



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

Meeting Date: Thursday August 14th, 2014
Time: 10:00 am

Location: District of Tofino Council Chambers

-
1. CALL TO ORDER
 2. APPROVAL OF AGENDA
 3. ADOPTION OF MINUTES

Long Beach Airport Advisory Committee Meeting held May 22, 2014 1 - 4
THAT the minutes of the Long Beach Airport Advisory Committee meeting held on May 22, 2014 be received.
 4. REPORTS
 - a. Update on recent activities at LBA – Mark Fortune (verbal)
 - GPS update for CYAZ
 - Clearing
 5. NEW BUSINESS
 - a. Vending machine operation request for terminal building. 5
 6. OLD BUSINESS
 - a. Car rental agency request for terminal building 5 - 6
 - b. Follow up information for Westjet
 7. ITEMS FOR DISCUSSION
 - a. Possible location of the Multiplex – Mark Fortune
 - b. Commuter link to Long Beach to tie into current Westjet/Jazz flights into Nanaimo and Comox – Mark Fortune
 - c. Marketing plan
 - d. Airport name



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

Meeting Date: Thursday, May 22, 2014
Time: 1:00 pm

Location: District of Tofino Council Chambers

In Attendance:

Andy Daniel, ACRD

Janice Hill, ACRD

Bill Irving, District of Ucluelet

Darlene Rouleau, Ucluelet Chamber

Charles McDiarmid, Wickaninnish Inn

Josie Osborne, District of Tofino

Tony Bennett, ACRD Director

Jackie Godfrey, Parks Canada

Jennifer Steven, Tofino-Long Beach Chamber

Mark Fortune, ACRD

Guests:

Arlene Armstrong, Parks Canada

Chris Jackson, West Jet (via telephone)

Absent:

Alan McCarthy, Yuułuʔiłʔat Government

Moses Martin, Tla-o-qui-aht FN

1. Call to Order

- a. The Interim Chair called the meeting to order at 1:07 pm.

MOVED: Tony Bennett

SECONDED: Charles McDiarmid

CARRIED

2. Acceptance of Agenda

- a. The agenda was approved as circulated.

MOVED: Josie Osborne

SECONDED: Tony Bennett

CARRIED

3. Adoption of Minutes

THAT the minutes of the Long Beach Airport Advisory Committee meeting held on December 5, 2013 be received.

MOVED: Tony Bennett
SECONDED: Charles McDiarmid

CARRIED

4. Petitions, Delegations and Presentations

- a. Mr. Chris Jackson, Manager, Network Planning of WestJet called in to speak with the committee. He provided an update on WestJet's Encore flight service and plans for the future.
- Currently WestJet's fleet consists of 103 - 737's and 10 - Q400's. Their plan is to expand to over 43 A400's in the next few years. Their current focus is expanding flights in to Toronto.
 - Bill Irving and Mark Fortune provided Mr. Jackson some history and current information on the Long Beach Airport.
 - West Jet requires that airports have CATSA screening services.
 - Committee to provide visitor statistics, community profiles and Long Beach Airport pictures to WestJet.
 - Mr. Jackson will make an enquiry to find out if WestJet planes would be able to land on LBA's runway.
 - LBA may be a longer term opportunity for WestJet.

5. Correspondence

- a. Long Beach Airport GPS/WAAS proposal – Jet Pro.
Mark Fortune will report on this in the Report Section of the agenda.

MOVED: Tony Bennett
SECONDED: Bill Irving

CARRIED

6. Reports

Mark Fortune provided an update on recent activities at LBA.

- *GPS update for CYAZ* – a new GPS could bring our approach down to 250 from 500 feet. May cost between \$20,000 to \$28,000. It would drastically improve contact with the airport. The GPS will also support safety and health care initiatives on the west coast. Fundraising for the GPS could be a good project for the LBA Advisory Committee.
- *Runway upgrade from none instrument to none precision approach* - The runway designation upgrade will require increasing the runway strip width from the current 45m from centerline (none instrument) to 75m from centerline (non-precision). The physical dimensions of the runway hard surface will not change just the Obstacle Limitation Surface (OLS) requirements.

- *Vegetation management required to obtain the improved runway designation - Parks Canada and ACRD are in discussion regarding tree topping/removal to remove obstacle limitations. Need to consider further growth and maintenance.*
- *Solar LED runway light trial update - The Solar runway light trial at CYAZ was successful. The lights performed well under the winter trial conditions. Carmanah Technologies are reviewing lighting plans for both LBA and the Alberni Valley Regional Airport. A draft / cost estimate document will be available for discussion in the near future.*
- *ACAP applications currently in process with Transport Canada for the 2014 / 2015 budget year. 1. Runway surface condition reporting system 2. Replacement snow plow - These two projects will be the corner stone of a new winter maintenance program for the airport.*
- *Implementation of terminal and parking fees June 2014 – Passenger fees and parking fees are yet to be collected. Staff will follow up with scheduled air carriers for the passenger fees and ensuring the parking fee system is up and running.*
- *Vancouver Island Porsche event scheduled for CYAZ May 23-24 update – event is scheduled.*
- *BCAS / VIHA heliport update / issues - Investigations are underway with Island Health to restart the permanent heliport installation at the LBA.*

That the reports be received.

MOVED: Tony Bennett
SECONDED: Charles McDiarmid

CARRIED

7. New Business

- a. 2014 Airport Advisory Initiative budget.

Committee to come up with proposals for the budget.

MOVED: Tony Bennett
SECONDED: Bill Irving

CARRIED

- b. Third party websites.

Motion for the ACRD Board to look into a strategy to look at social media for ACRD sites, such as Salmon Beach, Long Beach Airport and the AV Airport.

MOVED: Tony Bennett
SECONDED: Charles McDiarmid

CARRIED

Andy Daniel asked the LBA Advisory to review the LBA contact on the ACRD Web page and bring suggestion to the next meeting.

MOVED: Tony Bennett
SECONDED: Bill Irving

CARRIED

- c. Mayor Osborne brought attention to the option of the LBA Advisory Committee becoming an Airport Authority. Would like Russell Dyson to attend the next Advisory meeting to explain the difference between the Advisory Committee and the Airport Authority.

Motion to receive request.

MOVED: Josie Osborne
SECONDED: Charles McDiarmid

CARRIED

- d. Committee discussed the name of the Long Beach Airport. There are several Long Beach Airport – does this cause confusion for the public? The Committee would like to discuss the airport name at the next meeting.

MOVED: Tony Bennett
SECONDED: Darlene Rouleau

CARRIED

- e. Arlene Armstrong of Park Canada requested that Parks Canada attend the next meeting with a presentation and discussion on the wildlife issues at the airport and the national Park. Tony Bennett would also like the operator of the Golf Course included in the meeting.

Motion to receive request.

MOVED: Bill Irving
SECONDED: Tony Bennett

CARRIED

8. Old Business

- a. Bylaw R1016-1 (LBA Airport Fees)

Motion to receive for information

MOVED: Tony Bennett
SECONDED: Josie Osborne

CARRIED

Meeting adjourned @ 3:30 pm

Janice Hill

From: Bob Boucher [bobb@ukeecable.net]
Sent: Thursday, August 07, 2014 9:05 PM
To: Janice Hill
Subject: Vending machine proposal

Hello Janice..will you please put my proposal on the agenda for the Aug 14th meeting..I would like to attend in person, but will be away on vacation..

Proposal (Vending machines)

lease space for vending machines in Long Beach Airport Terminal

- 1) existing soft drink machine in current location
 - 2) hot drink machine in alcove adjacent to mechanical room.(I paid for the plumbing required for the water supply)
 - 3) space for snack machine next to soft drink machine (existing snack machine is scrap , and will be removed).Power outlets for the soft drink machine,and the hot drink outlets have been upgraded to accommodate the machines power requirements
- Plumbing and electrical work were paid for by me and authorized by Don Anderson in 2010.

I am willing to enter into a lease agreement for an amount and term to be agreed upon..I am aware that a two year term, and 10% of sales is a standard agreement in a seasonal location such as this airport..

The change machine..(non revenue) would be removed as soon as the new machines which make change themselves arrive.

The soft drink machine is ancient, and I am attempting to locate a newer machine.

The machines would be insured and maintained by me or my representative.

Kiosk proposal

I have previously forwarded a plan and proposal for the lease of the kiosk (dated Oct 4/13) I am forwarding a copy of the request under separate email..I was told the proposal would be reviewed and then heard nothing more.

I will meet with the ACRD representative to discuss further details on either or both proposals.

Thank you for the committee consideration, and I look forward to doing business with the ACRD

Respectfully

--

William R. (Bob) Boucher
P.O. Box 492
Ucluelet B.C. Canada
V0R3A0

Janice Hill

From: Bob Boucher [bobb@ukeecable.net]
Sent: Thursday, August 07, 2014 9:06 PM
To: Janice Hill
Subject: Fwd: Kiosk rental Long Beach airport

As per email Aug 7/14//this is the original proposal request...

----- Forwarded message -----

From: Bob Boucher <bobb@ukeecable.net>
Date: Fri, Oct 4, 2013 at 10:49 AM
Subject: Kiosk rental Long Beach airport
To: adaniel@acrd.bc.ca
Cc: rdyson@acrd.bc.ca

Good morning...My company (Preferred Vehicle Rental (Inc.)) is interested in the vacant kiosk next to Budget in the Long Beach airport. The use would be shared by a new car/truck rental and an established helicopter tour information location. Our projected start-up date is early spring 2014..The company will operate year 'round, and is interested in a multi-year lease arrangement.

Please provide details of availability ..price..etc.

I would be pleased to meet with you in Port Alberni at your convenience.

Thank you for your attention to this matter.

--
William R. (Bob) Boucher
P.O. Box 492
Ucluelet B.C. Canada
V0R3A0
250 726 3933 cell
250 726 2927 fax and home

--
William R. (Bob) Boucher
P.O. Box 492
Ucluelet B.C. Canada
V0R3A0
250 726 3933 cell
250 726 2927 fax and home