Alberni-Clayoquot Regional District

MINUTES OF THE
ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING
HELD ON WEDNESDAY, DECEMBER 2, 2020, 1:30 PM

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

MEMBERS PRESENT:	Mike Ruttan, Chairperson, Member at Large, Alberni Valley
	Debbie Haggard, ACRD Director, Councillor, City of Port Alberni
	Penny Cote, ACRD Director, Electoral Area "D" (Sproat Lake)
	Bob Kanngiesser, Member at Large, Alberni Valley
	Shelley Crest, Port Alberni Port Authority
	Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)
	Brandy Lauder, GIS/Councillor, Hupacasath First Nation
	Dan Savard, Director, Alberni Valley Chamber of Commerce
REGRETS:	Richard Watts, Councillor, Tseshaht First Nation
	Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government
GUESTS:	Mark Duncan, AeroEdge Consulting Inc.
	Andrew Cuthbert, Urban Systems Ltd.
STAFF PRESENT:	Douglas Holmes, Chief Administrative Officer
	Mark Fortune, Airport Manager
	Janice Hill, Executive Assistant
	Pat Deakin, Economic Development Manager, City of Port Alberni

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:31 pm.

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

2. APPROVAL OF AGENDA

MOVED: P. Cote
SECONDED: D. Haggard

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a.   **Alberni Valley Regional Airport Advisory Committee Minutes – July 23, 2020.**

MOVED: D. Savard
SECONDED: S. Chrest

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 23, 2020 be adopted.

CARRIED

4.   REPORTS

The CAO provided a verbal summary of some key points in the policies included in the agenda.

a.   **Information Report – Conflict of Interest Policy**

MOVED: P. Cote
SECONDED: S. Chrest

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

CARRIED

b.   **Information Report – Rules Relating to In-Camera Committee Meetings**

MOVED: P. Cote
SECONDED: S. Chrest

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

CARRIED

c.   **Visioning and Strategic Plan for the Alberni Valley Regional Airport – Conversation led by consultants Mark Duncan and Andrew Cuthbert.**
Mark Duncan and Andrew Cuthbert discussed the next steps for the Visioning and Strategic Plan process for the AVRA and requested feedback from the committee on the survey that will be distributed to interested parties, stakeholders, First Nations and the public on a variety of topics related to the future vision and use of the airport. Feedback was provided to the consultants including extending the open period for the questionnaire to January 15, 2021.

Bob Kanngiesser left the meeting at 1:58 pm.

MOVED: P. Cote

SECONDED: S. Chrest

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

CARRIED

5.   UNFINISHED BUSINESS

6.   ADJOURN

MOVED: S. Chrest
SECONDED: P. Cote

THAT the meeting be adjourned at 2:35 pm.

CARRIED

Certified Correct:

_____

Douglas Holmes,
Chief Administrative Officer