



Alberni-Clayoquot Regional District

ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING THURSDAY, JANUARY 16, 2020, 1:30PM

Alberni Valley Regional Airport – Terminal Building – 188 Airport Rd. Port Alberni BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
2. <u>ELECTION OF CHAIRPERSON FOR 2020</u>	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
4. <u>MINUTES</u>	
a. Alberni Valley Regional Airport Advisory Committee Meeting -September 19, 2019.	3-4
<i>THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on September 19, 2019 be received.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
a. Pat Deakin, Economic Development Officer – City of Port Alberni – Presentation regarding AVRA Economic Development	
6. <u>REQUEST FOR DECISIONS</u>	
a. Request for Decision Review – Alberni Valley Regional Airport Advisory Committee Terms of Reference	5-8
<i>THAT the Alberni Valley Regional Airport Advisory Committee review and reconfirm their Terms of Reference for 2020.</i>	
b. Request for Decision 2020 Budget Item Request for Creation of AVRA Visionary Plan	9-10
<i>THAT the Alberni Valley Regional Advisory Committee recommends to the ACRD Board of Directors that a budget of \$10,000 be included in the 2020 Financial Plan discussion for the creation of a long-term vision for the Alberni Valley Regional Airport.</i>	

7. **UNFINISHED BUSINESS**

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

9. **NEXT MEETING DATE**

The next meeting of the AVRA Advisory Committee is scheduled for March 19, 2020 at 1:30 pm at the Alberni Valley Regional Airport – Terminal Building – 188 Airport Rd., Port Alberni, BC.

10. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, SEPTEMBER 19, 2019, 1:30PM

Alberni Valley Regional Airport – Terminal Building – 188 Airport Rd. Port Alberni BC

DIRECTORS

Cindy Solda, Chair, City of Port Alberni

PRESENT:

Penny Cote, Director, Electoral Area “D” (Sproat Lake)

Bob Kanngiesser, Member at Large, Alberni Valley

Mike Ruttan, Member at Large, Alberni Valley

Shelley Chrest, Alberni Port Authority

Dan Savard, Alberni Valley Chamber of Commerce

REGRETS:

Richard Watts, Councillor, Tseshaht First Nation

Steven Tatoosh, Chief Councillor, Hupacasath First Nation

Michael Hoff, Member at Large, Electoral Area “D” (Sproat Lake)

STAFF PRESENT:

Rob Williams, General Manager of Environmental Services

Mark Fortune, Airport Superintendant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:49PM.

The Chairperson recognized the meeting today is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: S. Crest

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Minutes – March 26, 2019**

MOVED: M. Ruttan

SECONDED: P. Cote

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on March 26, 2019 be adopted.

CARRIED

4. REPORTS

- a. Alberni Valley Regional Airport - 2018 Board Orientation Presentation
- b. Alberni Valley Regional Airport - Expansion Updates

*MOVED: S. Crest
SECONDED: D. Savard*

THAT the Alberni Valley Regional Airport Advisory Committee receives the Alberni-Valley Regional Airport (AVRA)- 2018 Board Orientation Presentation and the AVRA Expansion Update Report(s) for September 19, 2019.

- c. Alberni Valley Regional Airport Tour

5. NEW BUSINESS

- a. **Alberni Valley Drag Races – Verbal Update**
- b. **Meeting Dates**
- c. **Scheduling of Meetings to be every 3rd Thursday of every second month beginning in November.**

6. ADJOURN

*MOVED: S. Crest
SECONDED: C. Solda*

THAT the meeting be adjourned at 2:03PM.

CARRIED

Certified Correct:

Cindy Solda,
Chairperson

Wendy Thomson,
Manager of Administrative Services



REQUEST FOR DECISION

To: Alberni Valley Regional Airport Advisory Committee
From: Wendy Thomson, General Manager of Administrative Services
Meeting Date: January 16, 2020

Subject: **Review – Alberni Valley Regional Airport Advisory Committee Terms of Reference**

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee review and reconfirm their Terms of Reference for 2020.

Desired Outcome:

To review and approve the Terms of Reference for the Alberni Valley Regional Airport Advisory Committee for 2020.

Background:

The Alberni Valley Regional Airport Advisory Committee is a standing committee of the Alberni-Clayoquot Regional District. The Committee reviews, reports and advises the Alberni Valley and Bamfield Services Committee on matters concerning the long term development of the Airport - Terms of Reference attached.

At the first Committee meeting each year, Committee members review their terms of reference and consider any amendments that they may wish to recommend to the Board. If there are recommended amendments to the Alberni Valley Regional Airport Advisory Committee Terms of Reference for 2020, ACRD Board approval will be required.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Options Considered

If there are any amendments to the Terms of Reference, the Committee would need to pass a recommendation to forward the amended Alberni Valley Regional Airport Advisory Committee Terms of Reference for approval by the ACRD Board of Directors.

Submitted by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

Approved by: Douglas Holmes
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley Regional Airport Advisory Committee

Introduction

The Alberni-Clayoquot Regional District has formed the Alberni Valley Regional Airport Advisory Committee to facilitate participation from local government, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport.

The Airport Advisory Committee is a standing committee of the ACRD and reports directly to the Alberni Valley & Bamfield Services Committee.

Definitions

ACRD means the Alberni-Clayoquot Regional District.

Airport means the Alberni Valley Regional Airport.

AVBSC means the Alberni Valley & Bamfield Services Committee, a standing committee of the ACRD with representation from the City of Port Alberni, Uchucklesaht Tribe Government, Huu-ay-aht First Nation and Electoral Areas “A” (Bamfield), “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

Board means the Alberni-Clayoquot Regional District Board of Directors.

Committee means the Alberni Valley Regional Airport Advisory Committee.

Objective

The Committee reviews, reports and advises the AVBSC on matters concerning the long term development of the Airport.

Scope of Work

To achieve this objective, the Committee will review and advise on the following:

- a. Promoting and marketing the Airport
- b. Encouraging the development of improved air services to the region

- c. Review and make recommendations on identified Airport matters as requested by the AVBSC
- d. Gather and provide community input with respect to Airport plans and activities impacting the community
- e. Review and provide input on issues impacting the Airport and Airport lands
- f. Advise on matters relating to Airport services such as; development planning, economic development, operations, maintenance and safety.

Membership

In order to provide representation from all areas served by the Airport, as well as business and community interests, membership of the Committee is as follows:

- a. One (1) member nominated from the Tseshaht First Nation
- b. One (1) member nominated from the Hupacasath First Nation
- c. One (1) member nominated from the Alberni Valley Chamber of Commerce
- d. One (1) member nominated from the Port Alberni Port Authority
- e. Two (2) members at-large representing the business community in the Alberni Valley nominated by the AVBSC
- f. One (1) ACRD Director from the City of Port Alberni nominated by the AVBSC
- g. One (1) ACRD Director from the Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek) nominated by the AVBSC.
- h. One (1) Member at Large representing electoral area "D" (Sproat Lake)

Appointment and Term

Upon recommendation from the AVBSC, members shall be appointed by the ACRD Board of Directors for a two-year term.

Upon recommendation of the AVBSC, the ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Upon recommendation from the AVBSC, Members may stand for re-appointment by the ACRD Board at the conclusion of their term.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the AVBSC and approved by the ACRD Board of Directors.

Chair

The Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

Meeting Procedures

The meetings of the Committee shall be called by the Committee Chairperson and shall be held quarterly on the day and time agreed to by the Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the ACRD Board.

Meetings of the Committee shall be conducted and held in accordance with the ACRD's Procedures Bylaw.

ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the AVBSC.

The Committee will provide a status report to the AVBSC following each meeting.

The AVBSC will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

Approved by the AVBSC:	September 20, 2018
Approved by the ACRD Board:	September 26, 2018
Revised by the Board	December 12, 2018



REQUEST FOR DECISION

To: Alberni Valley Regional Airport Advisory Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: January 16, 2020
Subject: 2020 Budget Item for the Creation of an AVRA Vision

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee recommends to the ACRD Board of Directors that a budget item of \$10,000 be included in the 2020 Financial Plan discussion for the creation of a long-term vision for the Alberni Valley Regional Airport.

Desired Outcome:

That a long-term vision be created for the Alberni Valley Regional Airport.

Background:

The ACRD was successful with an Alternate Approval Process in the summer of 2015 for the borrowing of \$6 million dollars for a major capital improvement to the Alberni Valley Regional Airport that included expansion of the runway, enhanced lighting and a GPS approach system. Extensive removal of identified aviation obstacles was required in order to fully utilize the functionality of the new lighting and GPS approach system. Obstacle removal has included topping and removal of trees within the runway approach, as well as lowering of the Northwest Industrial Road. An operational procedure has also been established for the Nahmint Forest Service Road to prevent aviation obstacle issues with road traffic. Further, the ACRD has requested to the Province that this procedure remain in-place indefinitely until grant funds may be accessed to permanently lower the road. As alternative, there is another nearby forest service road just east of the Nahmind Forest Service Road that forest users could take instead that has open access.

The airport expansion project is nearing completion with the runway construction complete, new lighting installed, GPS system designed, and a majority of the obstacles cleared with only a small amount of tree topping remaining. Upon final removal of approach obstacles, the ACRD will be able to activate the precision lighting system which will provide vertical guidance to the runway and then test and register the GPS approach with NAV Canada. It is anticipated that the precision lighting will be activated Spring 2020 and the GPS system registered and operational by Fall 2020.

The ACRD Board of Directors formed the Alberni Valley Regional Airport Advisory Committee to facilitate input from local government, business and community interests within the Alberni Valley on matters associated with the development of the Alberni Valley Regional Airport. This is also as a result of the significant capital investment made with respect to the runway expansion, lighting upgrade and GPS approach. A focus of the newly formed committee will be helping the ACRD Board create a long-term vision for the airport. This is necessary considering the various possible directions the airport could be marketed and utilized.

ACRD staff are recommending that the ACRD Board of Directors budget \$10,000 for the creation of a long-term vision for the Alberni Valley Regional Airport. The funds would be used to hire a local consultant to facilitate a workshop

style idea gathering session and then draft a plan for the Board's approval. ACRD staff and the consultant would work closely with the Alberni Valley Regional Airport Advisory Committee through this process.

Time Requirements – Staff & Elected Officials:

This will require several days of staff time and multiple hours by the Advisory Committee.

Financial:

It is recommended that \$10,000 be added to the 2020 AVRA budget to complete this work. This is an estimate and the actual costs to complete this plan may be higher at which point the project could be phased over time.

Policy or Legislation:

None at this time.

Options Considered:

Not proceed with the recommendation, however this is not advisable considering the strong need for a long-term vision for the AVRA with respect to the recent major capital investment and in order to help guide the future of the Alberni Valley airport service.



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer