



## **CITY OF PRINCE ALBERT**

### **AIRPORT ADVISORY COMMITTEE REGULAR MEETING**

# **AGENDA**

**THURSDAY, FEBRUARY 10, 2022, 4:00 PM  
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. APPROVAL OF MINUTES**

- 4.1 November 25, 2021 Airport Advisory Committee Meeting Minutes for Approval (MIN 21-118)

#### **5. CORRESPONDENCE & DELEGATIONS**

#### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

- 6.1 2022 Airport Advisory Committee Proposed Meeting Schedule (RPT 22-51)
- 6.2 Airport Advisory Committee 2022 Work Plan (RPT 22-47)

Verbal Presentation: Wes Hicks, Director of Public Works

#### **7. UNFINISHED BUSINESS**

#### **8. ADJOURNMENT**



City of  
**Prince Albert**

***MIN 21-118***

**MOTION:**

That the Minutes for the Airport Advisory Committee Meeting held November 25, 2021, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## CITY OF PRINCE ALBERT

### AIRPORT ADVISORY COMMITTEE REGULAR MEETING

# MINUTES

**THURSDAY, NOVEMBER 25, 2021, 3:40 P.M.  
MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

PRESENT: Mayor Greg Dionne  
Councillor Don Cody  
Curtis Lemieux  
Brent Pillipow

Sherry Person, City Clerk  
Corey Nygaard, Airport Manager  
Wes Hicks, Director of Public Works

#### **1. CALL TO ORDER**

Mayor G. Dionne, Chairperson, called the meeting to order.

#### **2. APPROVAL OF AGENDA**

0020. **Moved by:** B. Pillipow

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

(Martin Dolny and Dave Webster were absent for the vote.)

**CARRIED**

### **3. DECLARATION OF CONFLICT OF INTEREST**

### **4. ADOPTION OF MINUTES**

0021. **Moved by:** B. Pillipow

That the Minutes for the Airport Advisory Committee Regular Meeting held September 1, 2021, be taken as read and adopted.

(Martin Dolny and Dave Webster were absent for the vote.)

**CARRIED**

### **5. CORRESPONDENCE & DELEGATIONS**

### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

#### 6.1 Airport – Capital Projects Plan (RPT 21-483)

Verbal Presentation was provided by Wes Hicks, Director of Public Works or Corey Nygaard, Airport Manager.

0022. **Moved by:** Councillor D. Cody

That the following be forwarded to an upcoming Budget Committee meeting for consideration:

1. That the 2021 Airport Capital Projects Progress Report, as outlined in RPT 21-483, be received as information and filed; and,
2. That the application for external funding for the following capital projects be approved:
  - a. Automated Opener Gate No. 2 for Ambulance; and,
  - b. Taxi B Overlay;
3. That if the Application for External Funding for the capital projects is unsuccessful, the projects are approved for funding as follows from the Airport Improvement Fund:
  - a. Automated Opener Gate No. 2 for Ambulance in the amount of \$9,000; and,
  - b. Taxi B Overlay in the amount of \$15,000; and,

4. That the following capital projects be approve to be funded from the Passenger Facility Fee Reserve:
  - a. Runway 08 Threshold Concrete Repair in the amount of \$16,000;
  - b. New Terminal Design in the amount of \$600,000; and,
  - c. Terminal Sidewalk Expansion in the amount of \$65,000.

(Martin Dolny and Dave Webster were absent for the vote.)

**CARRIED**

## 6.2 Airport – Turf Runway 16-34 (RPT 21-484)

Verbal Presentation was provided by Wes Hicks, Director of Public Works or Corey Nygaard, Airport Manager.

0023. **Moved by:** C. Lemieux

That the following be forwarded to an upcoming City Council meeting for consideration:

That the Turf Runway be decommissioned at a cost of \$5,000 to be funded from the Airport Improvement Fund.

(Martin Dolny and Dave Webster were absent for the vote.)

**CARRIED**

## 7. UNFINISHED BUSINESS

**8. ADJOURNMENT – 4:19 P.M.**

0024. **Moved by:** B. Phillipow

That this Committee do now adjourn.

(Martin Dolny and Dave Webster were absent for the vote.)

**CARRIED**

MAYOR GREG DIONNE  
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS 10<sup>TH</sup> DAY OF FEBRUARY, A.D. 2022.



**RPT 22-51**

**TITLE:** 2022 Airport Advisory Committee Proposed Meeting Schedule

**DATE:** January 28, 2022

**TO:** Airport Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the 2022 Airport Advisory Committee Meeting Schedule, as attached, be approved.

**TOPIC & PURPOSE:**

To establish a schedule of regular meetings in 2022 for the Airport Advisory Committee.

**BACKGROUND:**

Subsection 78(8) of City Council's Procedure Bylaw No. 23 of 2021, states that at the first meeting, the Committee shall if required, decide the day and time for holding its regular meetings.

**PROPOSED APPROACH AND RATIONALE:**

In order to conduct business of the Airport Advisory Committee, it is necessary to establish a regular meeting schedule. Therefore, the Committee is being requested to review the five (5) dates and times outlined in the proposed Meeting Schedule, as attached, and make amendments, as deemed necessary.

Please note, however, that meals and/or snacks will not be available at the meetings, as there is no current budget allocation for these types of incidentals.

In addition, please note, as stated in Subsection 78(17-20) of City Council's Procedure Bylaw, the Committee Chair may cancel its regularly scheduled meeting if there's a lack of agenda items or change the date, time and place of a regularly scheduled meeting.

**CONSULTATIONS:**

The Secretary, Vice-Chair and Advisory Official of the Committee discussed the proposed meeting schedule on January 26, 2022 as well as established the first meeting in 2022 to be held on February 10, 2022.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

The approved 2022 Committee Meeting Schedule will be included in the eAgenda website and posted on the Bulletin Board at City Hall.

As well, each Committee member, Advisory Official and member of Council will receive electronic meeting invitations from the City Clerk's Office.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy, financial or privacy implications, official community plan implementation strategies or options to the recommendation.

**STRATEGIC PLAN:**

The information contained in the report directly aligns with The City's Strategic Goal of Corporate Sustainability:

"The City recognizes that a well-functioning organization needs to be clear on the roles and functions of Administration and Council, understand the core principles and behaviors of good governance, and commit to continued improvement in governance and organization."

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**ATTACHMENTS:**

1. 2022 Airport Advisory Committee Proposed Meeting Schedule

Written by: Terri Mercier, Corporate Legislative Manager

Approved by: City Clerk & City Manager





## CITY OF PRINCE ALBERT MEETING NOTICE

In accordance with Section 98 of *The Cities Act*, Meeting Notice is hereby given of the following meeting(s) of City Council's Committee(s):

### **AIRPORT ADVISORY COMMITTEE** **2022 MEETING SCHEDULE**

#### **MARCH**

Thursday, March 24, 2022

#### **APRIL**

Wednesday, April 13, 2022

#### **MAY**

Thursday, May 19, 2022

#### **SEPTEMBER**

Thursday, September 22, 2022

#### **OCTOBER**

Thursday, October 27, 2022

**All meetings will be held at 4:00 p.m., in the 2<sup>nd</sup> Floor Main Boardroom, City Hall, unless otherwise posted.**

For more information please contact:

City Clerk  
City of Prince Albert  
1084 Central Avenue  
Prince Albert, SK S6V 7P3  
Ph: 306-953-4305

Dated at Prince Albert this 11<sup>th</sup> day of February, 2022.

**TITLE:** Airport Advisory Committee 2022 Work Plan

**DATE:** January 26, 2022

**TO:** Airport Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

That the 2022 Airport Advisory Committee Work Plan be approved.

**TOPIC & PURPOSE:**

The purpose of this report is for the draft 2022 work plan to be presented to the Airport Advisory Committee for discussion.

**BACKGROUND:**

The Airport Advisory Committee was established by City Council on October 22, 2019. Every year a work plan is to be established by the Committee and subsequently forwarded to City Council for approval. The items identified in the work plan have been suggested by the Department of Public Works and by the Airport Advisory Committee.

**PROPOSED APPROACH AND RATIONALE:**

The attached Work Plan provides an outline of the main areas of consideration for the Airport Advisory Committee for 2022 as follows:

1. Av Gas Card Lock F.O.B.
2. New Hanger Space
3. Apron II Rehabilitation
4. Operational ASMP Improve use of Resources
5. Operations ASMP Protect Airport Airspace

**CONSULTATIONS:**

The Airport Advisory Committee and Public Works Department have been involved with creating the work plan list.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Following the Committee's review, this report will be forwarded to the Executive Committee for their approval.

**POLICY IMPLICATIONS:**

There are no justifications for incamera, financial implications, privacy implications, or options to recommendations

**STRATEGIC PLAN:**

As an asset of the City, the values of the Airport should align with the Core Values identified in the City's Five-Year Strategic Plan, but with a specific focus on the role, vision, and mission of the Airport.

***Entrepreneurial***

*Facilitate business development and entrepreneurship through the provision of safe, affordable, and capable airport facilities*

***Partnerships***

*Utilize airport infrastructure and operational excellence to foster meaningful social and business partnerships in the community and support economic growth in the region*

***Innovative***

*Employ effective planning and development to facilitate efficient and safe aviation activity today, while creating an environment that stimulates investment in the Airport and our City for tomorrow*

***Accountable and Transparent***

*We will make investment and operations decisions at the Airport based on a clear and defensible rationale*

**OFFICIAL COMMUNITY PLAN:**

Establish a foundation of sound planning for the Prince Albert Airport area. The airport industrial land use allows for industrial activities associated with the Prince Albert Municipal Airport. The purpose of this land use is to allow for airport activities and locate associated and dependent businesses close to the airport. The area may accommodate a mix of commercial and industrial uses that complement the Prince Albert Municipal Airport. The uses must be consistent with airport flightpath requirements.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

Verbal by Wes Hicks, Director of Public Works

**ATTACHMENTS:**

1. AAC 2022 Draft Work Plan

Written by: Director of Public Works

Approved by: City Manager

## City of Prince Albert Airport Advisory Committee (AAC) 2022 Work Plan

<i>Deliverable (What)</i>	<i>Action (How)</i>	<i>Resources (Who)</i>	<i>Lead</i>	<i>Estimated Start Date</i>	<i>Update on Status of Project/Tasks</i>
From the Strategic Master Plan. <ul style="list-style-type: none"> <li>Av Gas card lock.</li> </ul>	Administration to bring forward a report on how to improve access with the following options: <ul style="list-style-type: none"> <li>Negotiate with Snowbird Aviation.</li> <li>Av Gas Card Lock.</li> <li>RFP for new supplier.</li> </ul>	Airport Manager Engineering Services Manager Director of Public Works Director of Planning	Public Works	Meeting #1	
From the Strategic Master Plan. <ul style="list-style-type: none"> <li>New Hanger Space.</li> </ul>	Administration to bring forward a report on how to construct a new hanger for over night parking with the following options: <ul style="list-style-type: none"> <li>RFP for proposals to build and operate.</li> <li>Costs for City to construct and operate.</li> </ul>	Director of Planning PREDA Airport Manager Engineering Services Manager Director of Public Works	Planning	Meeting #2	
From the Strategic Master Plan. <ul style="list-style-type: none"> <li>Apron II Rehabilitation From the Strategic Master Plan.</li> </ul>	Administration to bring forward a report on how upgrading Apron II and providing underground utility services will allow economic development of hangers at the airport.	Engineering Services Manager Airport Manager Director of Public Works	Public Works	Meeting #3	
Operational ASMP page 138. <ul style="list-style-type: none"> <li>Improve use of Resources.</li> </ul>	Utilization review of City Resources and make recommendations and changes. <ul style="list-style-type: none"> <li>Parks mowing grass groundside.</li> <li>Roadways snow clearing groundside.</li> <li>Other possible beautifications ideas.</li> </ul>	Airport Manager Engineering Services Manager Director of Public Works Operations Manager Roadways Manager Parks Manager	Public Works	Meeting #4	
Operations ASMP page 138. <ul style="list-style-type: none"> <li>Protect Airport Airspace</li> </ul>	City of Prince Albert and Bucklands land use review. <ul style="list-style-type: none"> <li>What can and cannot be build in the Airport.</li> <li>Protection of the Air space for safety.</li> </ul>	Director of Planning PREDA RM of Bucklands Airport Manager Engineering Services Manager Director of Public Works	Planning	Meeting #5	