



Alberni-Clayoquot Regional District

West Coast Committee Meeting Minutes

Wednesday, September 21, 2011

**Long Beach Airport Maintenance
Building, Tofino, BC**

Present: Chairperson: Tony Bennett, Directors: John Fraser, Eric Russcher.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Manager of Administrative Services, Teri Fong, Manager of Finance.

1. The meeting was called to order at 1:00 p.m.

Presentations

2. The Chief Administrative Officer provided background information on the water landing strip at the Long Beach Airport. The current lease is up with Tofino for the exclusive use of the strip. The lease with Tofino Air continues on a month by month basis for the interim. There has been interest from other groups to use the water landing strip. The CAO advised that this is an opportunity for interested parties to provide input to the Regional District on the future of the water landing strip at the Long Beach Airport. The CAO said that decisions will be made today on the future of the strip.
3. Mr. Jason Burton, Atleo Air advised the West Coast Committee that they would like to use the water landing strip. Atleo Air has been requesting to use the strip for a long time now. He said that there are other groups interested in using the strip. Mr. Burton recommends the Regional District open up the water landing strip and charge a fee to all users. Mr. Burton offered to assist with maintenance of the strip if it was opened up for all users.
4. Ms. Chantel Gemmell, Tofino Air provided Directors with a handout on the water landing strip (copy of handout attached to and forming part of these minutes). She provided some background history on the lease with the Regional District. Tofino Air has put a lot of money into maintaining and upgrading the the strip. Ms. Gemmell provided an overview of the contributions that Tofino Air has made to the Airport and community. She outlined the concerns that Tofino Air has with the Regional District opening up the strip to multiple users.
5. The Chairperson thanked the groups for their input into the future of the water landing strip at the Long Beach Airport.

Minutes

6. *Moved by E. Russcher, seconded by J. Fraser, "That the minutes from the West Coast Committee meeting held on April 13, 2011 be adopted as circulated."*

"Carried"

Reports

7. The CAO provided the following updates on the Long Beach Airport:
- a. Hydrogeological Study - Dr. Gilles Welding, GW Solutions made a presentation earlier today on the hydrogeological study he is conducting at the Long Beach Airport on behalf of the ACRD. Drilling and pump at two wells is proposed in the next phase at the study.
 - b. West Coast Multiplex – The West Coast Multiplex Society is proposing to build a facility at the Long Beach Airport. In order to assess public support for the project the Regional District has retained the services of Vancouver Island University to conduct a survey this fall.
 - c. Long Beach Golf Club Lease - The Regional District continues to work with the Long Beach Golf Club on a new lease at the Long Beach Airport. The group needs to register as an entity before the ACRD can move forward with a lease or permissive tax exemption.
 - d. Sewer Infrastructure – The BC Parks leasehold at the Airport now has a connection. The Tla-o-qui-aht First Nation has a connection with the District of Tofino and will no longer require use of the old system on the Airport lands.

Moved by J. Fraser, seconded by E. Russcher, "That the verbal report from the CAO on the Long Beach Airport be received."

"Carried"

8. *Moved by E. Russcher, seconded by J. Fraser, "That Regional District Staff be instructed to investigate options/implications for the future of the Water Landing Strip at the Long Beach Airport and report back to the West Coast Committee."*

"Carried"

9. *Moved by J. Fraser, seconded by E. Russcher, "That this meeting now stand adjourned."*

"Carried"

10. The meeting adjourned at 1:28 p.m.

Certified Correct:

Tony Bennett,
Chairperson

Russell Dyson,
Chief Administrative Officer

Tofino Air Lines Ltd – overview regarding lease renewal

1. Lease and approval history

In 1991, after 3 years of research, planning, and consultations, conducted solely by Tofino Air Lines Ltd, Transport Canada granted approval to Tofino Air to start construction of the water strip at the Long Beach Airport. The project involved a substantial expense and took 6 months to complete. (Please refer to the Duncan and Associates feasibility study for further information and quotes on this project.) When the investment decision was made and the project was undertaken, other waterfront investment options existed.

The decision to proceed with the infrastructure at the airport was based upon the understanding that our investment and assets were to be, and would continue to be, a private lease.

2. Use history

Tofino Air has used, maintained, and operated this strip as a private lease holding to the present day, for a total of 20 years. It has substantial experience with it, including as regards when it should and should not be used (for example owing to cross winds).

3. Transport Canada standards

It is important to note that Transport Canada (the ultimate legal authority on aviation standards and practices) approved the water strip and design as a single operator private lease holding only.

If the ditch was to be used as a strip available on a broader basis, it may well need to be re-approved by Transport Canada, noting for example that Transport Canada publication TP4884E, "Water/Ice Aerodrome Standards and Recommended Practices." Those broader Transport Canada standards provide for example that a landing ditch have a width of 300 feet, as compared to the 75 foot width of the water strip at the Tofino Long Beach Airport.

This difference is significant, and matters for example, in situations where there is a significant cross wind. Transport Canada was comfortable with the situation with Tofino Air as a private operator accessing its maintenance facility, having full control over the use of the strip, and being insured as such.

If the Regional District changes the parameters of use of the landing ditch, the change could well cause significant and problematic operational and liability problems. Some particulars are provided below.

4. Insurance

The validity of Tofino Air's insurance is subject to the exclusive use of the ditch by Tofino Air except in situations of prior approval/permission granted by Tofino Air. That is the case for reasons related to control and risk.

5. Options going forward

In addition to the considerable financial investment made in the ditch by Tofino Air, Tofino Air faces ongoing costs of our lease, ditch maintenance, and insurance, together with the need to carefully

control liability risks. In light of those factors, Tofino Air considers it highly unlikely that landing privileges could work on a fee basis, as the fee would never be able to properly accommodate the relevant costs and risks.

Numerous problematic issues would arise. Who would hold what liability? Would training standards and capabilities be the same between all users? Who would determine that, and who would enforce it? Could users grant permission to other users, and who would become liable for those other users? Who would manage the landing fees? What if more companies want to use the strip? If the ramp requires repair, who would pay for and perform the maintenance? What if one company does not agree that maintenance needs to take place? What if its repairs are then damaged by a user that it has not control over?

The two options would seem to be that the water strip remains as a single operator private lease, or it becomes an 'open to multiple users' facility that requires a landing fee with the Regional District taking over management and liability.

6. Tofino Airlines Contribution to the Airport and the Community

Since the establishment of our Aircraft Maintenance Organization Status with Transport Canada 20 years ago, Tofino Airlines has been one of the 2 largest private lease holders operating on the airfield. The Tofino Air maintenance facility currently services a fleet of 9 aircraft, bringing in business from bases situated in Sechelt, Gabriola, Nanaimo and Vancouver. Between the maintenance hangar at the airport, and the office located in Tofino Harbour, we consistently employ a total of 6-9 people year round and 11-12 people seasonally, with the majority of our employees being long term contributing residents from the local area. Other contributions include yearly donations to various organizations, fundraisers and events in the communities of Tofino, Ucluelet, Port Alberni, Hesquiaht and Ahousaht.

Due to our extensive aviation experience and stability, as year round daily operators on the field, Tofino Air's staff is often relied upon to freely provide many public services. Many of the services provided include daily enquiries for airport services, hazard identification and removal, quick response to various emergency situations and general airfield requests. To the best of our knowledge, Tofino Air has maintained good relationships with other companies and services operating on and with the airfield. Examples of this include the following,

- We have helped Orca Air with flat tires, battery charges and have lent their field maintenance staff personal tools
- General Aviation individuals who need air, a charged battery, or local knowledge about landing on the outer beaches in the local area
- Provided baggage handling services after hours and on weekends to private companies who have requested assistance
- We regularly respond to Nav Canada Flight service requests to investigate reports of wildlife, people and other immediate hazards on the airfield.

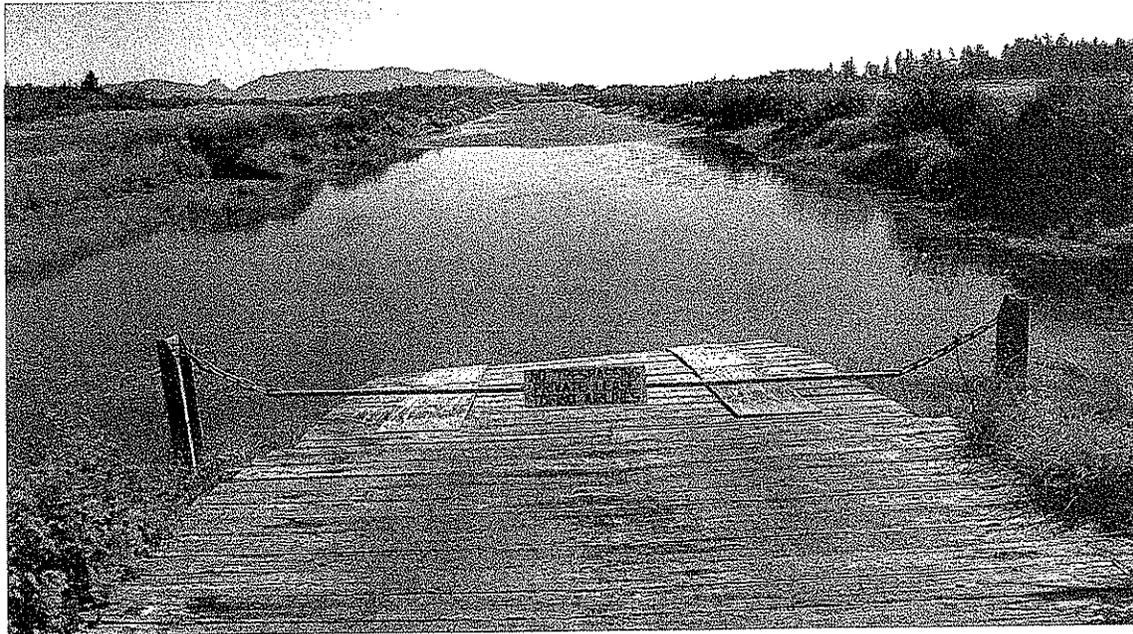
Over the years, Tofino Air has worked extensively with Transport Canada, Nav Canada (Flight Services), and the Regional District to help further the improvement of the airport and its operations. The most significant contribution to date being the recent awarding of the Airport Capital Assistance Program (ACAP) to CYAZ for a primary runway overlay to begin in 2012. Years of work went into the application and vetting process with Transport Canada Pacific Region Programs Branch, without the continuity provided by Tofino Airlines Ltd, this project would not have been a reality. For further information on

what Tofino Air has been involved with, please take a minute to refer to section # 2 in your package material.

7. Multiple user problems – an example

As an illustration of the practical problems involved in multiple user situations, we can note some of the kinds of concerns that can arise. If insurance and contractual parameters have not been respected in the past, there are solid grounds for believing they will not be in the future. Various of our internal incident reports are attached.

Tofino Airlines water runway 11-29 (The Ditch)



Owned and Operated by Tofino Airlines Ltd

History of Construction and Utilization

- March 1988 Gary Richards and Doug Banks, owners of Tofino Airlines look into the feasibility of constructing a water runway at Tofino Airport (CYAZ)
- Nov 28 1988 Duncan and Associates estimate and construction of water strip
- April 24 1989 Discussed of water runway construction at CYAZ with (MOT) Transport Canada
- June 22 1989 Contacted Gibson Bros and J.R. Edgett Construction for quotes / feasibility
- Oct 02 1989 Test holes dug to determine water level
- Mar 07 1990 J.R. Edgett recommends Jack Innes for construction of water runway
- May 22 1990 Jack Innes arrived to look over ditch site
- June 13 1990 Jack Innes inspected area for ditch construction
- Sept 11 1990 Transport Canada 5 members arrive to inspect ditch site for approval
- Spring 1991 Transport Canada approves construction of water runway
- Mar 16 1991 G. Richards and D. Banks stake out ditch for excavation

July 1991 Ditch being constructed by Doug Innes
Aug 21 1991 Transport Canada inspection
Aug 29 1991 Water coming up slowly
Sept 13 1991 1st landing Cessna 180 C-GHBX, Brian Good
 1st Take off Cessna 180 C-GHBX, Doug Banks
Nov 04 1991 1st Beaver landing C-FGCY, Doug Banks

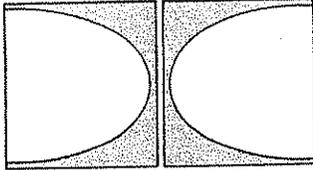
From November 1991 to the present day, Tofino Airlines Ltd has owned and operated the water runway at CYAZ as part of their Airline operations.

