



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

**Meeting Date:** Thursday October 9<sup>th</sup>, 2014  
**Time:** 9:30 am

**Location:** Tofino Council Chambers

		<b>PAGE #</b>
<b>1.</b>	<b><u>CALL TO ORDER</u></b>	
<b>2.</b>	<b><u>APPROVAL OF AGENDA</u></b>	
<b>3.</b>	<b><u>ADOPTION OF MINUTES</u></b> Long Beach Airport Advisory Committee Meeting held August 14, 2014 <i>THAT the minutes of the Long Beach Airport Advisory Committee meeting held on August 14<sup>th</sup>, 2014 be received.</i>	<b>1 - 4</b>
<b>4.</b>	<b><u>FOLLOW-UP ITEMS</u></b>	
	a. Budget increase if revenues increase? Can this year's budget be carried over? <i>Yes, and but each year it will come up for discussion as a budget item.</i>	
	b. Strategy to look at social media for ACRD sites, such as Long Beach Airport. Also provide LBA contact information on ACRD web page. <i>To be discussed at marketing workshop.</i>	
	c. Russell Dyson to provide information on the difference of an Airport Advisory and an Airport Authority to the Committee	
	d. Information on other airport's car rental procedures.	<b>5</b>
	e. Information on other airport's vending machine procedures.	<b>6</b>
<b>5.</b>	<b><u>REPORTS</u></b>	
	• Update on Airport activities – Mark Fortune (verbal)	
	• Update on Airport Passenger Fees to date – Janice (verbal)	
<b>6.</b>	<b><u>NEW BUSINESS</u></b>	
	a. Nil	
<b>7.</b>	<b><u>OLD BUSINESS</u></b>	
	a. Update from Jackie Godfrey on the Airport sign relocation closer to the highway.	
	b. Letter sent to Minister of Transport	<b>7</b>
	c. Letter sent to Minister of the Environment	<b>8</b>
<b>8.</b>	<b><u>ITEMS FOR DISCUSSION</u></b>	
	a. Marketing Workshop discussion <i>(Tentatively booked for October 21<sup>st</sup>, 2014 in the Swordfern Boardroom at the Wickaninnish Inn from 2:00-5:00pm)</i>	



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

**Meeting Date:** Thursday, Aug. 14, 2014  
**Time:** 10:00 am

**Location:** District of Tofino Council Chambers

**In Attendance:**

Josie Osborne, District of Tofino  
Janice Hill, ACRD  
Charles McDiarmid, Wickaninnish Inn

Bill Irving, District of Ucluelet  
Jackie Godfrey, Parks Canada  
Mark Fortune, ACRD

**Absent:**

Alan McCarthy, Yuuʷiʷat Government  
Darlene Rouleau, Ucluelet Chamber  
Tony Bennett, ACRD Director

Tla-o-qui-aht FN Representative  
Jennifer Steven, Tofino-Long Beach Chamber  
Andy Daniel, ACRD

**1. Call to Order**

- a. The Chair called the meeting to order at 10:14 am.

**2. Acceptance of Agenda**

- a. The agenda was approved as circulated.

*MOVED: Josie Osborne  
SECONDED: Bill Irving*

**CARRIED**

**3. Adoption of Minutes**

*THAT the minutes of the Long Beach Airport Advisory Committee meeting held on May 22, 2104, 2013 be received.*

*MOVED: Josie Osborne  
SECONDED: Charles McDiarmid*

**CARRIED**

**4. Correspondence**

Letter from Parks Canada issuing cut permit approval for Runway 07-29.

Motion to receive and send a thank you letter to the Federal Minister of Parks and Federal Minister of Transportation.

*MOVED: Charles McDiarmid*

*SECONDED: Josie Osborne*

**CARRIED**

**5. Reports**

Mark Fortune provided an update on recent activities at LBA.

- *GPS update for CYAZ* – No further action to take place until Obstacle Limitation Surface (OLS) penetrations have been cleared and none precision runway status can be secured for primary runway 11-29.
- *Clearing* – As of this meeting a cut permit has been issued by Parks Canada for tree topping in the following areas, thresholds of runways 07, 29 and 34. Initial work will focus on the primary runway 11-29.
- *Fire Services Agreements* – I had a meeting with the Ucluelet Emergency manager in late July. A review of the new legal wording of the contract was required before the project could be brought forward to council for consideration.
- *Multiplex* – Location of final build out of project in question. The foot print of the completed building and associated infrastructure does not integrate well into the current golf course infrastructure. I suggested that if the current setbacks cannot be achieved that the original site for the Multiplex on the North side of the airport be revisited.
- *Well drilling* – Fyfe Well Drilling have completed the drilling of the new 10” stainless steel production well. The well is awaiting geotech analysis to determine screen placement. A pump test and final water volumes determination will be complete by October.
- *Deceleration Lane* – Parks Canada has completed the installation of a highway deceleration lane for west bound traffic on hwy 4. This has been a long identified safety issue that has now been corrected!!
- *Sewer system* – The Old Esowista septic field lying south of runway 07-25 will be slated for removal later in the fall. Engineering work on the project has been carried out by McGill engineering.

That the reports be received.

*MOVED: Josie Osborne*

*SECONDED: Charles McDiarmid*

**CARRIED**

**6. New Business**

- a. Vending Machine operation request for terminal building

Staff to investigate other airports' procedures and policies and report back with suggestions at next meeting.

*MOVED: Jackie Godfrey*  
*SECONDED: Bill Irving*

**CARRIED**

**7. Old Business**

- a. Car Rental Agency request for terminal building

Motion to invite Bob Boucher (requester) to the next Advisory meeting.

Motion to direct Staff to investigate other airports procedures' and policies regarding car rentals and report back with suggestions at next meeting.

*MOVED: Josie Osborne*  
*SECONDED: Jackie Godfrey*

**CARRIED**

**8. Items for Discussion**

- a. Possible location of the Multiplex

Mark Fortune provided a verbal explanation of a possible location located on the airport property.

Motion to invite the Multiplex Society to the next West Coast Committee meeting.

*MOVED: Josie Osborne*  
*SECONDED: Jackie Godfrey*

**CARRIED**

- b. Commuter link to Long Beach to tie into current Westjet/Jazz flights into Nanaimo and Comox

Mark Fortune explained that CATSA would be required before Westjet can feed people into the North terminal to tie into flights to Long Beach. Bill Irving suggested that we send a letter to Westjet to see if they would be interested partnering up with one of the local airlines to link flights to Long Beach Airport. Bill Irving to draft a letter.

Motion to send letter to Westjet regarding possibility of partnering with other airlines to extend Westjet links to Long Beach Airport.

*MOVED: Josie Osborne*  
*SECONDED: Mark Fortune*

**CARRIED**

c. Marketing Plan

Ideas discussed included:

- Using the support of organization that already market the area, ie. Tourism Tofino and Tourism Ucluelet.
- Local awareness promotion
- Market to the airlines
- Hold a workshop to discuss marketing ideas
- Carry this year's marketing budget over to next year

Motion to hold a workshop on October 21<sup>st</sup>, 2014 to be held at the Wickaninnish Inn.

*MOVED: Bill Irving*  
*SECONDED: Josie Osborne*

**CARRIED**

d. Airport Name

Committee agreed that airport name should be changed to Tofino-Ucluelet Airport (YAZ).

*MOVED: Josie Osborne*  
*SECONDED: Jackie Godfrey*

**CARRIED**

9. Additional Items

- a. Bill Irving asked Jackie Godfrey if we could move the Airport sign located on Airport Road, closer to the highway. Jackie to look into this.
- b. Motion to send all local First Nations a copy of the adopted LBA Advisory Committee meeting minutes, for information.

*MOVED: Josie Osborne*  
*SECONDED: Jackie Godfrey*

**CARRIED**

Meeting adjourned @ 11:45 am

**Next Meeting:** October 9<sup>th</sup>, 2014 at 9:30 am at the District of Tofino Council Chambers



**MEMORANDUM**

**To:** LBA Advisory Committee  
**From:** Janice Hill  
**Date:** October 3, 2014  
**Subject:** Car Rental Agencies at other airports

Inquiries were made at the Campbell River, Comox, Victoria and Nanaimo Airports regarding their process for leasing out space for car rental agencies. They all pay for the kiosk rental and fees as shown below.

The Campbell River Airport currently has two car rental agencies leasing space in their terminal building. They advertise with a RFP and ask each company to pay an annual minimum guarantee or 8.5% of the gross revenue for each year, whichever is the greater amount.

The Nanaimo Airport has three car rental agencies leasing space and they require an annual minimum guarantee or 10.5 % of the gross revenue, whichever is the greater amount. Nanaimo also advertises with an RFP.

The Victoria Airport also advertises with an RFP requesting companies to provide them with the amount they will pay the airport in both a percentage of gross revenue or a minimum annual guarantee, whichever is greater. They have 4 car rental companies and the company that offers the highest bid get the first pick of kiosk location. The highest fee is 12.5% of gross revenues. The minimum annual guarantees are also very high. There is also an off-site car rental company that is allowed to operate out of the terminal building. They pick up their customers in a van and transport them to their facility. They pay a 10.5% fee of gross revenues.

