



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 2, 2021, 1:30 PM

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

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### **MEMBERS**

Mike Ruttan, Chairperson, Member at Large, Alberni Valley

### **PRESENT:**

Ron Paulson, ACRD Director, Councillor, City of Port Alberni  
Penny Cote, ACRD Director, Electoral Area "D" (Sproat Lake)  
Bob Kanngiesser, Member at Large, Alberni Valley  
Ken Watts, Councillor, Tseshaht First Nation  
Brandy Lauder, GIS/Councillor, Hupacasath First Nation  
Dan Savard, Director, Alberni Valley Chamber of Commerce

### **REGRETS:**

Shelley Crest, Port Alberni Port Authority  
Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government  
Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)

### **GUESTS:**

Mark Duncan, AeroEdge Consulting Inc.  
Andrew Cuthbert, Urban Systems Ltd.  
Mike Hooper, TAK Consulting

### **STAFF PRESENT:**

Douglas Holmes, Chief Administrative Officer  
Wendy Thomson, General Manager of Administrative Services  
Mark Fortune, Airport Manager  
Jenny Brunn, General Manager of Community Services  
Janice Hill, Executive Assistant

## **1. CALL TO ORDER**

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

The CAO recognized the meeting today is being held throughout the Nuu-chah-nulth Territories.

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

## **2. ELECTION OF CHAIRPERSON FOR 2021**

**ELECTION OF CHAIRPERSON FOR 2021**

The General Manager of Administrative Services conducted the election for Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2021. The General Manager of Administrative Services requested nominations three times.

The General Manager of Administrative Services declared Mike Ruttan to the position of Chairperson for 2021.

### **3. APPROVAL OF AGENDA**

*MOVED: R. Paulson*

*SECONDED: D. Savard*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **4. ADOPTION OF MINUTES**

#### **a. Alberni Valley Regional Airport Advisory Committee Minutes – December 2, 2020.**

*MOVED: P. Cote*

*SECONDED: B. Kanngiesser*

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on December 2, 2020 be received.*

**CARRIED**

### **5. PETITIONS, DELEGATIONS & PRESENTATIONS**

### **6. REPORTS**

#### **a. Visioning and Strategic Plan for the Alberni Valley Regional Airport Workshop 1 – led by consultants Mark Duncan and Andrew Cuthbert.**

1. **Background, Interview and Survey Results Report:** Mr. Duncan provided background information on the history of the Airport and its facilities, along with results from the interviews with the Airport's tenants, which were used to help develop the online survey.
2. **Engagement Results:** Mr. Cuthbert walked through the survey results. 644 participants engaged in the survey. 251 completed the survey. Most responses were from the Port Alberni area. Overall, emergency services were ranked as most important, followed by job creation, aircraft maintenance and charter services. The majority of the survey respondents supported some form of growth at the airport. 50% of survey responses viewed the airport as a valuable community asset and 35% believed there is potential.
3. **Tenant Suggestions:** Mr. Duncan reviewed the list of suggestions received from current AVRA Tenants.

**4. Next Steps:**

Workshop #2 – February 16<sup>th</sup> @ 2:00 pm  
Workshop # 3 – February 23<sup>rd</sup> @ 2:00 pm  
Final Report

MOVED: R. Paulson

SECONDED: P. Cote

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

**CARRIED**

**b. Information Report – ACRD Draft Strategic Plan**

MOVED: B. Kanngiesser

SECONDED: Director Cote

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

**CARRIED**

**c. Request for Decision – Review – AVRA Advisory Committee Terms of Reference, 2021**

MOVED: Director Cote

SECONDED: D. Savard

*THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised terms of reference for the Alberni Valley Regional Airport Advisory Committee for 2021.*

**CARRIED**

**7. UNFINISHED BUSINESS**

**8. LATE BUSINESS**

**9. ADJOURN**

MOVED: R. Paulson

SECONDED: K. Watts

*THAT the meeting be adjourned at 3:00 pm.*

**CARRIED**

Certified Correct:

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Mike Ruttan,  
Chairperson

  

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Wendy Thomson  
GM of Administrative Services