Transport Canada approved the building schedule as set out in Duncan and Associates Engineering Ltd project dated Nov-28-1988 under alternative # 2 none armoured.

The water runway does not meet the criteria as set out in Transport Canada publication **TP4884E** "**Water / Ice Aerodrome Standards and Recommended Practices**" and was designed and approved by Transport Canada as a single operator private lease holding.

The Tofino Airlines water runway is considered an integral asset to the airline. Hundreds of thousands of dollars have gone into the research and development of this company asset.

Appropriate compensation would be sought if attempt to relieve the company of this asset were entertained.



**DUNCAN
& ASSOCIATES
ENGINEERING LTD.**

- | | | |
|-------------------------------------|--|----------------|
| <input type="checkbox"/> | 10324 - 152A Street, Surrey, B.C. V3R 7A2 | (604) 584-5457 |
| <input type="checkbox"/> | 202 - 1940 Third Avenue, Prince George, B.C. V2M 1G6 | (604) 562-3087 |
| <input checked="" type="checkbox"/> | 324 Terminal Avenue, Nanaimo, B.C. V9R 5C8 | (604) 753-9106 |
| <input type="checkbox"/> | 101 - 2234 Sooke Road, Victoria, B.C. V9B 1X1 | (604) 478-8383 |

November 28, 1988

OUR FILE NO: N 1271-01

Tofino Air Lines Ltd.
P.O. Box 424
Tofino, B. C.
VOR 2Z0

ATTENTION: Mr. W. G. Richards
President

Dear Sirs:

RE: Feasibility Study for Seaplane Pond
At Tofino Airport, B. C.

As requested, we have examined the feasibility of constructing a pond at Tofino Airport to be used as a seaplane landing/takeoff area. All quantity estimates have been based upon obtaining a useable water surface area of 1500' x 50' and a water depth of 3' (as discussed).

WATER TABLE

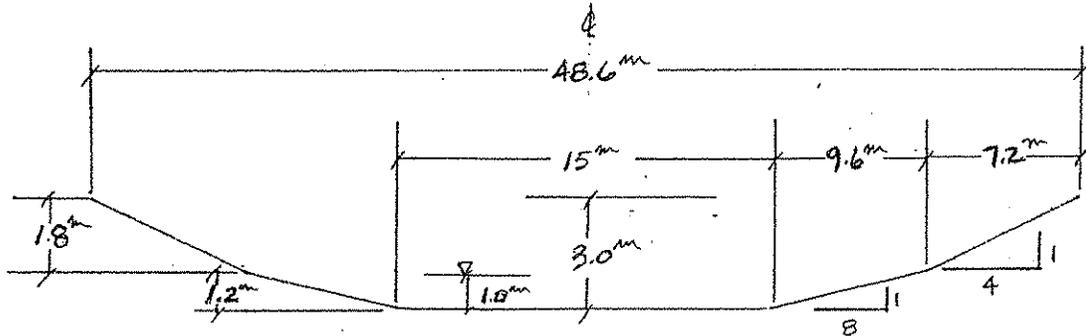
Test holes done at the site in September, 1988 and excavations presently underway at the site indicate an average depth to water of approximately 1.9 m (6') with the water table generally being closer to the surface along the centre section of Runway 10-28. A copy of the site plan (for work presently underway) showing test hole locations and a test hole log have been enclosed for your information. Discussions with staff at the golf course to the west of the Airport reveal that the water table on their property is generally closer to the surface towards the north and tends to fluctuate from approximately 1.9 - 2.5 m (6' - 8') depth to ground surface level during the year.

POND CROSS-SECTION

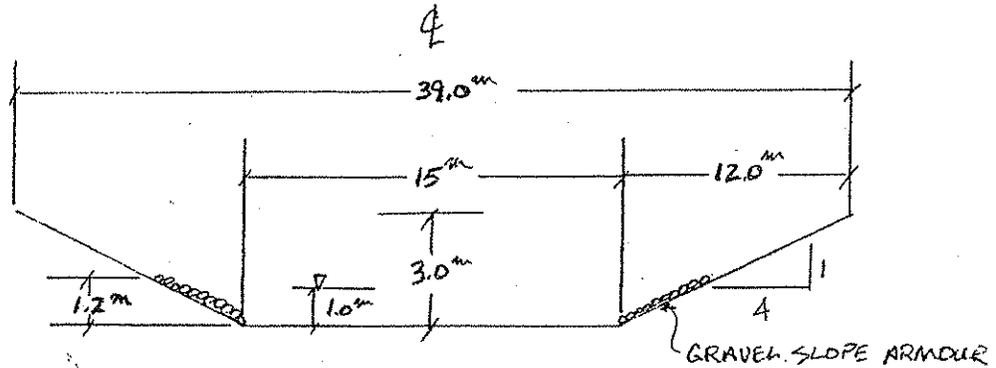
The soil at Tofino Airport is a fine sand with a clay layer apparent at 1.5 - 2 m below the ground surface in most areas. The maximum slope at which this material could be expected to lie when submerged is approximately 8:1. A steeper (4:1) slope could be maintained if the material were faced with a layer of coarse gravel. Vertical walls would require construction of cribbing around the entire perimeter of the pond.

The soil characteristics thus allow three alternative cross-sections. These are:

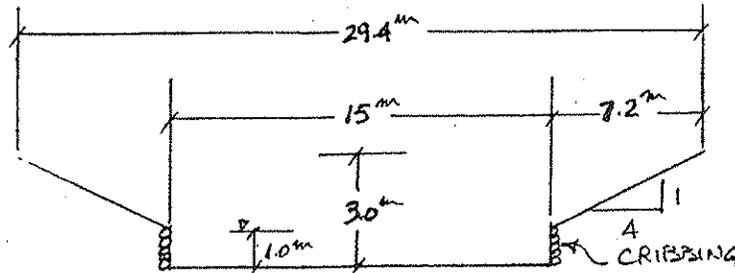
1. A 15 m (50') wide pond with 8:1 side slopes beneath water level and 4:1 side slopes above water level. Total top width = 48.6 m (160'). See sketch below.



2. A 15 m (50') wide pond with 4:1 side slopes faced with 300 mm (1') of 200 mm (8") minus gravel. Total width = 39 m (128'). See sketch below.



3. A 15 m (50') wide pond with bottom 1.2 (4') retained by wooden cribbing, 4:1 slopes above cribbing. Total top width = 29.4 m (97'). See sketch below.



In addition to actual excavation of the pond itself, there are other costs which must be considered. These are:

1. The pond slopes (above water level) and the fill area should be seeded to minimize erosion and hence maintenance.
2. Each alternative would require construction of an outlet structure and outlet ditch so that water level can be controlled and so that the pond can be drained during construction and for maintenance.
3. An inlet ditch should be constructed to collect water from the Airport drainage system to maximize the amount of water available to keep the pond at a minimum water depth of 0.9 m (3').

In order to provide a basis for the comparison of the alternative pond cross-sections, we have prepared a rough cost estimate for each, based upon estimated quantities and using unit prices from the ongoing project at the Airport. See attached sheet.

Please note that the following assumptions have been made in this estimate:

1. All excavated slopes (above water level) and all fill slopes will be seeded. This is a normal Transport Canada requirement.
2. Excavated material is to be disposed of in a berm parallel to and beside the pond.
3. Maximum berm slope is 5%. This could possibly be increased by compaction of the excavated material.
4. A site will be selected such that clearing will not be required for the pond, the fill disposal berm, or the approaches to the pond. Should site selection dictate that clearing is required, costs would increase in proportion to the plan area of each alternative as follows:
 - a) Alt.1, Plan Area = 6.9 ha. @ \$5,000/ha. Extra Cost = \$34,500.00
 - b) Alt.2, Plan Area = 5.8 ha. @ \$5,000/ha. Extra Cost = \$29,000.00
 - c) Alt.3, Plan Area = 4.7 ha. @ \$5,000/ha. Extra Cost = \$23,500.00

These costs do not include any approach clearing.

Regardless of whether or not clearing is required, alternative 2 appears to be most favourable.