The Comox Airport currently has 3 car rental companies that operate from their facilities. Each are entitled to counter space within the terminal as well as allocated parking stalls that the airport maintains. They each pay a monthly set rate to cover the cost of these services. They require a 12% commission on monthly gross revenues. They advertise with an RFP and have a rating scale to determine the best offer such as revenue guarantee and service proposal. Their contracts run 1 to 5 years.

<b>Airport</b>	<b>Percentage</b>
Campbell River	8.5
Nanaimo	10.5
Comox	12.0
Victoria	12.5



## MEMORANDUM

**To:** LBA Advisory Committee

**From:** Janice Hill

**Date:** September 11, 2014

**Subject:** Food and Beverage Concession fees at other airports

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Inquiries were made at the Campbell River, Comox, Victoria and Nanaimo Airports regarding fees they receive for Food and Beverage Concession at their terminal buildings.

The concession fee at the Campbell River Airport is 10% of the gross revenue for the months of April through September and 5% of the gross revenue for the months of October through March.

The Nanaimo and Victoria Airports vending machines are managed by their concession contractor. They receive a certain % of gross revenues of all sales. They did not provide me with the amount.

The Comox Airport has one vending machine supplier that has approximately 7 to 9 machines. The vendor pays a fixed monthly fee arrangement of \$265.00, (this was due to some special circumstances), but normally they would charge 12% of gross monthly revenue. They state that the nice thing about doing the percentage of sales is that not only does it help your concessions for the slow times, it allows you to track the revenue generated as well (they need to give a monthly revenue report and annual accountant's sign off) and will give a much better forecast as to when to expand if things are going well.



August 22, 2014

The Honourable Lisa Raitt  
Minister of Transport  
Tower C - 330 Sparks St.  
Ottawa, Ontario, Canada  
K1A 0N5

Dear Minister Raitt:

The Alberni Clayoquot Regional District is located on the west coast of Vancouver Island B.C. The economy in this region is diverse, vibrant and growing. One of the services we provide is the operation of the Long Beach Airport. We accepted the divestiture offer in March of 2000 and have invested in the upgrade of this World War II facility because it is a vital asset to growth in this region, including the tourism economies of Tofino, Ucluelet and the surrounding areas.

The airport consists of three 5,000 ft. runways and is located in the Long Beach section of the Pacific Rim National Park Reserve. The requirement of maintaining tree heights at the approaches to the runways, which are within the Park Reserve, is an ongoing challenge. We are writing at this time to thank Parks Canada and the Transport Canada for working with us to find a solution that provides for economic growth while retaining the ecological integrity objectives of the Pacific Rim National Park Reserve. We would also like to acknowledge and thank the Pacific Rim National Park Reserve staff for their support.

We are grateful for this model of co-operation and believe it serves us well as we endeavor to balance economic and environmental goals for this region.

Sincerely,

Cindy N. Solda  
Chair

cc: Jim Morgan, Superintendent, Pacific Rim National Park Reserve  
Helen Davies, Coastal BC Field Unit Superintendent



August 22, 2014

The Honourable Leona Aglukkaq  
Minister of the Environment  
10 Wellington Street, 28<sup>th</sup> Floor  
Gatineau, Quebec  
K1A 0H3

Dear Minister Aglukkaq:

The Alberni Clayoquot Regional District is located on the west coast of Vancouver Island B.C. The economy in this region is diverse, vibrant and growing. One of the services we provide is the operation of the Long Beach Airport. We accepted the divestiture offer in March of 2000 and have invested in the upgrade of this World War II facility because it is a vital asset to growth in this region, including the tourism economies of Tofino, Ucluelet and the surrounding areas.

The airport consists of three 5,000 ft. runways and is located in the Long Beach section of the Pacific Rim National Park Reserve. The requirement of maintaining tree heights at the approaches to the runways, which are within the Park Reserve, is an ongoing challenge. We are writing at this time to thank Parks Canada and the Transport Canada for working with us to find a solution that provides for economic growth while retaining the ecological integrity objectives of the Pacific Rim National Park Reserve. We would also like to acknowledge and thank the Pacific Rim National Park Reserve staff for their support.

We are grateful for this model of co-operation and believe it serves us well as we endeavor to balance economic and environmental goals for this region.

Sincerely,

Cindy N. Solda  
Chair

~~cc: [Redacted]~~  
Helen Davies, Coastal BC Field Unit Superintendent