

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

Minutes from a meeting held March 31, 2010
In the Terminal Building at the Revelstoke Airport

PRESENT: Chair:	Loni Parker	(Electoral Area 'B')
	David Raven	(City of Revelstoke)
	Ken Kushner	(Airport Users Representative)
	Ed Wozniak	(Airport Manager)
Staff:	Gary Holte	(Manager, Environment & Engineering Services)
	Carolyn Black	(Office Co-ordinator, Environment & Engineering Services)
Guest:	Dave Mair	(Silivertip Aviation)

*part of meeting only.

The meeting was called to order at 10:05 AM.

ADOPTION OF MINUTES	M/S Ken Kushner/David Raven THAT: the minutes of the December 1, 2009 Revelstoke Airport Management Committee meeting be adopted. CARRIED
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AIRPORT MANAGER'S REPORT	The Airport Manager provided a detailed report on activities over the winter and issues affecting the operation. A copy of the report will be forwarded to the Committee.
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The Airport Manager advised that due to previous wiring issues, the floating suction for the Jet A fuel pump could not be reattached after the replacement of the fuel pump in February. The committee discussed the advantages of using a floating suction system (instead of fixed system) and the process and time required for completing the repair. The estimated cost is under \$5,000.

M/S David Raven/Ken Kushner THAT:
the repair to the floating suction for the Jet A fuel pump be approved to a
maximum of \$5,000;
AND THAT :
the Airport Manager be authorized to make the necessary arrangements for
those repairs.

The Airport Manager noted that he will be meeting with a representative from NavCanada on April 20th to discuss updating the AWOS and digital aviation cameras. This may result in relocation of the current weather station and installation of new cameras. CSRD staff will confirm ownership of the current weather station site and will make application for the land if the weather station is moved.

M/S David Raven/Ken Kushner THAT:
The airport manager's report be accepted.
CARRIED

2010 PROJECTS AND
BUDGET

The Manager, Environment & Engineering Services advised Direct Approach Consulting is conducting a study to determine the preferred instrument approach option for the Revelstoke Airport. CSRD staff will be providing additional details to Direct Approach Consulting to assist in its review. The cost of the study is \$3,675 including taxes and is expected to be completed **by the end of April**. A copy of the report will be forwarded to the Committee when received.

\$40,000 was budgeted for upgrading of the T-hangar building by closing up the ceiling with the installation of plywood sheeting. The airport manager was asked to get 3 or 4 quotes from local contractors and to share the quotes with the Manager, Environment & Engineering Services.

The City of Revelstoke has agreed to cost-share on a study for the extension and upgrade of the municipal water line to the Revelstoke Airport. The consulting firm of Dayton and Knight have been awarded the project at a total cost of \$10,000.

T-HANGAR LEASES

The Committee was advised that the T-hangar leases will expire on March 31st and need to be renewed and new lease rates needed to be determined. An informal survey was conducted by CSRD staff to compare lease rates at other BC airports which found that there are few airports to compare to and that they use a variety of methods to determine rates. The Committee was also advised that the T-hangar lease rates had not changed for a number of years, but would need a slight increase to meet the 2010 budget.

M/S David Raven/Ed Wozniak RECOMMEND THAT:
hangar users be offered a one year lease with a 5% rate increase over 2009 rates.

CARRIED

SELKIRK-TANGIERS
BUILDING

The Manager, Environment & Engineering Services has been advised by a representative from Selkirk-Tangiers that an appraisal of the building will be conducted and the result of that appraisal will be reported to the CSRD. \$80,000 was included in the 2010 budget for the purchase of the building.

M/S Ken Kushner/David Raven RECOMMEND THAT:
The Board of Directors of the Columbia Shuswap Regional District approve the purchase of the Selkirk-Tangiers building if the offer is no more than \$80,000.

CARRIED

GLACIER
HELICOPTERS
REQUEST FOR LEASE
AREA

A request from Glacier Helicopters for consideration of the location of a hangar/office for its operations was discussed. Of particular issue was the potential site for such an operation. The Land use Plan Brief report (EBA, January 2008) suggests potential locations including the development of the Flying Club lands as site for commercial rotary wing aircraft. The Airport Manager suggested that the Flying Club area is better suited to heavier operations and that the best alternative is behind the air tanker base. Glacier Helicopters will be advised of the proposed location as well as its responsibility for the costs of utility installation, etc. Lease rates will be established once it is determined that Glacier Helicopter is seriously moving towards establishing a permanent location at the airport.

AIR AMBULANCE

A letter from the Flying Club was circulated which apprised the committee of an issue regarding access to the airport for medivac operations by out-of-town ambulances. It was agreed that signage would be erected on the fence that includes the emergency phone number of the airport manager and that gate keys could be supplied to the hospital for out-of-town ambulance use.

FLYING CLUB

Ken Kushner submitted correspondence which included questions and comments about the possible termination of the Flying Club lease. These were discussed by the Committee and it was learned that the lease area is the home to painted turtles and has never had an environmental assessment carried out.

Mr Kushner advised that the Flying Club membership is dwindling with only 10 members remaining and reminded the Committee that the Flying Club would no longer be hosting its annual airport appreciation day.

ADJOURNMENT
11:40 AM

M/S Ken Kushner/Ed Wozniak THAT:
the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR