for grant applications.

b. 2026 Workplan, Projects, Items of Note (verbal) – B. MacLean/M. Fortune

Caretaker Retirement Recognition

Brett reported that caretakers Ken and Lynn Brett will retire after 37 years. Staff are preparing a transition plan and seeking committee input on a suitable recognition, with a bench near the terminal building discussed as an option.

Terminal Building Retrofit

Brett reported that minor terminal upgrades are included in the proposed 2026 budget, focused on improving washrooms and flooring. Committee members were invited to suggest any additional small upgrades. Windows were noted as a concern, but replacement would significantly increase costs.

AVRA Communication

Brett reported that quarterly newsletters to the AVRA community will begin this quarter.

Obstacle Limitation Surface and Debris Removal

Mark reported that removal of logging debris along Airport Road is planned, noting the material is from earlier clearing near the Ministry of Forests storage yard. OLS clearing work continues, and additional trees outside the current cutting permit area require Ministry of Forests approval. Instrument approach updates cannot proceed until these remaining targets are cleared.

Taxiway Development

Engineering work for a proposed new taxiway is underway. McGill Engineering has been contracted to complete the grading and water control design for the taxiway on lots 11 and 14. Cost estimates for phase 1 will be available once the design work is complete.

Radio Frequency Update

Transport Canada is pursuing a new radio frequency for the Alberni Valley to address congestion with nearby airports. A mandatory frequency is possible, though oversight requirements remain unclear.

BCAAP Grant Applications

Two British Columbia Air Access Program grant applications previously supported by the Board were reviewed with the committee. The resubmission for the airside equipment storage building remains at an estimated \$580,000, with discussion confirming the expected external funding share and local contribution. The application for the fuel distribution system replacement was discussed in detail, noting that the existing mechanical system is no longer supported and that meeting current standards (explosion proof equipment) has increased projected costs from an earlier expectation of \$250,000 to \$300,000 for both fuel systems to approximately \$400,000 per fuel system. The committee discussed cost implications, asked about reuse of existing tanks and components, and requested that used or surplus equipment options be explored where feasible. An engineering assessment is underway to determine reuse potential and to refine pricing. Staff will report back with confirmed estimates and findings. Staff clarified that the existing fuel system is functional at this time.

Alberni Flying Club Event

The Alberni Valley Flying Club is planning a fly-in event on June 20, 2026. Coordination between organizers and airport tenants will continue.

M. Cootes left the meeting at 10:53 am.

MOVED: P. Cote

SECONDED: M. Sparrow

THAT reports a-b be received.

CARRIED

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

11. ADJOURN

MOVED: P. Cote

SECONDED: T. Verbrugge

THAT the meeting be adjourned at 11:05 am.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Lyndsey Page,
Community Services Coordinator



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, MAY 7, 2026, 10:00 AM

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

MEMBERS Mike Sparrow, Chairperson, Director, Electoral Area "F" (Cherry Creek)

PRESENT: Tom Verbrugge, City of Port Alberni
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Harley Wylie, Councillor, Tseshah First Nation
Steven Jones, Alternate, Member at Large, Alberni Valley

REGRETS: Mike Ruttan, Member at Large
Shelley Chrest, Port Alberni Port Authority
Dylan Ashwood, Alberni Valley Chamber of Commerce
Hakon Askerhaug, Coulson Aviation
Serena Mayer, Councillor, Hupacasath First Nation
Moriah Cootes, Director, Uchucklesaht Tribe
Dean Sept, Member at Large, Alberni Valley

STAFF PRESENT: Jenny Brunn, General Manager of Community Services
Mark Fortune, Airport Manager
Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/7-5-2026/>

1. CALL TO ORDER

Quorum was not achieved for this meeting and in accordance with ACRD Bylaw No. A1093 was adjourned at 10:15 am.

2. APPROVAL OF AGENDA

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. **ADOPTION OF MINUTES**
7. **PUBLIC INPUT PERIOD**
8. **CORRESPONDENCE FOR INFORMATION**
9. **CORRESPONDENCE FOR ACTION**
10. **REQUEST FOR DECISION REPORTS**
11. **REPORTS**
 - 11.1 **STAFF REPORTS**
12. **OTHER BUSINESS (including Late Items)**
13. **QUESTION PERIOD**
14. **ADJOURN**

Certified Correct:

Mike Sparrow,
Chairperson

Lyndsey Page,
Community Services Coordinator



To: Alberni Valley Regional Airport Advisory Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: July 16, 2026

Subject: Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt "Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026".

