

**MINUTES** of an Airport Advisory Committee meeting held in the Raven Room, Town Square, Fort Nelson BC on Thursday, February 21, 2002 at 5:00 PM

**THOSE PRESENT**

Councillor Unruh - Chair  
Director Sime  
Jack Cann  
Bill Moore  
Peter Villers

**STAFF**

Debbie Walker - Regional Secretary  
Randy McLean - Treasurer  
Jim Cheverie - DOP  
Jim Ogilvie - ATCO, Fort Nelson  
Airport Manager  
Bob Pattison - DCM  
Sylvia Hayes - Recording Secretary

1. Call to Order A quorum being present, Chair Unruh called the meeting to order at 5:09 PM and proceeded with the business placed before it.
2. Adoption of Agenda **MOVED** by Director Sime, **SECONDED** by Jack Cann that the agenda for the February 21, 2002 Airport Advisory Committee meeting be adopted for implementation as presented.

**CARRIED**

3. Airport Advisory Committee Minutes  
January 17, 2002 **MOVED** by Bill Moore, **SECONDED** by Director Sime that the minutes dated January 17, 2002 be adopted as distributed and read, there being no errors or omissions.

**CARRIED**

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**New Business**

4. Correspondence from Talon Helicopters

Re: Transfer of Fort Nelson Operations

to Qwest Helicopters Inc. Discussion ensued regarding the letter from Talon Helicopters requesting the transfer of their Fort Nelson Airport lease to Qwest Helicopters with the following points being noted:

- ~ the building permit issued to Talon Helicopters is not transferrable
- ~ the Talon Helicopter lease would have to be terminated with a new lease agreement being made with Qwest Helicopters
- ~ there should be a fixed wing operation in the area, not a Helicopter operation
- ~ Qwest Helicopters would require additional time to construct their hanger
- ~ the lot beside Glen Air has been leased by Northern Aviation Maintenance
- ~ if Qwest Helicopters were given lease, would Talon Helicopters be released from their lease obligations
- ~ the land Talon Helicopters is leasing would have to be returned to its original state prior to being leased by Qwest helicopters
- ~ the Regional District does not want to hinder development by Qwest Helicopters
- ~ this is the only available site at this time

**MOVED** by Bill Moore that Talon Helicopters be released from any further lease obligations in respect to their lease at the Fort Nelson airport, conditional that the land be returned to its former condition

**MOTION WITHDRAWN**

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4. Continued

Discussion continued with it being noted:

- ~ a letter had been sent to Talon Helicopters requesting payment of the amounts owing for lease payments
- ~ Talon Helicopter's lease commenced October 1, 2001 and was for a 20 year period
- ~ Talon Helicopters could be released from their lease agreement once they have met contract obligations. The site must be cleaned up by April 30, 2002, and then the lease could be reassigned to Qwest Helicopters

**MOVED** by Bill Moore that Talon Helicopters be released from any further lease obligations with the Fort Nelson Airport conditional that the property that Talon Helicopters has leased is cleaned up within 60 days.

**MOTION WITHDRAWN**

Committee members continued deliberations with the following being noted:

- ~ the cloth hanger on the leased property was installed with rebar stakes pounded into the asphalt resulting in easy removal
- ~ to reassign the Talon Helicopters lease to another company would cost Talon Helicopters \$1,000 reassignment fee
- ~ the original lease agreement with Talon Helicopters is for a 20 year period; it was noted that all helicopters used by Talon Helicopters were also leased
- ~ the original Talon Helicopter lease agreement could be reassigned to Qwest Helicopters. It was suggested that Qwest Helicopters could pay the back rent owing on the Talon Helicopter lease plus the \$1,000 reassignment fee.

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4. Continued

**MOVED** by Director Sime, **SECONDED** by Jack Cann that it be recommended to the Regional Board that Talon Helicopter Inc's request to reassign their 20 year lease for the property located airside at the Fort Nelson Airport (part of Block H-1, District Lot 1535, Peace River District as shown on Plan PGP495954) to Qwest Helicopters Ltd of Fort Nelson, BC be approved, conditional that all outstanding lease payments (\$1,363.19) be recovered, the \$1,000 reassignment fee be paid and the land returned to its former state, prior to the completion of the reassignment and that the conditions of the lease with Talon Helicopters Inc remain the same for Qwest Helicopters Ltd. with the exception of Section 6.3 - Deadlines for Commencement of Construction and Substantial Completion of Building whereby commencement of construction shall take place on or before April 01, 2002 and be substantially completed by October 01, 2002 and finally that the Chair and the Regional Secretary be authorized to affix their signatures and the corporate seal of the Northern Rockies Regional District to all documentation necessary to convey the Regional District's interest on the terms and conditions specified.

**CARRIED**

5. Correspondence from Taylor Service  
on Behalf of Watson Lake Chamber  
of Commerce  
Re: Proposed Commercial Airline Services  
for Watson Lake and Whitehorse, Yukon  
Request for Comments

**MOVED** by Director Sime, **SECONDED** by Bill Moore that the letter received from Taylor Service on Behalf of the Watson Lake Chamber of Commerce dated February 1, 2002 be received for information.

**CARRIED**

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6. Correspondence from MP Jay Hill  
Re: Air Travelers Security Charge
- Discussion ensued regarding the Air Travelers Security charge with it being noted that Revenue Canada may start charging a security tax on all fixed wing charter companies with aircraft weighing more than 6,000 pounds
- MOVED** by Peter Villers, **SECONDED** by Bill Moore that the letter received from MP Jay Hill dated February 18, 2002 be received for information.

**CARRIED**

7. Correspondence from BCAC  
Re: Request for Funding for Report Regarding BC Airports
- \*This item was deferred to the March 21, 2002 meeting date.

8. Email from Mike Doyle  
Re: Air North Boeing 737 from Whitehorse to Calgary and Edmonton
- Discussion ensued regarding Air North service from Whitehorse to Calgary and Edmonton with the following points being made:
- ~ Air North should be approached regarding passenger service being established to Fort Nelson
  - ~ Air Canada has threatened to remove Fort Nelson service if other carriers start service here

**MOVED** by Director Sime **SECONDED** by Bill Moore that it be recommended to the Regional Board that the Town of Fort Nelson/Northern Rockies Regional District correspond with Air North requesting that they consider establishing passenger service to the Fort Nelson Airport.

**CARRIED**

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9. Snowmobile Club  
Temporary Shelter

Discussion ensued regarding the shelter being erected at the airport by the Fort Nelson Snowmobile Club with the following points made:

- ~ an area outside the Snowmobile Club's lease has been plowed for parking during the Club's races
- ~ a double wide trailer would be moved onto the land being leased by the Snowmobile club
- ~ the lease held by the snowmobile club expires in October 2002

Airport Manager Ogilvie advised that the Snowmobile Club had approached him to place a temporary trailer on their lease property for the purpose of selling hot dogs and hamburgers at events held by the snowmobile club. He noted that the trailer was to be on wheels so it could be portable.

It was noted that the Snowmobile Club would need a building permit to have a double wide trailer installed at the airport.

10. Well Report  
Pitless Adapter and  
Pump Replacement

Airport Manager Ogilvie advised there had been problems with the well at the airport, noting that there was low water pressure in the water lines running from the well.

Airport Manager Ogilvie advised that a new submersible pump had been installed in the well. The old pump would be sent out for servicing and would be kept as a spare.

**MOVED** by Director Sime, **SECONDED** by Peter Villers that that it be recommended to the Regional Board that the capital request for well repairs and pump replacement at the Fort Nelson Airport be approved in principle and that it be forwarded to the Town Council/Regional District budget meeting scheduled for March 3, 2002 for approval.

**CARRIED**

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11. Temporary Adjournment The meeting was temporarily adjourned at 6:08 PM.
12. Re-Call to Order The meeting was re-called to order at 6:23 PM.
13. Verbal Update  
Re: VOHL Sweeper
- Airport Manager Ogilvie advised that a new air intake system had been installed on the VOHL sweeper, the sweeper must be inspected every 10 hours but checks can be completed in 5 minutes and a filter element changed quickly at a cheaper cost than replacing the air filter at \$140.00.
- He advised that hydraulic cylinders and the hydrostatic tank on the VOHL sweeper were leaking and RPM Tech Inc. sent replacements promptly.
14. Operating Report  
December to  
February 15, 2002
- Airport Manager Ogilvie indicated Transport Canada had documented the domed theodolite shelter in the approach lights to Runway 03-21 needed to be removed, he noted the theodolite shelter had been removed by Airport personnel. He advised that trees had to be removed from Runway 07-25 and 03-21 and noted that Forestry would be removing the trees along the runway.
- He reported Transport Canada had requested the Airport Operations Manual be updated and Airport Manager Ogilvie advised he is currently working on this project.
- Airport Manager Ogilvie advised United Safety had requested more heated storage space for a long term lease.
- Discussion ensued with the following points being noted:
- ~ the grader used at the airport could be plugged in outside and the grader storage bay could be utilized by United Safety
  - ~ Sonny's Baggage Service would assume the lease on the 2 bays in the old Fire Hall if Jim & Mary Ann Hart's did not renew their lease agreement when it expired March 31, 2002

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14. Continued

- ~ two more bays could be built onto the existing airport maintenance shop as storage for United Safety
- ~ United Safety has indicated they would be willing to lease land and rent a facility if another company would build the structure
- ~ the snow blowers at the Airport must be kept inside because they are usually required on short notice
- ~ the Esso truck garage could be utilized by United Safety if it is available

**MOVED** by Director Sime that the Fort Nelson Airport advertise that an airport customer could enter into a long term lease agreement at the airport if private enterprises would be willing to build a heated building that the customer could use.

**MOTION WITHDRAWN**

15. Meeting with Ramin Burke  
from Environment  
Canada

Airport Manager Ogilvie advised that Mr. Ramin Burke from Environment Canada would be available March 28, 2002 to meet with the Airport Advisory Committee.

Peter Villers advised that he would be away March 19 - April 10, 2002.

Jack Cann advised that he would be away March 15 - March 31, 2002.

Councillor Unruh advised that she would be away April 10 - 14, 2002.

**MOVED** by Bill Moore, **SECONDED** by Director Sime that Airport Manager Jim Ogilvie be requested to find out from Environment Canada if there are any additional remediated sites that could be developed at the Airport.

**CARRIED**

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15. Continued Airport Manager Ogilvie was requested to prepare a map of existing contaminated areas at the airport.
16. Business & Land Use Plan Airport Manager Ogilvie advised that Jim Grecco from ATCO Airports is away, so was unable to provide an update on the Business and Land Use Plan for the Airport.
17. Ray's Power Tongs Collapsed Building Airport Manager Ogilvie advised that the owner of "Ray's Power Tongs" had been notified by letter that the building on their leased property had collapsed and had been condemned.
- The owner of Ray's Power Tongs had requested that he be permitted to leave the building until Spring and then remove it and rebuild. He suggested he would consider using a fabric covered building to replace the existing building.
- It was agreed that "Ray's Power Tongs" be requested to remove the collapsed building and clean up the site by March 15, 2002.
18. Fort Nelson Flight Centre Restaurant Airport Manager Ogilvie advised that Jim and Mary Ann Hart indicated that they may not be renewing the lease for the Fort Nelson Flight Centre Restaurant.
- It was suggested that United Safety could lease the existing bays at the Fort Nelson Flight Centre location.
- Airport Manager Ogilvie advised that Sonny's Baggage had shown an interest in leasing the Fort Nelson Flight Centre Restaurant space to use as a Purolator office if Jim and Mary Ann Hart do not renew their lease.
19. Adjournment **MOVED** by Director Sime, **SECONDED** by Councillor Unruh that the Airport Advisory Committee meeting of February 21, 2002 be adjourned at 6:58 PM.

**CARRIED**

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**CERTIFIED** a true and correct copy of the minutes of an Airport Advisory Committee meeting held on February 21, 2002.

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Karen Unruh, Chair/Councillor

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Debbie Walker, Regional Secretary

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Sylvia Hayes Recording Secretary