



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 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.

11. ADJOURN

MOVED: P. Cote

SECONDED: T. Verbrugge

THAT the meeting be adjourned at 11:05 am.

CARRIED

Certified Correct:

Mike Ruttan

Mike Ruttan,
Chairperson

Lyndsey Page

Lyndsey Page,
Community Services Coordinator