Desired Outcome:

To address apron congestion at the Alberni Valley Regional Airport (AVRA) by updating the airport fees and charges bylaw so that long-term parking of oversized and non-operational aircraft on the apron is discouraged. This will allow operational areas, such as the fueling area, to remain available for airport use, and ensure appropriate cost recovery of airport activities to reduce taxation for the service. The proposed amendment is intended to support safe airport operations, improve fairness and consistency in parking management, and encourage longer-term aircraft storage to occur on leased areas rather than on public apron space.

Background:

The current AVRA fees and charges bylaw includes aircraft parking fees, airport maintenance charges, exclusions, and lease application fees. The existing aircraft parking rates and related provisions are set out in the current fee schedule, provided below for reference. Historically, aircraft parking fees have not been applied due to a lack of tracking system at the site. In 2025, staff trialed an automated tracking system alongside manual tracking by the caretaker and determined that the automated system missed a significant portion of the movements at the site and was very expensive relative to the benefits it could provide, concluding that manual tracking was a preferred option.

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

Recent aircraft parking activity at AVRA identified issues with long-term use of apron space by oversized aircraft. Staff researched how similar airports manage plane parking issues and found that most have addressed this through restrictions and fees in their bylaws. Staff reviewed the current bylaw and identified that the existing parking provisions do not adequately address long-term apron congestion, management of disabled or non-operational aircraft, or cost recovery where staff or contractor attendance is required.

The proposed amendment updates Schedule “A” of the bylaw to revise aircraft parking fees, update exclusions, remove unapplicable wording, add a call-out fee, and introduces an additional aircraft weight class. It also adds Schedule “B” to identify designated parking areas and clarifies where parking fees and free parking provisions apply, including provisions for disabled or otherwise non-operational aircraft remaining on site with permission. In order to allow anyone that would be impacted by this bylaw amendment to make provisions to relocate planes, the proposed effective date is January 1, 2027.

If the Committee supports updating the bylaw, staff will send letters to all current leaseholders notifying them of the proposed bylaw change and providing opportunity for input prior to bringing the bylaw to the Board for consideration.

Time Requirements – Staff & Elected Officials:

An estimate of 20 hours of staff time will be required to communicate to leaseholders, finalize the amendment bylaw, prepare the bylaw for Board consideration, and coordinate implementation with airport operations, administration, and finance. Ongoing staff time will also be required for parking monitoring and administration once the bylaw is adopted.

Financial:

The proposed amendment is intended to improve cost recovery and reduce instances where long-term apron parking is a lower-cost option than leasing airport space. Seven days or less of aircraft parking is proposed to be provided at no charge to continue to encourage visitors to the community which brings fuel sales, economic benefits and connectivity. As the site currently does not have an automated software system to track aircraft movement, the caretaker will monitor aircraft parking on a daily basis and report monthly to ACRD staff who will calculate charges, issue invoices, and process payments for those exceeding a 7 day stay. The proposed call-out fee is intended to support cost recovery where staff or contractor attendance is required, including travel to the site. Final revenue will depend on future aircraft parking activity.

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:

Section 397 of the Local Government Act authorizes a regional district to impose fees and charges by bylaw for services of the regional district or the use of regional district property. Provincial guidance also confirms that local governments may establish different fee structures by bylaw where fees are tied to use of property or services and are not excessive.

Section 301.08 of the Canadian Aviation Regulations provides that no person shall park an aircraft or cause an obstruction on the movement area of an aerodrome except in accordance with permission given by the operator of the aerodrome and, where applicable, by the appropriate air traffic services unit. This provides relevant context for provisions requiring express permission for certain parking situations.

Options Considered:

1. Proceed with the bylaw amendment as presented.
2. Defer the amendment pending further review.
3. Retain the current bylaw without amendment.

Report Approval Details

Document Title:	RFD - Alberni Valley Regional Airport Fees and Charges Amendment Bylaw No. R1035-2, 2026.docx
Attachments:	R10352 AV Regional Airport Fees Charges Bylaw.docx
Final Approval Date:	July 10, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn, General Manager of Community Services

Heather Zenner, MA, Manager of Administrative Services

Cynthia Dick, General Manager of Administrative Services



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1035-2

A BYLAW TO AMEND FEES FOR THE ALBERNI VALLEY REGIONAL AIRPORT

WHEREAS the Alberni-Clayoquot Regional District established and operates the Alberni Valley Regional Airport (Port Alberni Airport);

AND WHEREAS the Regional Board of the Alberni-Clayoquot Regional District deems it advisable to establish fees and charges for the use of the Alberni Valley Regional Airport;

NOW THEREFORE, the Alberni-Clayoquot Regional District in open meeting assembled, enacts as follows:

1. Bylaw No. R1035, cited as “Alberni Valley Regional Airport Fees & Charges Bylaw No. R1035, 2021,” is hereby amended as follows:
 - a) Replacing Schedule “A” with the new Schedule “A” attached to and forming part of this bylaw.
 - b) Adding Schedule “B” to and forming part of this bylaw.
2. This bylaw may be cited as the “**Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026**”.
3. This Bylaw comes into effect on January 1, 2027.

Read a first time this	DAY OF	2026.
Read a second time this	DAY OF	2026.
Read a third time this	DAY OF	2026.
ADOPTED this	DAY OF	2026.

Certified true and correct copy of
**“Alberni Valley Regional Airport
Fees & Charges Bylaw No. R1035-2,
2026”**

The Corporate seal of the Regional
District of Alberni-Clayoquot was hereto
affixed in the presence of:

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
SCHEDULE "A" – BYLAW NO. R1035-2
FEES & CHARGES**

1. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg but not more than 20,000 kg	\$24.00	\$500.00	N/A
More than 20,000 kg	\$36.00	\$750.00	N/A

- a. Parking fees are based on maximum gross takeoff weight as set out in Transport Canada TP143.
- b. *Monthly and annual aircraft parking shall only be authorized pursuant to a written license agreement with the Regional District at the sole discretion of the Regional District.
- c. The parking fees and free parking provisions in this Schedule apply only to aircraft parked within the designated parking areas shown on Schedule "B". Aircraft may not be parked outside those designated parking areas unless authorized by written approval issued by the Regional District.
- d. Aircraft parked in a designated parking area shown on Schedule "B" are entitled to a maximum of seven (7) free parking days per calendar month. For the purposes of this section, a calendar month means the period commencing on the first day of the month and ending on the last day of the same month (e.g., January 1 to January 31). The seven (7) free parking days may not be reset or renewed by removing and subsequently re-parking the aircraft during the same calendar month. Any aircraft parked for more than seven (7) total days within a calendar month shall be charged the applicable parking rate for all additional days parked during that month.
- e. Aircraft deemed by the Regional District to be disabled or otherwise non-operational require express written permission of the Regional District to remain on site.

Disabled aircraft must be parked only within the designated parking areas shown on Schedule “B”, unless otherwise approved in writing by the Regional District. Where a disabled aircraft remains on site for more than seven days in any 30-day period, the applicable aircraft parking fees set out in Schedule “A” apply.

2. Exclusions

- a. Parking fees may be waived at the discretion of an Officer of the Regional District for government agencies, including military operations, charitable organizations, and special events approved by the Regional District.

3. Call-out Fee

- a. A call-out fee of \$500 may be charged where staff or contractor attendance is required at the Alberni Valley Regional Airport, including where travel to the site is required, and resources are available.
- b. A call-out fee may apply whether the attendance occurs during or outside regular operating hours.

4. Airport Maintenance Charges

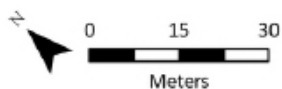
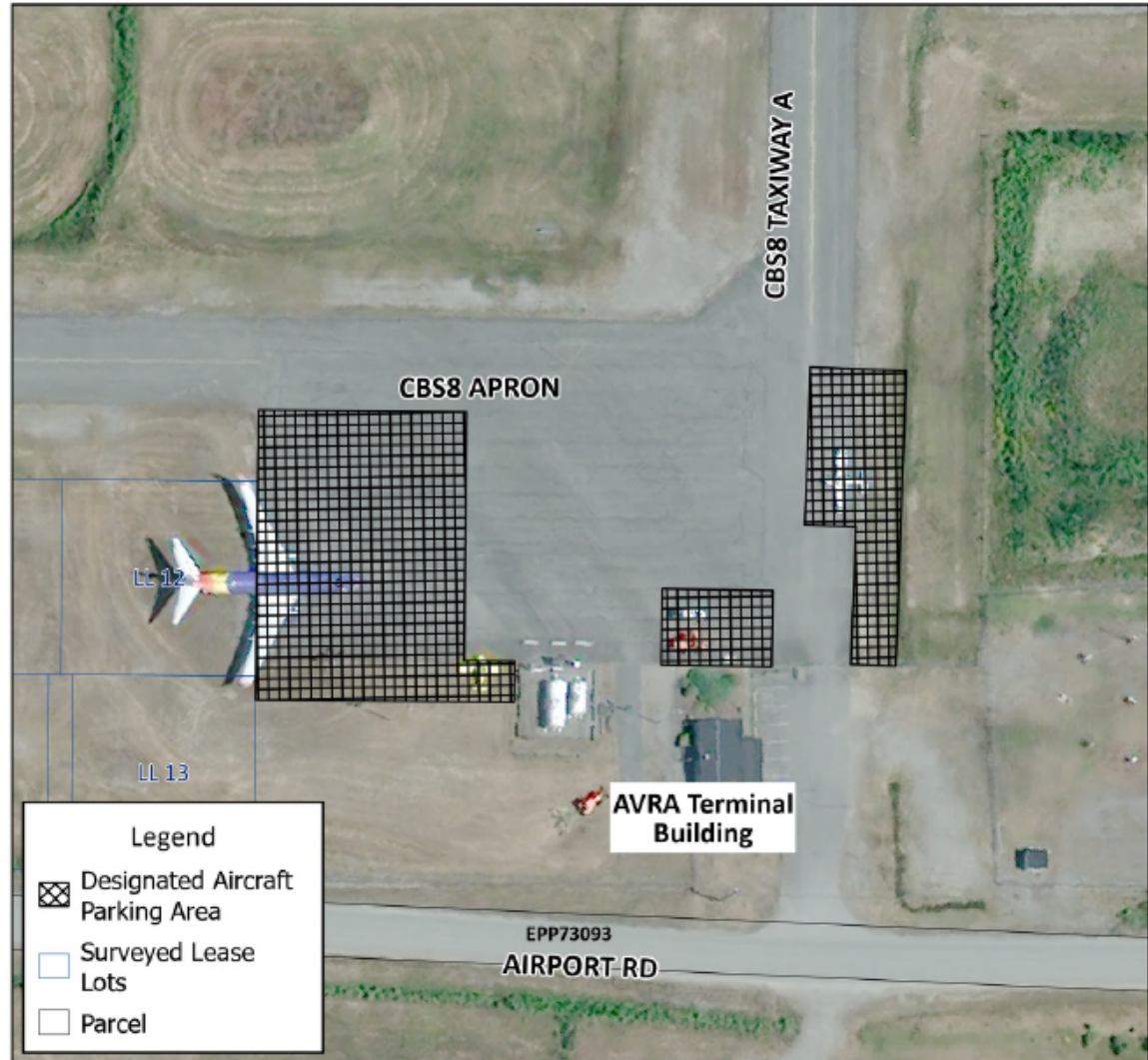
- a. A yearly fee of \$0.25/m² per leaseholder, with minimum charge of \$300 per lease.
- b. A flat rate of \$300/year for registered non-profits as well as agriculture and silviculture leases.

5. Lease Application Fees

- a. Preliminary Lease Application fee of \$500.
- b. Formal Lease Application fee of \$1,100.

Schedule 'B'

This schedule is attached to and forms part of the Alberni Valley Regional Airport Fees and Charges Amendment Bylaw No. R1035-2, 2026



Areas where aircraft parking is permitted at Alberni Valley Regional Airport



To: Alberni Valley Regional Airport Advisory Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: July 16, 2026

Subject: Preliminary Lease Application - 2026-001 2515450 Alberta Ltd.

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2026-001 from 2515450 Alberta Ltd. and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 40-year lease.

Desired Outcome:

To support aviation-related development at the Alberni Valley Regional Airport (AVRA) through a long-term lease that would increase lease revenue and use of airport lands for aviation purposes.

Background:

A preliminary lease application has been submitted for Phase 1 development lands at the Alberni Valley Regional Airport. The application proposes T-hangars on Lot 1 and an open span hangar and flight school on Lot 2 under a proposed 40-year lease term. The proposed development would expand hangar capacity and flight training opportunities at AVRA and support the continued use of airport lands for aviation-related purposes.

Staff support the proposed 40-year lease term as the application involves permanent infrastructure and substantial private investment. In these circumstances, a longer lease term is appropriate to support the proposed development and contribute to long-term lease revenue and airport activity.

If approved by the Committee, staff will work with the proponent to develop a finalized concept for their lease application prior to seeking final approval from the Board.

Time Requirements – Staff & Elected Officials:

An estimate of 80 hours of staff time will be required to complete the steps necessary to establish the lease, including processing the final application, preparing mapping, drafting the lease, coordinating internal review and preparing the recommendation report for Board consideration.

Financial:

The current market rate for 2026 for sites under one acre is \$0.38 per square foot.

Based on tentative lease lot estimates, Lot 1 is approximately 20,000 square feet, and Lot 2 is approximately 25,000 square feet. Based on these estimates, Lot 1 would generate approximately \$7,600 in annual lease revenue. Lot 2 would generate approximately \$9,500 in annual lease revenue. Combined, the two lots would generate approximately \$17,100 in annual lease revenue. These figures are estimates only and are subject to change pending confirmation of the final lease lot sizes.

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 supported, 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 Delegation Bylaw.

Options Considered:

1. Do not approve the application.
2. Approve the application for a shorter lease term.
3. Defer the application for future consideration.

Report Approval Details

Document Title:	RFD - Preliminary Lease Application - 2026-001 2515450 Alberta Ltd..docx
Attachments:	
Final Approval Date:	July 09, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn, General Manager of Administrative Services

Heather Zenner, MA, Manager of Administrative Services

Cynthia Dick, General Manager of Administrative Services



To: Alberni Valley Regional Airport Advisory Committee

From: Mark Fortune

Meeting Date: July 16, 2026

Subject: Alberni Valley Regional Airport Quarterly Update

Purpose:

This quarterly update report is intended to provide an overview of progress on key projects and upcoming initiatives as part of our regular communications to the Committee and broader audience.

Summary:

Obstacle Limitation Surface (OLS) Clearing Project – All protrusions within the OLS have been addressed. Loads of wood were provided to both the Tseshaht and Hupacasath Nations, with all other merchantable timber hauled locally for milling. A confirmation survey was completed in May. New penetrations were encountered within the abandoned Christmas tree farm to the east, and additional penetrations were observed in second-growth vegetation adjacent to the watercourses to the west.

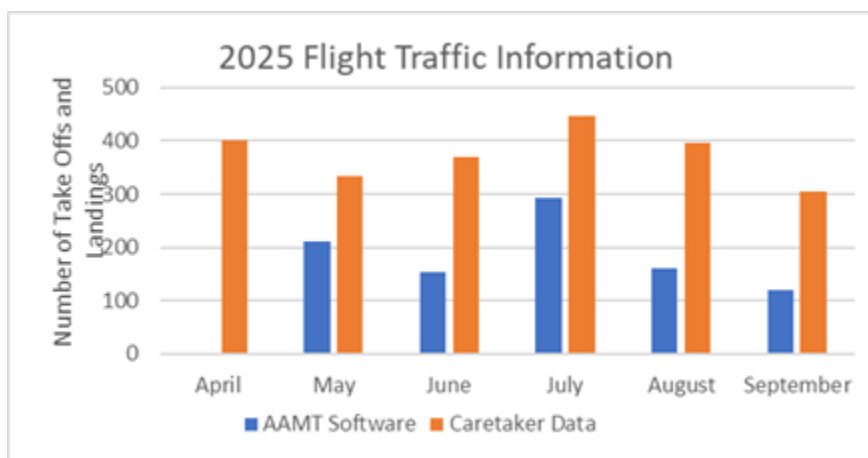
A topping program will be initiated after the bird nesting window in September. Once the surfaces have been resurveyed and confirmed clear of obstacles, an attestation will be submitted to Nav Canada. Following Nav Canada approval, the new Instrument Approach Procedures (IAP) will be approved and published.

Transport Canada AWOS Certification – Transport Canada is currently reviewing the AVRA AWOS for certification. A site visit is anticipated in late July or early August to coincide with the annual maintenance program. Once a certified altimeter source is available at the airfield, instrument approach limits can be lowered. This will be undertaken in conjunction with OLS attestation confirming the runway is clear of penetrations.

AVRA Fuel System Update – The legacy fuel dispenser at AVRA has failed, rendering the pumps unserviceable. Our contractor, Western Oil Services, has been able to locate replacement electrical boards, and staff are hopeful the system will be operational by August. Both fuel tanks have been inspected and found to be serviceable. A new fuel distribution system for both Avgas and Jet A will be pursued through future grant opportunities beginning in 2027.

Aircraft Movement Tracking – A trial of the Alfa Airport Movement Tracker (AAMT) system was undertaken beginning in May 2025 to collect improved flight-tracking data. Results from the trial

indicated that more than 56% of aircraft operating from the aerodrome were not captured, as shown in the graph below.



The AAMT system can only collect movements from transponder-equipped aircraft, whereas the majority of aircraft operating at AVRA are not transponder equipped. Due to the cost and low percentage of aircraft tracked, staff have not proceeded with implementing the system for aircraft tracking and billing purposes. Staff will continue to operate the AAMT logger in 2026 at no cost and will also continue to utilize aircraft movement statistics gathered by the airport caretaker.

Flying Club Open House – The Alberni Flying Club hosted an Open House in 2022 and had hoped to replicate the event in 2026. Unfortunately, due to limited member availability, this summer’s event did not proceed as planned.

New Mandatory Radio Frequency – Transport Canada has determined that the existing Aerodrome Traffic Frequency (ATF) at AVRA of 123.00 must be changed due to conflicts with neighboring airports. There is a limited bandwidth within the ATF frequency allocation, and a request for a Mandatory Frequency (MF) has been submitted.

Effective April 16, Innovation, Science and Economic Development Canada (ISED) assigned a new MF frequency of 122.875 for the CBS8/AVRA airport. Transport Canada will coordinate the frequency change with Nav Canada. The current ATF will remain in effect until an Aeronautical Information Publication (AIP) supplement is published outlining the change. The transition from ATF to MF is tentatively scheduled for the September 3, 2026, publication of the Canadian Flight Supplement.

Equipment Shelter – This project was resubmitted for 2026 BCAAP funding. Staff have received verbal notice that the application was unsuccessful. Staff will prepare a report outlining options to move the project forward, including alternative storage solutions and other potential funding sources should grant funding continue to be unavailable.

General Operations – Proposed summer projects for AVRA include:

- Vegetation management, runway and taxiway strip mowing
- Fenceline maintenance, including fence post replacement
- Crack sealing

- Runway paint marking renewal
- Fuel system evaluation
- Clear affected watercourses of beaver activity

Caretaker Succession – Our current caretaker is looking to transition into retirement, and staff will be issuing a request for expressions of interest for a new individual or couple to be mentored by our current caretakers. Committee members are encouraged to share this opportunity as attached. Staff are seeking someone with a passion for aviation who is a jack-of-all-trades and can serve as a positive ambassador for the Regional District. The successful candidate would be provided with a trailer pad at the airport.

Report Approval Details

Document Title:	RFI - AVRA Quarterly Update.docx
Attachments:	Advertisement for Caretaker EOI updated.pdf
Final Approval Date:	July 09, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn, General Manager of Community Services

Heather Zenner, MA, Manager of Administrative Services

Cynthia Dick, General Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Request for Expressions of Interest

Alberni-Clayoquot Regional District Airport Caretake Services

The Alberni-Clayoquot Regional District is seeking Expressions of Interest for a unique work-trade opportunity as the on-site Airport Caretaker at the Alberni Valley Regional Airport near Port Alberni, BC, beginning summer 2026. This role is ideal for someone who loves aviation, enjoys independent work, and is excited by the chance to live right at the airfield. In exchange for caretaking services, the successful candidate will receive a fully serviced RV/trailer pad **plus a monthly stipend**, along with hands-on training from the current caretakers throughout the transition period.

As the Airport Caretaker, you'll help keep this vibrant regional airport running smoothly while supporting operational needs alongside ACRD staff. If you're dependable, self-motivated, physically capable, and ready to become part of a welcoming aviation community in a beautiful setting, we invite you to submit your Expression of Interest.

RFEI Closing: August 11, 2026

For more information, visit <https://www.acrd.bc.ca/bidopportunities>.