

**COLUMBIA SHUSWAP REGIONAL DISTRICT
REVELSTOKE AIRPORT MANAGEMENT COMMITTEE**

Minutes from a meeting held Tuesday, February 20, 2018
in the Terminal Building of the Revelstoke Airport

Note: The following minutes are subject to correction and are draft until
adopted by the Revelstoke Airport Management Committee at the next meeting.

PRESENT:

Chair:	Loni Parker	Electoral Area 'B' Director
	Mark McKee	City of Revelstoke Director
	Andrew Raymond	President, Revelstoke Flying Club
Staff:	Ryan Nitchie	Team Leader, Community Services
	Ed Wozniak	Airport Manager
	Dona Thiem	Administrative Services Assistant
Observer:	Quintin Balfour, Wildfire Officer, Columbia Fire Zone	
	Lara Davis - Everything Revelstoke	
	Brydon Roe - Everything Revelstoke	

The meeting was called to order at 1:30 PM.

**ADOPTION OF
MINUTES /
AGENDA**

M/S Mark McKee/Loni Parker THAT:
the agenda be approved as presented.

AND THAT:
the minutes from the Revelstoke Airport Management Committee meeting October 26,
2016 be adopted.

CARRIED

BUSINESS

Airport Manager's Report

The Airport Manager presented a report to the Committee with an update on items that have occurred at the Airport in 2017:

- Pacific Coast Air commenced chartered passenger service in January. Some flights not able to land due to weather issues but logistics of loading/unloading passengers going well.
- Runway Maintenance – Aardvark Pavement Markings completed runway/apron markings. Crack sealing only completed on runway as budget did not cover cost for apron.
- Fuel Maintenance – tank inspections completed, new fuel pump installed in forestry tank, new fuel hoses installed for AVGas, Arrow, Jet A and mobile fuel trailer.
- Snowbirds – airport hosted Canadian Forces Snowbirds in July.
- Terminal Upgrades – new lounge chairs installed, carpeting replaced with vinyl plank, new windows and blinds installed.
- T-Hangers – Bourcet Engineering report indicated vertical beam upgrade to support curtain doors is not adequate to support hangar doors. Question raised regarding possibility of installing bi-folds doors; not feasible as overhead clearance would be lower and electrical not installed to hangers. Sliding doors are not feasible as they would cover the neighbouring hangar door when opened.
- Fire Season – marked increase in fire activity for year.

- Heli-parking pad – Enkon Environmental Ltd. filed riparian area regulation notification with Ministry of Environment. West bank trees trimmed.
- Airport GNSS Approach – Direct Approach Consulting Inc. competed four year re-validation of R-Nav approach.
- Terminal Lounge Pay Phone – pay phone removed and direct line access now installed. Will look into installing local phone.

M/S Mark McKee/Loni Parker THAT:
the Airport Manager's Report be accepted as presented.

CARRIED

FORESTRY BUILDING REQUEST

The Wildfire Officer reported that current storage at Forestry site is not adequate and a request has been made for a new building. Pictures and specs of new building were provided which would allow for storage of trucks and firefighting equipment and current sea can storage to be removed.

Building will not be approved for 2018 but may be approved in future years. Director Parker reported that the CSRD has no objections to the building installation. Director McKee reported that the City of Revelstoke would have no objections pending Planning department approval of formal plans. Director McKee asked that any security lighting be installed to not affect the neighbours.

The Airport Manager posed the question whether the Province could purchase the Forestry building land from the CSRD. The Community Services Team Leader indicated that CSRD would be open to discussions with the Province. The Wildfire Officer will take the land purchase idea to the Province.

EVERYTHING REVELSTOKE UPDATE

Everything Revelstoke representatives provided an update regarding the scheduled flights to Revelstoke with Pacific Coastal Air. The scheduled amount of flights has doubled from last year to 32. Of the 20 flights completed this year to date, 11 have been diverted and 9 have landed in Revelstoke. Pacific Coastal has been assisting in accommodating arrival changes. Guest arrivals at the airport have been running smoothly, with the Airport Manager in agreement that unloading and loading have been going well. Landing challenges at the airport have been due to weather conditions. Weekly requests have been made for chartered bookings and 14 charters have been confirmed for this year. Anticipating issues with scheduled flights and charters arriving at same time.

PARAGLIDER LANDING ZONE

The Team Leader, Community Services, reviewed the Province of BC Referral #95337725 in regards to the Revelstoke Hang Gliding and Paragliding Association's application for a paragliding and hang gliding landing strip at the Revelstoke Airport. Concerns were voiced from the CSRD, Director Parker and the Airport Manager of potential safety issues with landing at the airport and a lack of communication coming from the Paragliding Association. Further discussion with the Association regarding a more suitable location for landing will be coordinated by the CSRD and the Airport Manager.

HELI PAD ACCESS

A report from Gentech Engineering Inc. estimates it will cost approximately \$250,000 to complete an access road from the fuel tank to the Revelstoke Flying Club building. Although this option is not cost effective, with the increase in helicopter traffic, heli-skiing and forestry activity, other options need to be investigated further. Other options include the possible installation of an asphalt pad using the portable trailer for fueling.

**2017 BUDGET
& FIVE YEAR
FINANCIAL PLAN**

The Team Leader, Community Services presented the Revelstoke Airport Five Year Capital Financial Plan. The 2017 capital items discussed are as follows:

- Some previous capital projects have been moved to the operational budget.
- Reserve budget is increasing at an adequate level.
- Estimation to replace credit card reader is \$60,000. The Team Leader and the Airport Manager will look into obtaining additional quotes to replace and/or upgrade the machine.

M/S Mark McKee/Loni Parker THAT:
recommended budget items as received be approved
CARRIED

OTHER BUSINESS

The President of the Revelstoke Flying Club mentioned the concern of birch trees leaning over the Revelstoke Flying Club building.

ACTION

The Airport Manager will arrange for the trees to be removed the next time tree removal is being completed at the airport.

The Airport Manager discussed the future needs of the airport include larger hangers for private jets, runway extension, de-icing capabilities and potential for clients to have security/customs clearance at the airport. Concerns were voiced over need to have more scheduled arrivals at the airport before proceeding with any future expansion.

NEXT MEETING

October 2018 unless other issues arise.

**ADJOURNMENT
3:00 PM**

M/S Mark McKee/Loni Parker THAT:
the meeting be adjourned.

CARRIED

CHAIR