



## Alberni Valley Regional Airport Advisory Committee Meeting

Thursday, May 7, 2026

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

10:00 am

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/7-5-2026/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_Mm3GO6OyT4OImIXJCqnsHW](https://acrd-bc-ca.zoom.us/webinar/register/WN_Mm3GO6OyT4OImIXJCqnsHW)

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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 and on Zoom.

2. **APPROVAL OF AGENDA**

*(motion to approve, including late items)*

3. **DECLARATIONS**

*(conflict of interest)*

4. **INVITED PRESENTATIONS**

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

6. **ADOPTION OF MINUTES**

- a. **Alberni Valley Regional Airport Advisory Committee Meeting –  
January 15, 2026**

4-8

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on January 15, 2026 be adopted.*

**7. PUBLIC INPUT PERIOD**

*(15 minutes total. 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. REQUEST FOR DECISION**

**9-11**

Lease Renewals — Ken Schuurman and Craigs Enterprises

*THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Ken Schuurman at 7476 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.*

*THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Craigs Enterprises at 7462 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.*

*THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Craigs Enterprises at 7468 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.*

**11. REPORTS**

**11.1 STAFF REPORTS**

a. Alberni Valley Regional Airport at a Glance — May 2026

**12-13**

b. AVRA Quarterly Update

**14-15**

*THAT the Alberni Valley Regional Airport Advisory Committee receives the Staff Reports a-b.*

**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 minutes total. 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 attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).*

**14. ADJOURN**

**Next Meeting:**

**Thursday, July 16, 2026, 10:00am  
Regional District Board Room & Zoom**



# 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

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### 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 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

## **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](mailto:responses@acrd.bc.ca).

## **11. ADJOURN**

*MOVED: P. Cote*

*SECONDED: T. Verbrugge*

*THAT the meeting be adjourned at 11:05 am.*

**CARRIED**

Certified Correct:

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Mike Ruttan,  
Chairperson

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Lyndsey Page,  
Community Services Coordinator



**To:** Alberni Valley Regional Airport Advisory Committee  
**From:** Lyndsey Page, Community Services Coordinator  
**Meeting Date:** May 7, 2026  
**Subject:** Lease Renewals – Ken Schuurman and Craigs Enterprises

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**Recommendation:**

***THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Ken Schuurman at 7476 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.***

***THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Craigs Enterprises at 7462 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.***

***THAT the Alberni Valley Regional Airport Advisory Committee supports the lease renewal application for Craigs Enterprises at 7468 Airport Road and recommends that the Alberni-Clayoquot Regional District Board of Directors consider approval of a 10-year lease renewal.***

**Desired Outcome:**

To support continued aviation-related use of airport lands at the Alberni Valley Regional Airport (AVRA) through renewal of existing lease agreements and ongoing lease revenue.

**Background:**

Ken Schuurman and Craigs Enterprises, both existing tenants in good standing at the Alberni Valley Regional Airport, are seeking renewal of their leases for 10-year terms. Ken Schuurman has operated at AVRA since 2020 and leases an aircraft hangar. Craigs Enterprises has operated at AVRA since 2015 and holds two separate leases, one for an aircraft hangar and maintenance facility at 7462 Airport Road and one for an aircraft hangar at 7468 Airport Road.

The proposed renewals would allow these existing aviation-related uses to continue at AVRA and support the ongoing use of airport lands for aviation purposes. Staff support the requested lease terms as the tenants have established operations at the airport and have a positive history of tenancy with the ACRD.

Longer lease terms also reduce the frequency of renewal processing and provide administrative efficiencies by limiting the need for repeated staff review and Board consideration over shorter intervals. For these reasons, staff support the requested 10-year lease renewals.

**Time Requirements – Staff & Elected Officials:**

An estimate of 7 hours of staff time per lease will be required to complete the steps necessary to renew the leases, including updating lease documents, coordinating internal review and preparing the recommendation report for Board consideration.

**Financial**

The current market rate for AVRA in 2026 is \$0.38 per square foot for sites under one acre. Craigs Enterprises leases at 7462 Airport Road and 7468 Airport Road are each approximately 21,119 square feet generating an estimated \$16,050 in total annual revenue. Ken Schuurman's lease at 7476 Airport Road is approximately 10,559 square feet and is also subject to the rate for sites under one acre. This lease would generate an estimated \$4,013 in annual revenue.

**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](http://www.acrd.bc.ca). The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

**Options Considered:**

1. Not support approval of the applications.
2. Recommend approval of the applications for a shorter lease term.
3. Defer the applications for future consideration.

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

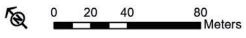
Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



2025 Leased Lots

- |             |             |
|-------------|-------------|
| LS-A2011001 | LS-A2025002 |
| LS-A2021001 | LS-A2025003 |
| LS-A2023001 | LS-A2025004 |
| LS-A2024002 | LS-A2025005 |
| LS-A2024003 | LS-A2025006 |
| LS-A2024004 | LS-A2025007 |



Prepared Dec 2025, ACRD  
Sources: ACRD, ESRI, PMBC



This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only.

# Alberni Valley Regional Airport

## At a Glance

May 2026

### Introduction

Opening in 1993, the Alberni Valley Regional Airport (AVRA) serves Port Alberni and the surrounding area. It is an important part of our vibrant, growing community.

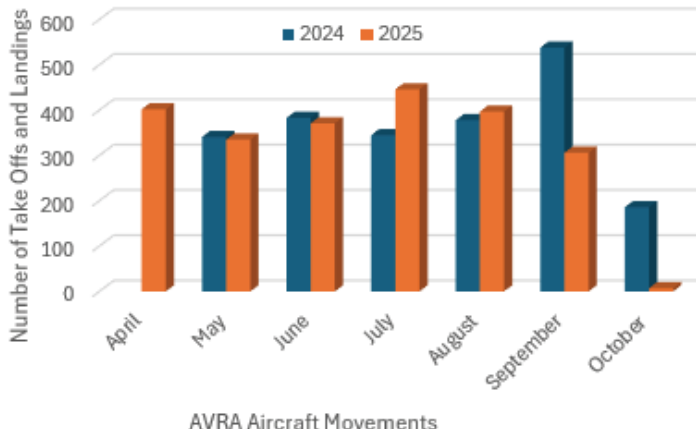
### Economic Benefit and Supporting Key Industry in the Valley

The largest tenant, Coulson Air, employs over 180 full-time positions, including aviation engineers and technicians supporting a global aerial firefighting business. This employment contributes significantly to the economic base of the community with over \$24 million in annual payroll and an estimated \$3.8 million spent with local suppliers.

The Ministry of Forests' Thunderbird Crew, based at the Alberni Valley Regional Airport, is a highly skilled team of more than 20 full-time seasonal wildland firefighters who specialize in ground-based firefighting across Vancouver Island and beyond. The crew is made up of people from all over the province, as well as Alberni Valley residents, including members from the Tseshaht and Hupacasath Nations.

BC Wildfire Service has received approval to expand their operations to include an adjacent non-airside lot to support future expansion of the Port Alberni Fire Base, including space for crew uplifts, Head Quarters and Fire Centre employees, training space, and needed facility improvements. This expansion will strengthen local wildfire response capacity, helping ensure faster, more effective protection for nearby communities, First Nations, and regional partners.

### 2025 Takeoffs & Landings



as observed by the airport caretaker **12**

### Users

Below is a list of some of AVRA's current users:

- Alberni Valley Community Forest Corporation
- Alberni Valley Flying Club
- Alberni Valley Soaring Association
- BC Ambulance Service Air Ambulance
- Canadian Coast Guard
- Coulson Aviation
- Department of National Defence Military Training
- Helijet
- Vancouver Island Soaring Centre
- Private and commercial aircraft



A VIP Search and Rescue exercise held at CBS8 / AVRA on July 7, 2025





## Key Projects

### Completed Projects in 2025

- Tree Clearing for Obstacle Limitation Surfaces (OLS)
- Perimeter Fence Upgrades along Northwest Industrial Road
- Automated Weather Observing System Maintenance
- Flight Tracking Software Trial
- High Speed Fibre Optic Upgrades completed

### Underway and Upcoming Projects

- Expansion Area - Phase 1 for future development and additional leases
- Investigate replacement of legacy fuel dispensers
- Certify the Automated Weather Observing System improving GPS limits
- Lowering the Instrument Approach Procedures and publishing with Nav Canada
- Equipment Shelter Construction (pending grant award)
- Crack sealing of the runway

## Field Electrical Centre

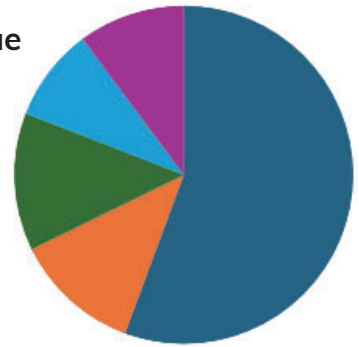


An inside and outside look at the Field Electrical Centre (FEC) located at AVRA.

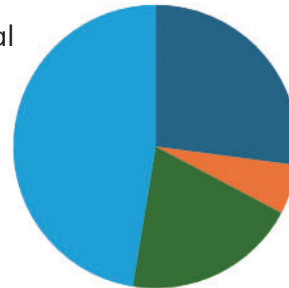
## Financial Stats

### 2025 Actual Revenue

- Taxes - 56 %
- Surplus - 12 %
- Leases and Fees - 13%
- Fuel - 9%
- Interest - 10%



### 2026 Expenses Budget



- Operations - 27%
- Fuel - 6%
- Debt Repayment - 20%
- Contribution to Capital - 47%

## Importance of AVRA

- The Region provides a 5,000-foot runway and more than 2,500 feet of taxiways and aprons.
- The airport is critical to the local economy and future growth of the region.
- AVRA currently has leased out all available air-side lease lots - 19 in total.

