

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee** Meeting held in Room 100 at City Hall, Salmon Arm, BC on **Wednesday, June 19, 2024** at 3:00 p.m.

PRESENT:

Rhona Martin
John McDermott
Hammy McClymont
Doug Pearce
Sarah Langlois
Jayden Blower
Rob Niewenhuizen
Darin Gerow

CSRD
Lakeland Ultralights/Hangar Owner
Pilot/Hangar Owner
Salmon Arm Flying Club
NOVA/Skydive Salmon Arm
Airport Manager
City staff, Director of Engineering & Public Works
City staff, Manager of Roads & Parks

ABSENT:

Louise Wallace Richmond
Mark Olson
Steve Genn
Gord Newnes
Kent Milley
Jeremy Neufeld

City Councillor
Pilot/Hangar Owner
Salmon Arm Flying Club
Pilot/Hanger Owner
KS2 Management Ltd
RAP Attack

The meeting was called to order at 3:00 p.m. chaired by Rob Niewenhuizen.

1. **Introductions and Welcome**

2. **Acknowledgement of Traditional Territory**

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. **Approval of Agenda and Additional Items**

Moved: Doug Pearce

Seconded: Rhona Martin

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of June 19, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of March 20, 2024 Shuswap Regional Airport Operations Committee Meeting**

Moved: Jayden Blower

Seconded: Doug Pearce

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of March 20, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of June 11, 2024 Shuswap Regional Airport Safety Committee Meeting

Moved: Jayden Blower

Seconded: Doug Pearce

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of June 11, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

6. Airport Managers Update

- Annual maintenance to fuel facility is complete, this included tank and filter cleaning.
- Gate issues, breaker trips, City staff are looking into what is required for the repair
- The landscaping in the tie-down area is growing well and has cut down on the dust
- Flying Club completed some renovations to the terminal building. New laminate flooring and entrance door.
- NOVA complete some renovations to their office area in the terminal building,
- Asphalt along the north side of the terminal building parking lot is breaking up, City staff have been notified,
- City staff checked the perimeter fencing, some minor repair will be facilitated this fall,
- Some brushing and clearing has been completed in the OLS areas, additional work to be completed this fall,
- Tie-down area rehabilitation is finished and the grass is taking well.
- Summer traffic is up, lots of training at RAP Attack
- Wildlife issues; marmots are digging around the gas shack and in the field,
- Jayden attended an aviation fuel handling & quality control seminar in Vancouver.
- Proposal to install a fuel sales signage board adjacent to Taxiway Charlie. Pricing will be obtained; if budget is available, the signage will be purchased and installed this year.

7. Old Business /Arising from minutes

- a) RCMP – Tactical Vehicle Training
 - Rescheduled to the early fall
 - Tabled until further information is received from RCMP
- c) Wildlife Management Plan
 - Received a preliminary update memo from the Jeremy Ayott, plan will be finalized and reviewed by Airport manager and City Staff.
- d) 2024 May 16-20 Skydiving Boogie Event – review
 - Successful event, approx. 120 attendees and 600 jumps

- Event debrief with NOVA and Airport Management, only a few items to tweak for the scheduled September event
- Received MRDT funding for the event
- Canada Day skydiving skills event, smaller scale

8. New Business

a) NOVA request

- Improvements to area under the terminal building deck, install concrete pad or gravel,
- NOVA to discuss plan with Airport manager and City staff,
- Ensure that no underground utilities are covered by improvements.

a) 2024 Budget Update

a. Major Maintenance

- i. Fencing (CF),
 - City staff will repair a gap under the fence adjacent to the land fill,
- ii. Runway OLS Area Maintenance
 - Work will be scheduled for this fall
- iii. Hazard & Obstruction Beacon Electrical Repairs
 - RFP is being prepared and will be issued this summer, work is anticipated to commence later this summer
- iv. Weather Station (CF)
 - A contractor and material (fibre cable) have been secured work will be scheduled shortly,
- v. Tie Down Area Rehabilitation
 - Complete
- vi. Runway Brushing
 - Some work was completed this spring, additional work will be done this fall

b. Capital

- i. Gas Shack Replacement/Renovation (CF)
- ii. Runway Paving (BC Air Access Program CF)
 - Quotes for the installation of thermos plastic line work have been received and are being evaluated. Line work will be scheduled for later this summer
- iii. Electrical Service – Future lease lots
 - Engineering staff will be looking into this project in the fall

9. Other Business &/or Roundtable Updates

- a) Upcoming events – Aug 29 – Sept 2 Skydiving Boogie
- NOVA is proposing to have an exhibition jump at Canoe Beach,

- Possibly three or four loads (16 jumpers) from their Cessna 182, approx. a 2.5 – 3 hour period,
- Only the most experienced jumpers will participate,
- Proper liability insurance will be in place,
- The City's risk management committee has forwarded this request to MIABC for review,
- NOVA to provide a more comprehensive even & safety plan to the City for review
- Comment from the committee, that both the Airport (CZAM) 122.9 and the on route 126.7 frequencies should be monitored during the event.

10. Next meeting – September 18, 2024

11. Adjournment

Moved: Rhona Martin

Seconded: Darin Gerow

THAT: the Shuswap Regional Airport Operations Committee Meeting of March 20, 2024 be adjourned.

The meeting adjourned at 4:00 p.m.

"R. NIEWENHUIZEN"

Rob Niewenhuizen
Director of Engineering & Public Works

Minutes received as information by Council
on the 8 day of July, 2024