



## Alberni-Clayoquot Regional District

### Alberni Valley Regional Airport Advisory Committee Meeting Tuesday, July 13, 2021 @ 1:30 pm

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at:

<https://www.acrd.bc.ca/events/13-7-2021/>

**Public Attendance:** the public are welcome to attend the meeting via Zoom Webinar by registering at:  
[https://portalberni.zoom.us/webinar/register/WN\\_kmjXTHzyTJiS731J7SggCA](https://portalberni.zoom.us/webinar/register/WN_kmjXTHzyTJiS731J7SggCA)

#### AGENDA

	PAGE #
1. <b><u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <b><u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <b><u>MINUTES</u></b>	
a. <b>Alberni Valley Regional Airport Advisory Committee Meeting – March 23, 2021.</b>	3 - 5
<i>THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on March 23, 2021 be received.</i>	
4. <b><u>REQUESTS FOR DECISION</u></b>	
a. <b>REQUEST FOR DECISION</b> Short Term Implementation of Strategic Plan Items	6-7
<i>THAT the Alberni Valley Regional Airport (AVRA) Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve an amendment to the 2021 - 2025 Financial Plan supporting the short-term implementation plan of the AVRA strategic plan items.</i>	

- b. **REQUEST FOR DECISION**  
AVRA Bylaw Adoption – Parking Fees and Airport Maintenance Charges **8-11**

*THAT the AVRA Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve adoption of Bylaw R1035, Alberni Valley Regional Airport Fees & Charges Bylaw, 2021 to establish airport maintenance charges and parking fees at the Alberni Valley Regional Airport, effective September 1st, 2021.*

5. **REPORTS**

- a. **AVRA Lease Lot Expansion** **12-16**

*THAT the Alberni Valley Regional Airport Advisory Committee receives this report.*

6. **LATE BUSINESS**

7. **QUESTION PERIOD**

Questions/Comments from the public participating in the Zoom meeting.

Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) and will be read out at the meeting.

8. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

**HELD ON TUESDAY, MARCH 23, 2021, 1:30 PM**

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

---

### **MEMBERS**

Mike Ruttan, Chairperson, Member at Large, Alberni Valley

### **PRESENT:**

Ron Paulson, Councillor, City of Port Alberni

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

Natasha Marshall, Councillor, Tseshah First Nation

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

Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government

Shelley Crest, Port Alberni Port Authority

Dan Savard, AV Chamber of Commerce

### **REGRETS:**

Brandy Lauder, Councillor, Hupacasath First Nation

Bob Kanngiesser, Member at Large, Alberni Valley

### **GUESTS:**

Mark Duncan, AeroEdge Consulting Inc.

Andrew Cuthbert, Urban Systems Ltd.

Mike Hooper, TAK Consulting

Pat Deakin, Economic Development Officer, City of Port Alberni

### **STAFF PRESENT:**

Jenny Brunn, GM of Community Services

Mark Fortune, Airport Superintendent

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/23-3-2021/>

## **1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized the meeting this afternoon is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

## **2. APPROVAL OF AGENDA**

*MOVED: R. Paulson*

*SECONDED: S. Chrest*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. ADOPTION OF MINUTES**

- a. **Alberni Valley Regional Airport Advisory Committee Minutes – February 23, 2021**

*MOVED: W. Cootes*

*SECONDED: P. Cote*

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on February 23, 2021 be adopted.*

**CARRIED**

### **4. REPORTS**

- a. **Draft - Visioning and Strategic Plan for the Alberni Valley Regional Airport**

*MOVED: R. Paulson*

*SECONDED: S. Chrest*

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

**CARRIED**

- b. **AVRA Strategic Plan Final Report - led by consultants Mark Duncan and Andrew Cuthbert**

Consultants Mark Duncan and Andrew Cuthbert reviewed the draft Final Report with the Committee for discussion and input. The Committee provided suggestions to be included in the final report which will be incorporated into the Visioning and Strategic Plan. The Committee along with the Consultants will present the plan to the ACRD Board of Directors at an upcoming ACRD Board meeting.

*MOVED: D. Savard*

*SECONDED: S. Chrest*

*THAT the Alberni Valley Regional Airport Advisory Committee receive the final report.*

**CARRIED**

### **5. LATE BUSINESS**

**6. QUESTION PERIOD**

Questions/Comments from the public attending the meeting via Zoom webinar. The Executive Assistant advised there was one comment received from the public regarding AVRA Advisory committee membership.

**7. ADJOURN**

*MOVED: S. Chrest*

*SECONDED: P. Cote*

*THAT the meeting be adjourned at 2:30 pm.*

**CARRIED**

Certified Correct:

---

Mike Ruttan,  
Chairperson

---

Janice Hill  
Executive Assistant



## REQUEST FOR DECISION

**To:** AVRA Advisory Committee  
**From:** Jenny Brunn, General Manager of Community Services  
**Meeting Date:** July 13, 2021  
**Subject:** Short Term Implementation of Strategic Plan Items

### Recommendation:

***THAT the Alberni Valley Regional Airport (AVRA) Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve an amendment to the 2021 - 2025 financial plan supporting the short-term implementation plan of the AVRA strategic plan items.***

### Summary:

The recently adopted Alberni Valley Regional Airport (AVRA) Strategic Plan and Vision Report recommended a significant number of initiatives related to promotion and marketing, minor improvements, and planning for longer term and larger investment projects. Full implementation of all the initiatives will require resources and funding that will vary depending on the timeline expected for completion. Many of these initiatives require further information to develop options for consideration by the Advisory Committee. For the interim, staff have developed a short-term implementation plan to address some of the high impact/most easily achieved initiatives identified in the report as summarized below:

Action	Comments	Timeline	Cost	Project Lead
Expand Grass Landing Strip	Completed	Summer 2021	*	ACRD Staff
Lease Lot Expansion Plan	Completed	Summer 2021	\$10,000	ACRD Staff
Internet Line	Project has commenced	Fall 2021	\$35,000	ACRD Staff
Airport User Fees Establishment	Underway	Fall 2021	*	ACRD Staff
Road Entry Signage	Needs Champion/Sub-committee	Fall 2021	\$15,000	
Fuel limit increases	Requires Internet	January 2022	\$5,000	ACRD Staff
Lease Rates Review	Market Assessment to be completed	January 2022	\$7,500	ACRD Staff
Official Opening Celebration	Requires AWOS Certification/Champion	Summer 2022	\$1,500	
Long-term Lease Application Process	Staff have begun developing this process	Summer 2022	*	ACRD Staff
Terminal Signage/Information	Needs Champion/Sub-committee	Fall 2022	\$25,000	
Annual Airport Day	Requires a Champion/group to lead	Summer 2023	\$1,000	
Servicing Plan	Enlist consultant to complete	Fall 2023	\$30,000	ACRD Staff

\*costs to be incorporated into existing annual operating budget

Staff do not currently have time available to work on signage initiatives or opening ceremonies and on-going annual airport day events. However, funding can be made available to undertake these initiatives as detailed in the financial section below. Staff are looking for a champion or group to lead these projects that may consists of leaseholders or members of the Advisory Committee.

### Time Requirements – Staff & Elected Officials:

There will be significant staff time required to complete the above initiatives and support the Advisory Committee. Further time will be required to develop realistic and achievable implementation options for the remaining initiatives

identified in the AVRA strategic plan. Further review will determine if additional staff resources is required or if work can be completed with the use of qualified consultants, contractors, or volunteers to implement initiatives.

**Financial:**

In April of this year, the BC Ministry of Transportation and Infrastructure awarded \$180,000 to the Alberni Valley Regional Airport (AVRA) as part of a one-time grant relief program for regional airports throughout BC. This funding can be utilized to cover on-going operational costs at the airport and enables the ACRD to reallocate existing operational budgets towards work that was not previously in the financial plan. The total cost for the initiatives identified above is estimated at \$130,000, \$60,000 of which are scheduled for 2021. If the Advisory Committee supports the short-term implementation plan above, a financial plan amendment will be presented to the Board to incorporate the 2021 proposed projects and recently received grant funding. Staff will incorporate the future years projects into the 2022 financial plan for review by the advisory committee through the budget process this fall/winter.

**Strategic Plan Implications:**

The AVRA Vision and Strategic Plan aligns with the greater ACRD Strategic Plan by providing a number of initiatives that will support economic recovery and development as well as enhanced communications and engagement with the community.



