



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, JANUARY 19, 2023, 10:00 AM

Via Zoom

MEMBERS

PRESENT:

Mike Ruttan, Chair, Member at Large, Alberni Valley
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Wilfred Cootes, Director, Uchucklesaht
Brandy Lauder, Chief Councillor, Hupacasath First Nation
Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)
Harley Wylie, Council Member, Tseshaht First Nation
Steven Jones, Alternate Member at Large from Alberni Valley
Cindy Solda, ACRD Director from City of Port Alberni
Dan Savard, Member at Large

REGRETS:

Natasha Marshall, Councillor, Tseshaht First Nation
Mike Cann, Sproat Lake Volunteer Fire Department
Dean Sept, Member at Large, Alberni Valley
Shelley Chrest, Port Alberni Port Authority

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services
Mark Fortune, Airport Manager
Wendy Thomson, General Manager of Administrative Services
Janice Hill, Executive Assistant
Michael McGregor, Lands & Resources Coordinator
Kerri Waugh, Administrative Assistant

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

<https://www.acrd.bc.ca/events/19-1-2023/>

1. CALL TO ORDER:

The General Manager of Administrative Services (GMAS) called the meeting to order at 10:05 am.

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

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

2. ELECTION OF CHAIRPERSON FOR 2023

The GMAS conducted the election for Chairperson of the Alberni Valley Regional Airport Advisory Committee for 2023.

The GMAS declared Mike Ruttan to the position of Chairperson for 2023.

Chairperson Ruttan assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: C. Solda

SECONDED: P. Cote

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. AVRA Advisory Committee Meeting held March 24, 2022.

MOVED: P. Cote

SECONDED: C. Solda

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on March 24, 2022, be received.

CARRIED

5. REQUEST FOR DECISIONS

a. Request for Decision regarding Annual Review – Alberni Valley Regional Airport Advisory Committee Terms of Reference Amendment

MOVED: W. Cootes

SECONDED: C. Solda

THAT the Alberni Valley Regional Airport Advisory Committee recommend that ACRD Board of Directors approve the amended Terms of Reference for the Alberni Valley Regional Airport Advisory Committee as attached and re-appoint the current Committee members for another 2 year term

CARRIED

b. Request for Decision regarding Airports Project Coordination Resources

MOVED: C. Solda

SECONDED: D. Savard

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a 0.25 FTE staff allocation for AVRA Airport Project Coordination and include in the draft 2023-2027 Financial Plan.

CARRIED

c. Request for Decision regarding Alberni Valley Regional Equipment Storage Building Tender Non-Award

MOVED: D. Savard

SECONDED: M. Hoff

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors authorize the issuing of a non-award for the tender of the Alberni Valley Regional Airport Winter Equipment and Sand Storage Shed.

CARRIED

6. REPORTS

a. OLS Application (verbal report) – M. McGregor, Lands and Resources Coordinator

The Lands and Resources Coordinator provided an update on an application for a License of Occupation to the province for a 15 year term. It was submitted to the province summer 2022 and it is currently under review.

b. Customs/CANPASS (verbal report) – M. Fortune, Airport Manager

The Airport Manager provided information regarding bringing customs to the Alberni Valley Regional Airport by working with other jurisdictions including the District of Tofino, District of Ucluelet and Long Beach Airport to create a hybrid program to apply for customs clearance as the Regional District has not had success with a standalone application in the past.

c. Operational Items (verbal report) – M. Fortune, Airport Manager

The Airport Manager provided the Committee with an update on Airport operational items.

MOVED: P. Cote

SECONDED: C. Solda

THAT the AVRA Advisory Committee receives these reports for information.

7. LATE BUSINESS

8. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. IN-CAMERA

MOVED: C. Solda

SECONDED: P. Cote

THAT the meeting be closed to the public as per the Community Charter section:

- i. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- ii. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 11:02 am.

The meeting was re-opened to the public at 11:24 am.

10. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: P. Cote

SECONDED: C. Solda

THAT the meeting be adjourned at 11:24 am.

CARRIED

Certified Correct:

Mike Ruttan

Mike Ruttan,
Chairperson

Wendy Thomson

Wendy Thomson,
General Manager of Administrative Services