	2021-2025	2024-2025
Taxes	↓ 9%	↓ 2%
Lease Revenues	↑ 114%	↑ 15%

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**To:** Alberni Valley Regional Airport Advisory Committee

**From:** Mark Fortune

**Meeting Date:** May 7, 2026

**Subject:** AVRA Quarterly Update

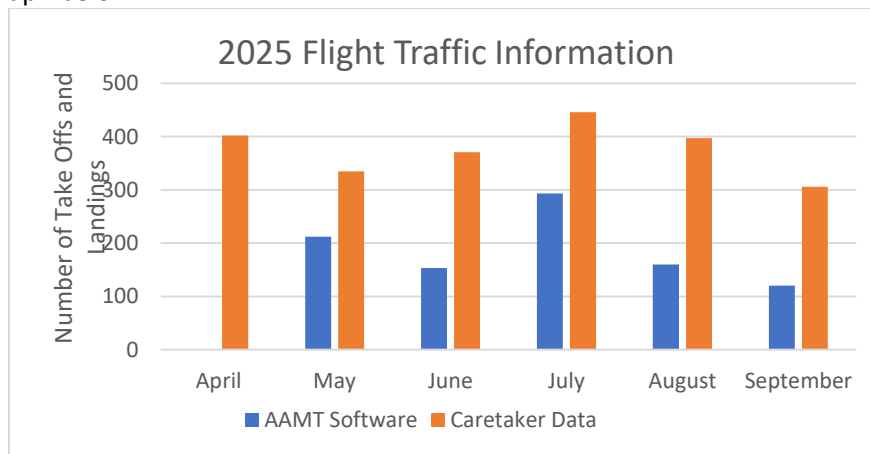
**Purpose:**

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 removed. Loads of wood have been provided to both the Tseshaht and Hupacasath Nations with all other merchantable timber hauled for milling locally. The confirmation survey is planned for mid-May. Once the surfaces are resurveyed and clear of obstacles, an attestation to Nav Canada will be made. Once Nav Canada approval is obtained, the new Instrument Approach Procedures (IAP) will be approved and published.

**Aircraft Movement Tracking** – A trial of the Alfa Airport Movement Tracker (AAMT) System was undertaken beginning in May 2025 in an attempt to collect improved flight tracking data. The results from the trial showed that over 56% of aircraft operating from the aerodrome were not captured, as shown in the graph below.



The AAMT system can only collect transponder equipped aircraft movements, whereas the majority of aircraft movements at AVRA are non-transponder equipped. Due to the cost and low percentage of

targets tracked, staff have not proceeded with implementing this offering for a tracking / billing system for AVRA. We will continue to track aircraft with the AAMT logger in 2026. There will be no cost for this service. We will also continue to utilize movement stats gathered by the airport caretaker.

**Flying Club Open House** – The Alberni Flying Club hosted an Open House in 2022 and had hoped to replicate this event in 2026. Unfortunately, due to lack of member availability, this summer’s event is now planned to be a low-key fly-in affair. The event is planned for June 20, 2026, but will not be advertised publicly.

**New Mandatory Radio Frequency** – Transport Canada has determined that the existing radio Aerodrome Traffic Frequency (ATF) at AVRA of 123.00 must be changed due to conflicts with neighboring airports. There is a limited band width within the ATF frequency allocation, so the request for a Mandatory Frequency (MF) has been made. Effective April 16<sup>th</sup>, Innovation Science and Economic Development (ISED) has provided a new MF frequency for the CBS8 / AVRA airport of 122.875. Transport Canada will coordinate the frequency change with Nav Canada. The current ATF will stay in force until an Aeronautical Information Publication (AIP) supplement will be published with the full frequency change details. The current change from ATF to MF is tentatively scheduled for the September 3, 2026, Canadian Flight Supplement publication date.

**Equipment Shelter** – This project was resubmitted for 2026 BCAAP funding. Staff have been given verbal notice that our project was not successful again during this round. Staff will prepare a report on options to move forward including alternative storage solutions and other funding options assuming grant funding will not be made available for this project.

**General Operations** – Proposed summer projects for AVRA include the following:

- Vegetation management, runway and taxiway strip mowing
- Fenceline maintenance, including fence post replacement
- Crack sealing
- Runway paint marking renewal
- Fuel system evaluation

**Caretaker Succession** – Our current caretaker is looking to transition into retirement, and we will be issuing a request for expression of interest for a new individual or couple to be mentored by our current caretakers and encourage the committee members to share this opportunity. We will be looking for someone who has a passion for aviation, is a jack of all trades and will be a good ambassador for the Regional District. The successful candidate would be provided with a trailer pad at the airport.

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