Tofino Air Lines Ltd.
ATTENTION: Mr. W. G. Richards
President

- 4 -

88/11/28

SITE SELECTION

There is a possibility that 07-25 will be de-commissioned in the near future. This will not, however, exempt 07-25 from the standard centreline to centreline clearance requirements to other runways (or seaplane landing area). It appears, therefore, that a site parallel to Taxiway 'B' would be more likely to meet with Transport Canada approval.

CONCLUSIONS & RECOMMENDATIONS

Should Tofino Air Lines decide to proceed further with the project, we would make the following recommendations:

1. Approach Transport Canada as early as possible regarding site selection. You may wish to obtain a copy of their design requirements (TP-312-E) as their regulations may affect the feasibility of this project.
2. A pond with 4:1 side slopes, armoured with gravel below water level, appears to be the most cost effective if width of site is not a major constraint. Therefore, we would recommend further investigation of alternative 2 if the project is still feasible in view of the information provided herein.
3. After preliminary site selection is made, a series of test holes should be excavated within the proposed site to determine soil type, depth to water, depth to rock (if applicable), etc. These holes should be monitored for as long as possible prior to final design.
4. Construction should be scheduled for August/September as costs will be lower and a better product will be achieved in dry weather.

Should Tofino Air Lines elect to proceed further with this project, we would be pleased to submit a proposal for site selection/design/construction layout and inspection services.

Should you require any further information, please contact the undersigned.

Yours truly,

DUNCAN & ASSOCIATES ENGINEERING LTD.



Mark Warbrick, P. Eng.

MW/nb
Enclosures

POND CROSS-SECTIONS

COST ESTIMATE

ITEM	DESCRIPTION	EST. QUANTITY			UNIT PRICE	TOTAL COST		
		ALT.1	ALT.2	ALT.3		ALT.1	ALT.2	ALT.3
1.	Common excavation (m ³)	47600	38000	26500	\$3.50	\$166,600	\$133,000	\$ 92,750
2.	Hydroseed pond slopes and fill area (ha.)	5.3	4.7	4.1	\$4500	\$ 23,850	\$ 21,150	\$ 18,450
3.	Slope armour (m ²)	N/A	5200	300	\$2.10	N/A	\$ 10,920	\$ 630
4.	Cribbing (assume material available on-site) (lin.m)	N/A	N/A	920	Lump Sum	N/A	N/A	\$100,000
5.	Allowance for outlet/level control structure				Lump Sum	\$ 10,000	\$ 10,000	\$ 10,000
6.	Allowance for inlet/outlet ditching				Lump Sum	\$ 5,000	\$ 5,000	\$ 5,000
TOTALS						<u>\$205,450</u>	<u>\$180,070</u>	<u>\$226,830</u>

2. Tofino Airlines Contribution to Airport and Community



Tofino Airlines and its employees have been providing services and assisting in developing the Long Beach airport for the past 20 years. A brief list of accomplishment and mile stones are listed below.

Nov 1989 Tofino Airlines purchased the current hangar (previously owned by Ocean Air Seafood's) and began to convert it to a aircraft maintenance facility.

March 1990 Tofino Airlines hires a base engineer to establish maintenance facility

1991

- Tofino Airlines Aircraft Maintenance Organization (AMO 213-91) established with Transport Canada
- Aug Transport Canada approves the newly constructed ditch / landing strip facility for private operation Ref: TP4884E

Tofino Airlines Contribution to CYAZ continued

1992 -1994 Tofino Airlines was the largest private lease holder at CYAZ with 2 separate crew accommodations, maintenance facility and private landing strip. Tofino Airlines took an active role in the maintenance of the airfield and associated facilities in the absence of Transport Canada employees. During this time maintenance assistance was provided to Transport Canada for on and off airport duties.

Assistant water system operator with Tom Letchford

Airside support to Victoria Airport maintenance manager Ken Keck (Transport Canada)

1994-1998 MOU established between Transport Canada and Parks Canada for maintenance of airport in exchange for building occupation. REF file # 5156-P167

1997 Tofino Airlines submitted a proposal for airside maintenance to Ed Hulme TC

1998 Tofino Airlines identifies that basic runway safety inspections are not being accomplished as required by the Canadian Aviation Regulations (CARs)

- Tofino Airlines awarded the inspection program and trained by TC staff to carry out runway inspections on behalf of TC. **This contract continues to this day.**
- Daily runway inspection program developed and implemented
- Tofino Airlines instrumental in the identification and installation of the security fence requirements around the golf course lease area.
- Tofino Airlines provides a onsite contact for TC related topics, ditching land clearing etc.

1999 - 2002 Tofino Airlines provide site supervision services for Transport Canada during tree clearing phases I, II and III.

April 01 2000 Tofino Airport (CYAZ) is transferred to the Alberni Clayoquot Regional District (ACRD) as part of the national airport divestiture program

2001

- Research and specify airfield tractor and mower deck combination for maintenance of airfield
- New Schulte mower deck purchased by ACRD on recommendations, tractor pending budgeting process

2003

- Nav Canada drops the oversight for Mandatory Frequency (MF) 126.7 at CYAZ
- Tofino Airlines Initiates a request for Remote Aerodrome Advisory Service (RAAS) for CYAZ
- Major contributor to the Sypher Mueller report Land use plan for CYAZ

Tofino Airlines Contribution to CYAZ continued

2004

- Airport inspection program developed for CYAZ by Tofino Air
- Research and submit landing fee schedule for CYAZ
- Design and implement "colour" radio codes with Nav Canada for ground support operations
- June Pryde Schrop and McComb billing program initiated with Tofino Air
- Aug Nav Canada Aeronautical study for CYAZ MF initiated
- Assist in the review of the CYAZ Emergency Response Plan with the ACRD

2005

- Jan Participation in Nav Canada Hazard Identification Risk Assessment (HIRA) on CYAZ MF
- Mar Implementation of New MF for CYAZ by Nav Canada
- Apr Emergency Vehicle Driver Training (EVDT) course established at CYAZ with the assistance of the Justice Institute of BC (JIBC) to support local fire department and BC Ambulance driver training requirements
- Major contributor to the Intra Vista strategic business plan

2006-2007

- Major contributor to the Land Works land use plan
- Oversee Reed logging operations and debris burning

2008

- Wildlife Management Plan initiated with EBA Engineering on behalf of the ACRD
- Research, source and acquire Wausau snow plow blade for Truck 86
- Due to various requests for airside commercial space at CYAZ Tofino Airlines initiated, designed and supervised the construction of the New airside commercial lots at CYAZ on behalf of the ACRD. Prospective lease applicants include, Atleo Air, Far West Helicopters, Terry Salmon

2009

- Airside commercial lots and new access road completed
- Terminal building construction
- Safety management System (SMS) contractor sourced and program initiated with EBA Engineering (Phase 1)
- ICET grant application for navigation aids upgrades and Day VFR lighting

Tofino Airlines Contribution to CYAZ continued

2010

- SMS Phase 2 program initiated and staff training completed.
- CYAZ Budget development
- ICET grant application review
- Maintenance building construction
- West Coast Landfill Inspection and key hand over(Dec 31) for ACRD

2011

- Airport Corrective Action Plan (CAP) for CYAZ developed and delivered to ACRD staff
- Wild Life Management / Control training program attended by Tofino Air staff
- SMS Phase 3 proactive risk assessment reviewed with ACRD staff

Tofino Airlines Contribution to Airport and Community

Tofino Airlines has provided a long term / stable base of operations for 20+ years, conducting daily runway safety inspections, supplemental aerodrome maintenance and administering airport business on behalf of the ACRD. Tofino Air maintains relationships with Transport Canada aerodrome inspectors, Nav Canada flight service specialists, Parks Canada and Industry contacts on behalf of the ACRD.

The most significant contribution to date has been the recent awarding of the Airport Capital Assistance Program (ACAP) to CYAZ for a primary runway overlay presently slated for 2012. Years of work went into the application and vetting process with Transport Canada Pacific Region Programs Branch and without the continuity provided by Tofino Airlines Ltd this project would not have been a reality.

Our experienced and dedicated staff has represented the Airport under Transport Canada and ACRD tenures. Company staff participates in numerous land use planning meetings, business strategy meetings and public meetings where airport operations and zoning matters require explanation.

Company staff provides services to the general public regarding daily enquires for airport services, hazard identification /removal, response to emergency situations and general airfield and building maintenance requests.

Basic airside equipment maintenance is conducted in house and charged out as supplemental billing to the ACRD.