Submitted by:

\_\_\_\_\_  
Jenny Brunn, GM Community Services



Approved by:

For: \_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** AVRA Advisory Committee

**From:** Mark Fortune, Airport Manager  
Jenny Brunn, General Manager of Community Services

**Meeting Date:** July 13, 2021

**Subject:** AVRA Bylaw Adoption – Parking Fees and Airport Maintenance Charges

---

**Recommendation:**

*THAT the AVRA Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve adoption of Bylaw R1035, Alberni Valley Regional Airport Fees & Charges Bylaw, 2021 to establish airport maintenance charges and parking fees at the Alberni Valley Regional Airport, effective September 1<sup>st</sup>, 2021.*

**Desired Outcome:**

To establish funding mechanisms to support infrastructure improvement projects at the Alberni Valley Regional Airport (AVRA), (CBS8).

**Summary:**

The recently adopted AVRA Vision and Strategic plan highlighted the need for increased revenues at the site. Current lease rates are suspected to be below market value and there is currently no airport fee bylaw to allow for the collection of parking or landing fees at the site.

The AVRA had a market assessment completed in 2016 which established lease rates based on the comparative pricing for similar available lands. The rates have been increased by the BC CPI (British Columbia Consumer Price Index) each year since this time to try to maintain competitive rates. A recent staff review of lease rates at neighbouring airports has shown that that AVRA lease rates are the lowest of its neighbours. The cost estimate to complete a new market assessment is \$7,500. Staff are recommending that a market assessment be completed in early 2022 once pandemic effects are relatively removed as a variable in the market pricing. In the interim, staff are recommending that an Airport Maintenance Charge (AMC) be established to help fund the construction and renewal of infrastructure to services these properties, including water, sewer, roads, terminal, and airside infrastructure. The AMC rate recently established at the Long Beach Airport (LBA) of \$0.25/m<sup>2</sup> with a minimum charge of \$300 is recommended for the AVRA. This is based on similar rates at the Nanaimo and Penticton Airports.

Due to the lower frequency of aircraft movements compared to LBA-CYAZ, the AVRA-CBS8 control zone is supported by an Aerodrome Traffic Frequency (ATF). The control zone and associated ATF does not have Nav Canada oversight, therefore the collection of landing fees is currently impractical. However, parking fees are able to be tracked by the current airport caretaker and would be invoiced by the ACRD. As the AVRA does not currently have a fee bylaw, staff are recommending establishment of a bylaw and fees that align with charges at the LBA.

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

There will be staff time required to implement the airport fee bylaw, communicate to the tenants about the upcoming new charges and time to update the billing procedures.

**Financial:**

With the implementation of an AMC, the majority of tenants will see an increase of \$300/year (\$25/month) on top of annual lease fees that generally range from \$1,500 to \$3,500 with the exception of Coulson's and the Ministry of Forests. This is expected to result in additional revenues at AVRA of approximately \$9,000 per year. This revenue will go directly into the AVRA capital reserve fund. The benefit to tenants at the airport is continued investment in the infrastructure and improvements that service their leased land.

Lease Holder	Lease Square Meters	Current Annual Lease Rate	AMC Charge
#1 Hangar Group (Alberni Valley Flying Club)	1962	\$3,731.01	\$490.50
Alberni Valley Community Forest Corp	11	\$367.50	\$300.00
Allen Paul	1014	\$1,765.74	\$300.00
Bowerman	1962	\$3,389.12	\$490.50
Coulson Aircrane - Ground Lease	12400	\$18,486.18	\$3,100.00
Coulson Aircrane - Lot A (original lot)	8161	\$9,167.77	\$2,040.25
Formula Photographic Inc	981	\$1,606.27	\$300.00
Ken Schuurman	981	\$1,694.85	\$300.00
Ministry of Forests	3924	\$6,334.56	\$981.00
Northern Lights Aviation	1066	\$1,693.65	\$300.00
SRM Restoration Lot 9 & 16	1962	\$3,227.73	\$490.50

**Strategic Plan Implications:**

This financing mechanism supports the strategy for establishing Appropriate Capital Reserves (3.1).

**Policy or Legislation:**

Section 397 of the Local Government Act authorizes local governments to impose a fee or charge by bylaw for all or part of a regional district service.

Submitted by:   
 Mark Fortune, Airport Manager

Submitted by:   
 Jenny Brunn, GM Community Services

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



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
SCHEDULE "A" – BYLAW NO. R1035  
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	\$24.00	\$500.00	N/A

- a. Parking Fees are based on maximum gross takeoff weight as per Transport Canada TP143.
- b. \*Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

**2. Airport Maintenance Charges**

- a. A yearly fee of \$.25/m<sup>2</sup> per lease holder with minimum charge of \$300 per lease.
- b. A flat rate of \$300/year for registered non-profits as well as agriculture and silviculture and water landing strip use leases.

**3. Exclusions**

The Following Exclusions Apply:

- a. Government Agencies Including Military Operations = no parking fees
- b. Current Alberni Valley Regional Airport Fixed Base Operators (FBO) who pay an Airport Maintenance Charge (AMC) = no parking fees



## REPORT FOR INFORMATION

**To:** AVRA Advisory Committee

**From:** Mark Fortune, Airport Manager  
Jenny Brunn, General Manager of Community Services

**Meeting Date:** July 13, 2021

**Subject:** AVRA Lease Lot Expansion

---

As recommended in the recently adopted Alberni Valley Regional Airport (AVRA) Vision and Strategic Plan, staff have worked with consultants to develop a plan to provide additional lease lots in order to promote economic development at the AVRA. Attached is a draft layout of the proposed expansion plan broken down into three phases. The three phases include the following:

- *Phase 1 Airside.* This phase develops a taxiway surface to access future development expansion on the south side of airport road.
- *Phase 1 Development.* This phase includes the development of a taxiway network on the South side of Airport road. This phase has the potential to develop up to 11 new airside access and mixed industrial lots.
- *Phase 2 Development (not shown).* This phase has the potential to increase the airside access and mixed industrial lots by another 12 units.

In Phase I Airside, the cost estimate to develop the taxiway subgrade on the airside of AVRA is estimated at \$316K and \$32K in professional fees. The inclusion of a HMA asphalt surface will bring the airside phase total cost up to \$400K. The Airside phase sets the stage for future development on the South side of airport road with Phase 1 developing 11 new lots and Phase 2 developing 14 new lots respectively.

Prior to proceeding with this significant capital investment, the market rate assessment for AVRA lease lots should be completed along with a business case to determine if this significant capital investment provides a reasonable return on investment. The acceptable uses for these lots may be limited to airport related activities if discussions with FLNROD do not validate the ACRD position that land can be used for any purposes that supports airport operations. Prior to developing the additional lots, the question of what would be acceptable uses needs to be answered which will impact relative demand for these lots.

Staff will continue to work on getting approval from FLNROD for broad land use and complete a lease rate market assessment. A business case and recommendation on whether to proceed with this expansion will be brought back to the AVRA Advisory Committee in 2022.

Submitted by:   
Mark Fortune, Airport Manager

Submitted by:   
Jenny Brunn, GM Community Services

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





**Alberni Valley Regional Airport  
Proposed Commercial Development**

**Budget Level (Class D) Cost Estimate  
Phase 1 (On Airside)**

Item	Description	Total
1.0	Proposed Taxiway Development - Phase 1	\$401,493.75
<b>Sub-total Construction Cost</b>		<b>\$401,493.75</b>
A	Engineering and Construction Support 10%	\$40,200.00
B	Design Contingency 20%	\$80,300.00
C	Construction Contingency 10%	\$40,200.00
<b>Total Project Cost</b>		<b>\$562,193.75</b>

1.0	Proposed Taxiway Development - Phase 1	Quantity	Unit	Unit Price	Total
1.01	General Construction Items	1	LS	15%	\$52,368.75
1.02	Topsoil Stripping	660	m <sup>3</sup>	\$20.00	\$13,200.00
1.03	Common Excavation, Dispose of Excess Off-Site (Average 0.5m)	610	m <sup>3</sup>	\$12.50	\$7,625.00
1.04	Subgrade Preparation	1,160	m <sup>2</sup>	\$10.00	\$11,600.00
1.05	Geotextile	1,160	m <sup>2</sup>	\$10.00	\$11,600.00
1.06	New Pavement - Subbase (Assumed 560 mm)	1,560	tonnes	\$45.00	\$70,200.00
1.07	New Pavement - Base (Assumed 300 mm)	2,350	tonnes	\$50.00	\$117,500.00
1.08	<i>PROVISIONAL - New Pavement - HMAC (Assumed 150 mm)</i>	<i>300</i>	<i>tonnes</i>	<i>\$250.00</i>	<i>\$75,000.00</i>
1.09	Restoration and Seeding	2,980	m <sup>2</sup>	\$5.00	\$14,900.00
1.10	Drainage Ditching	1	LS	\$20,000.00	\$20,000.00
1.11	Pavement Line Markings	1	LS	\$2,500.00	\$2,500.00
1.12	Airfield Taxiway Edge Reflectors	1	LS	\$5,000.00	\$5,000.00
<b>Total Section 1.0</b>					<b>\$401,493.75</b>

**Notes:**

1. The estimate of construction costs is provided for budgetary purposes only. This is not to be interpreted as a guarantee by Avia NG Inc. of the actual project cost. The final cost of the project will be determined by the tendering and construction phases.
2. Cost estimate is prepared in 2021 dollars.
3. These prices do not include applicable taxes.
4. Excludes utility servicing and all future lots/roadways



**Alberni Valley Regional Airport  
Proposed Commercial Development**

**Budget Level (Class D) Cost Estimate  
Phase 2 (On Landside)**

Item	Description	Total
1.0	Proposed Taxiway Development - Phase 2	\$1,580,560.00
	<b>Sub-total Construction Cost</b>	<b>\$1,580,560.00</b>
A	Engineering and Construction Support	10% \$158,100.00
B	Design Contingency	20% \$316,200.00
C	Construction Contingency	10% \$158,100.00
	<b>Total Project Cost</b>	<b>\$2,212,960.00</b>

1.0	Proposed Taxiway Development - Phase 2	Quantity	Unit	Unit Price	Total
1.01	General Construction Items	1	LS	15%	\$206,160.00
1.02	Tree Removal	7,530	LS	\$20.00	\$150,600.00
1.03	Topsoil Stripping	4,030	LS	\$20.00	\$80,600.00
1.04	Common Excavation, Dispose of Excess Off-Site (Average 0.5m)	3,160	LS	\$12.50	\$39,500.00
1.05	Subgrade Preparation	4,300	LS	\$10.00	\$43,000.00
1.06	Geotextile	4,300	LS	\$10.00	\$43,000.00
1.07	New Pavement - Subbase (Assumed 560 mm)	5,800	LS	\$45.00	\$261,000.00
1.08	New Pavement - Base (Assumed 300 mm)	2,400	LS	\$50.00	\$120,000.00
1.09	New Pavement - HMA (Assumed 150 mm)	830	LS	\$250.00	\$207,500.00
1.10	Restoration and Seeding	24,540	LS	\$5.00	\$122,700.00
1.11	CSP Culverts (600mm dia.)	70	LS	\$250.00	\$17,500.00
1.12	Drainage Ditching	1	LS	\$30,000.00	\$30,000.00
1.13	Airfield Fencing	370	LS	\$200.00	\$74,000.00
1.14	Airside Motorized Gates	1	LS	\$50,000.00	\$50,000.00
1.15	Roadway Gate Arms	1	LS	\$30,000.00	\$30,000.00
1.16	Pavement Line Markings	1	LS	\$2,500.00	\$2,500.00
1.17	Airfield Taxiway Edge Reflectors	1	LS	\$2,500.00	\$2,500.00
1.18	Overhead Power Line Relocation or Underground Conversion	1	LS	\$100,000.00	\$100,000.00
	<b>Total Section 1.0</b>				<b>\$1,580,560.00</b>

**Notes:**

1. The estimate of construction costs is provided for budgetary purposes only. This is not to be interpreted as a guarantee by Avia NG Inc. of the actual project cost. The final cost of the project will be determined by the tendering and construction phases.
2. Cost estimate is prepared in 2021 dollars.
3. These prices do not include applicable taxes.
4. Excludes utility servicing and all future lots/roadways