



Alberni-Clayoquot Regional District

ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

THURSDAY, JULY 23, 2020, 2:00 PM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing

AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **MINUTES**

- a. **Alberni Valley Regional Airport Advisory Committee Meeting – May 21, 2020.**

3-5

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on May 21, 2020 be received.

4. **IN-CAMERA**

Motion to close the meeting to the public as per the Community Charter, section(s):

- a. 90 (2) (b) "The consideration of information received and held in confidence relating to negotiations between the Regional District and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party";
- b. 90 (1) (i) "The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose".

5. **REQUEST FOR DECISIONS**

- a. **Request for Decision**
Criteria for Consultant for Vision Exercise

6-7

THAT the AVRA Advisory Committee confirm the scope of work for procurement of consulting services for the creation of an AVRA Vision for recommendation to Board of Directors of the ACRD.

6. **REPORTS**

7. **UNFINISHED BUSINESS**

8. **LATE BUSINESS**

(requires 2/3 majority vote)

9. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

10. **NEXT MEETING DATE**

The next meeting of the AVRA Advisory Committee is scheduled for Thursday September 24th, 2020 at 1:30 pm via Zoom.

11. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, May 21, 2020, 1:30PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

Mike Ruttan, Chairperson, Member at Large, Alberni Valley

PRESENT:

Debbie Haggard, ACRD Director, Councillor, City of Port Alberni

Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government

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

Bob Kanngiesser, Member at Large, Alberni Valley

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

Shelley Crest, Port Alberni Port Authority

REGRETS:

Richard Watts, Councillor, Tseshaht First Nation

Steven Tatoosh, Chief Councillor, Hupacasath First Nation

STAFF PRESENT:

Rob Williams, General Manager of Environmental Services

Mark Fortune, Airport Superintendent

Wendy Thomson, General Manager of Administrative Services

Brenda Sauve, Environmental Services Coordinator

1. CALL TO ORDER

The General Manager of Administrative Services called the meeting to order at 1:30pm.

The General Manager of Administrative Services recognized the meeting today is being held throughout the Nuu-chah-nulth Territories.

2. ELECTION OF CHAIRPERSON FOR 2020

ELECTION OF CHAIRPERSON FOR 2020

The General Manager of Administrative Services conducted the election for Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2020.

The General Manager of Administrative Services requested nominations three times. Director Bob Kanngiesser nominated Director Mike Ruttan. No other nominations were requested. Member Mike Ruttan accepted the nomination.

The General Manager of Administrative Services declared Mike Ruttan Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2020.

3. APPROVAL OF AGENDA

MOVED: W. Cootes
SECONDED: D. Haggard

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. **Alberni Valley & Bamfield Services Committee Minutes – September 19, 2019.**

MOVED: P. Cote
SECONDED: S. Crest

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 19, 2019 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. REQUEST FOR DECISIONS & BYLAWS

a. **Request for Decision**
Amended Terms of Reference – Committee Membership

MOVED: B. Kanngiesser
SECONDED: S. Crest

THAT the Alberni Valley Regional Airport Advisory Committee receive the amended Terms of Reference as presented for the Committee.

THAT the Alberni Valley Regional Airport Advisory Committee change the frequency of meetings for the remainder of 2020 to meeting on the 3rd Thursday of every second month.

CARRIED

b. **Request for Decision**
Cascadia Air Support Letter Request

MOVED: B. Kanngiesser
SECONDED: P. Cote

THAT the Alberni Valley Regional Airport Advisory Committee recommends that the ACRD Board of Directors direct staff to respond to Cascadia Air outlining current air traffic

authorizations at the AVRA and that staff invite Cascadia Air to be a delegate at the next Alberni Valley Regional Airport Advisory Committee meeting on July 23rd, 2020.

CARRIED

7. UNFINISHED BUSINESS

- a. **Information Report – Alberni Valley Regional Airport Land Transfer and Runway Expansion Timelines – May 2020 (R. Williams)**
- b. **Information Report –Verbal- Upcoming activities at the AVRA– May 2020 (M. Fortune)**
- c. **Information Report – 2020 Budget Item Request for Creation of AVRA Visionary Plan.**

MOVED: P. Cote
SECONDED: D. Haggard

THAT the Alberni Valley Regional Airport Advisory Committee receive reports a to c.

CARRIED

8. UNFINISHED BUSINESS

9. LATE BUSINESS

10. NEXT MEETING DATE

The next meeting of the AVRA Advisory Committee is scheduled for Thursday July 23, 2020 at 2:00 pm via Zoom.

11. ADJOURN

MOVED: P. Cote
SECONDED: W. Cootes

THAT the meeting be adjourned at 2:37PM

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

REQUEST FOR DECISION

To: Alberni Valley Regional Airport Advisory Committee

From: Douglas Holmes, Chief Administrative Officer

Meeting Date: July 23, 2020

Subject: **Criteria for Consultant for Vision Exercise**

Recommendation:

THAT the AVRA Advisory Committee confirm the scope of work for procurement of consulting services for recommendation to Board of Directors of the ACRD.

Desired Outcome:

To secure the services of a consultant/facilitator to work with the AVRA Advisory Committee to create a vision for Board consideration.

Background:

The ACRD was successful in securing a grant of \$10,000 from the Rural Dividend Fund for the purpose of hiring a consultant to support the Committee's work to create a vision for the AVRA to recommend to the Board. The ACRD Board of Directors also confirmed an amount of \$10,000 funded by taxation in case the grant application was not successful. The Board's intention was to limit the amount spent on this endeavor to \$10,000.

Staff is looking for guidance from the Committee as to what elements of expertise and experience are most desirable for the Consultant. The following Scope of Work is provided for consideration and discussion by the committee:

- Consider the catchment area of the AVRA
- Evaluate 'competing' airports and aerodromes
- Evaluate existing tenants and enterprises and those 'in-stream' development
- Evaluate the amenities, permitted uses and those of the surrounding lands
- High level consideration of the economy of the Region including tourism
- Alternative travel choices
- Hypothetical passenger forecast

- Consideration of financial status of the AVRA (budget, debt, revenue sources)
- SWOT analysis of the AVRA
- Recommended best use(s) of the AVRA given all factors
- Implementation vision (including costs) for recommended best use(s) of the AVRA

For certainty, all information in possession of the ACRD in relation to the AVRA would be provided in the RFP as well as the use of the Committee in this exercise.

Time Requirements – Staff & Elected Officials:

Staff time to prepare procurement documents and evaluate responses.

Financial:

The Board has established a budget of \$10,000. funded by the Rural Dividend Fund.



Approved by: _____

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer