



AIRPORT ADVISORY COMMITTEE AGENDA CITY OF MERRITT

Thursday, October 15, 2020

10:00 A.M.

COUNCIL CHAMBERS, CITY HALL

2185 Voght Street

Merritt, B.C

Mission Statement: *The City of Merritt is a progressive, attractive, economically viable City that is socially responsible and environmentally sustainable.*

Pages

1. CALL TO ORDER

2. ADOPTION OF MINUTES

2.1. Airport Advisory Committee Minutes - March 6th, 2020

3

Recommendation:

THAT the Minutes of the Airport Advisory Committee held on March 6th, 2020 be adopted.

3. GENERAL MATTERS - Delegations and Recognitions

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1. Discussion of Committee Mandate

To be led by Chair Christopherson

5.2. Committee Recommendations to Council

Recommendation:

THAT the Committee recommend to Council that the City become members of the BCAC in order to promote the airport and land lease opportunities

Recommendation:

THAT the Committee recommend to Council that it direct the Committee to develop a plan for the rental of T hangars

Recommendation:

THAT the Committee recommend to Council that it prepare a BC Air Access grant application for lighting and fencing by November 30, 2020

Recommendation:

THAT the Committee recommend to Council that it direct the Committee to develop a policy for airport fuel pricing

5.3. Operational requests

For the information of Council, the Committee has provided the following comments regarding airport operations:

- Request that staff build a small enclosure around the card reader at the gas pump
- Request staff to provide an organization chart and contact info for the airport.
- Thank the City for the excellent job done in the area of crack sealing and line painting. Request that this be an annual activity.
- Request that picnic tables be installed at the airport.

6. TERMINATION OF MEETING



MINUTES

CITY OF MERRITT

AIRPORT ADVISORY COMMITTEE

Friday, March 6, 2020
10:00 A.M.
Merritt Airport Terminal Building
4510 Airport Rd, Merritt, BC

PRESENT:

Geoff Scholtens
Rae Robinson
Gelina Gillas
Ian Gordon
Kurt Christopherson
Doug Hamerton

Ron Klaus

Sean Smith
Scott Hildebrand
Charlie Henderson
Andrew U'Ren
Don McArthur
Will George
Andrea Clayards

MEDIA & PUBLIC:

Merritt Herald
1 Member of the Public

1. CALL TO ORDER

Chair Christopherson called the meeting to order at 10:00am

2. ADOPTION OF MINUTES

2.1 Airport Advisory Committee Minutes - February 19, 2020

Recommendation:

THAT the Minutes of the Airport Advisory Committee held on February 19, 2020 be adopted.

Moved, Seconded, CARRIED

3. GENERAL MATTERS - Delegations and Recognitions

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5.1 Committee Procedure Discussion

Discussion led by Chair Christopherson

Chair Christopherson explained to the Committee the proper procedure for bringing forward items to Council and staff.

5.2 Airstrip Walk

As per the Committee's request, the Committee members will walk the airstrip with staff, to identify areas of known concern

The committee pointed out various areas of concern including one serious patch of cracks in the pavement that will need to be replaced. Ramp area has metal rods that need to be ground down. Charlie indicated that his team could take care of that issue.

5.3 Airstrip Maintenance

The Committee requested that Charlie Henderson, Public Works and Engineering Services Manager, attend this meeting to discuss the current approach to airport maintenance and what programs have already been budgeted for 2020.

A new crack sealing unit and materials have been included in the current budget. Overlay program for the apron was removed from the budget.

Discussed process to get maintenance inquiries or issues to the appropriate person(s). Committee to report to Chair. Chair to forward issues to appropriate department as required.

Discussed airport emergency contact information. The after-hours public works contact number was provided.

Discussed short term and long term plans.

5.4 Promoting Development of the Airport

5.4.1 Potential OCP Amendment - Runway Access from West Side

Attachment provided by Geoff Scholtens. The City will be commencing the OCP Amendment process in 2020, with estimated completion in mid 2021, but staff understands that the Committee may be interested in advancing a recommendation to amend the OCP as soon as possible.

Geoff provided information regarding the potential OCP Amendment. The Committee inquired regarding potential timelines for bringing forward an amendment bylaw. Staff indicated that the timeline depends on whether or not the City finds information for why access from the West side was restricted.

Recommendation:

THAT the Committee recommend to Council that it amend the Official Community Plan to allow runway access from properties on the West side.

Moved, Seconded, CARRIED

5.4.2 Setbacks

Attachment provided by Geoff Scholtens

Geoff provided information regarding aerodrome classification, noting that the Merritt airport is classified as 2B. He noted that the obstacle limitation surface for non-instrument airports, such as the City of Merritt, increases at a 50 degree angle, starting at the point 40m away from the centre line of the airstrip.

Recommendation:

THAT the committee recommend to Council that the airport be recognized at the current classification AGN2 non-instrument/non-precision.

Moved, Seconded, CARRIED

Recommendation:

THAT the Committee recommend to Council that staff be directed to research setbacks in light of the current airport classification and potential future airport classifications.

Moved, Seconded, CARRIED

5.4.3 T-Hangers - Leases and Land Use

The Committee recommended this as a topic for discussion.

Geoff discussed how to encourage the development of T-Hangers and how to open development pathways.

5.5 Airport Upgrades

Discussion about priority items for airport upgrades. Lighting in particular was suggested as an item for discussion.

Ian brought forward a request for a log book. Charlie indicated that his team could ensure there is a log book in the terminal building.

The Committee identified a need to create an ongoing project priority list, to be presented to Council. Items to be considered included:

1. Lighting
2. Fencing
3. Landscaping
4. Computer System to record radio communications
5. Weather Station
6. How to better track the number of aircraft movements

The Committee members agreed to research these potential projects and discuss them at the next Committee meeting.

The Committee also discussed their potential role in hosting the Community Airport Day.

5.6 Scheduling New Meeting

Committee discussed monthly versus every 6 week meetings.

Next meeting date Thursday, April 2nd, 2020 at 10am at the Merritt Airport.

6. **TERMINATION OF MEETING**

Councillor Christopherson declared the meeting ended at 12:00pm

Corporate Officer

Sean Smith

Certified correct in accordance with Section 124(2) (c) of the Community Charter

Confirmed on the ____ day of _____, 20____

Chair

Kurt Christopherson