



**Alberni-Clayoquot Regional District  
Long Beach Airport Advisory Committee  
Meeting Minutes**

**Meeting Date:** Wednesday, November 1, 2017      **Location:** Ucluelet Community Centre  
**Time:** 1:00 pm      500 Matterson, Ucluelet, BC

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**MEMBERS PRESENT:** Chairperson, Josie Osborne, Mayor, District of Tofino  
Bernadette Herbert, Ucluelet Chamber of Commerce  
Charles McDiarmid, Wickaninnish Inn – Member at Large  
Alan McCarthy, Member of Legislature, Yuułuʔiłʔat Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Marilyn McEwan, Councillor, District of Ucluelet (Alternate)  
Tony Bennett, Director, Electoral Area 'C' Director (via teleconference)

**REGRETS:** Diane St. Jacques, Mayor, District of Ucluelet  
Jackie Godfrey, Parks Canada  
Elmer Frank, Tla-o-qui-aht FN  
Jennifer Steven, Tofino/Long Beach Chamber of Commerce

**STAFF PRESENT:** Mark Fortune, Airport Superintendent  
Janice Hill, Environmental Services Coordinator  
Chantel Gemmell, West Coast Assistant

**GUESTS:** Robert Dodds, Primal Communications

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:13 pm

The Chairperson recognized the meeting is being held in the Yuułuʔiłʔatḥ Government Traditional Territories.

**2. APPROVAL OF AGENDA**

*MOVED: Director McEwan*

*SECONDED: Director McCarthy*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

a. **Long Beach Airport Advisory Committee Meeting – May 8, 2017**

*MOVED: Director Johnsen*  
*SECONDED: Director McCarthy*

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on May 8, 2017 be received.*

**CARRIED**

**4. ACTION ITEMS**

**a. Marketing Strategy - Robert Dodds – Primal Communications**

Robert Dodds of Primal Communications provided explanation on the Marketing Tactics and Implementation of items outlined in the report.

C. McDiarmid entered the meeting at 1:20 pm.  
Director Bennett joined the meeting at 1:23 pm.  
Director McCarthy left the meeting at 1:35 pm

*MOVED: B. Herbert*  
*SECONDED: C. McDiarmid*

*THAT the Long Beach Airport Advisory Committee recommend that Staff prepare a contract for services, for Board consideration, with Primal Communications for the production of a Flat Sheet, Print Advertising, organizing a Spring Launch Event and commence communications with Travel Media Writers.*

**CARRIED**

Chairperson Osborne left the meeting at 2:23 pm  
B. Herbert left the meeting at 2:23 pm  
Director McEwan stepped in as Chairperson

**5. REPORTS**

**a. BC Aviation Council Award – William Templeton Trophy & Video – Mark Fortune**

The Long Beach (Tofino) Airport received the William Templeton Award for the installation of landing lights at the airport. Mark attend the awards banquet held in Vancouver on October 25<sup>th</sup> to receive the award. The trophy will be displayed at the Alberni-Clayoquot Regional District for a one-year period. The Committee viewed a video that was prepared for the awards ceremony. The video is available for viewing on the ACRD website.

**b. Transport Canada Program Validation Inspection**

*MOVED: C. McDiarmid*  
*SECONDED: Director Johnsen*

*THAT the Long Beach Airport Advisory Committee receive the report.*

**CARRIED**

c. **Mark Fortune – Long Beach Airport Report (Verbal)**

Mark Fortune provided a verbal report on recent activities at the Long Beach Airport.

- TC Program Validation Inspection corrective actions are underway. The airport's Wildlife Management Plan, Emergency Response Plan and Airport Operations manuals will be updated by November 15th
- 2017 passenger stats are on track to exceeding the 2016 record breaking (7148) numbers
- ACAP applications submitted include a combination wet / dry spreader attachment and taxiway / apron upgrades.
- Other initiatives being developed include Maintenance building upgrades, terminal upgrades and parking lot improvements.
- Mark and Chantel will be attending a winter operations program later in November.

6. **ADJOURN**

*MOVED: Director Johnsen*

*SECONDED: C. McDiarmid*

*THAT this meeting be adjourned at 2:50 pm*

**CARRIED**

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Certified Correct  
Josie Osborne, Chair