



**Victoria Airport Authority**

**Airport Consultative Committee**

**Minutes of the  
Meeting Held at the  
Mary Winspear Centre @ Sanscha  
Tuesday, 21 October 2003, 9:30 – 10:20 AM**

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**NOTE: MEETINGS WILL START AT 8:30 AM**

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**Next Meeting: 08:30 AM, Tuesday, 17 February 2004  
Mary Winspear Centre at Sanscha  
(2243 Beacon Avenue, Sidney – Corner of Beacon & Pat Pay Highway)**

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Paul Connolly – Secretary

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Linda Petch – ACC Chair

### Representative Members

Air Canada Jazz	absent
Air Terminal Building Tenants' Representative	absent
Association of Canadian Travel Agents	absent
BC Ministry of Transportation & Highways	absent
Canadian Aircraft Owners and Pilots Association	absent
Canadian Inspection Services - Customs Canada	absent
Capital Regional District	absent
Central Saanich Municipality	absent
City of Victoria	Robert Fleming
Department of National Defence	Carl Wohlgemuth
District of North Saanich	Ted Daly
District of North Saanich Residents' Association	Graham Ross
Greater Victoria Chamber of Commerce	absent
Horizon Air	absent
Nav Canada	Wayne Edwards
Pacific Coastal Airlines	absent
Pauquachin Band Council	absent
Saanich Municipality	Robert Gillespie
Saanich Peninsula Chamber of Commerce	absent
Saanich Peninsula Water Commission	Jim Sandwith
Sidney Business Association	Cliff McNeil-Smith
Sidney Ratepayers Association	Tony Whittall
SRS Airlines Services - Charter Airlines	absent
Tseycum Band Council	absent
Tourism Victoria	Ian Powell
Town of Sidney	Colin Plint
Victoria Airport Tenants' Association	Mike Sudul
WestJet	Karen Tuttle

### VAA Board Members In Attendance

\*Alan Peterson, \*Linda Petch, \*Gordon Denford, \* Bob Skene  
\*Mervyn Lougher-Goodey, \*Victoria Kuhl, \*Carl Kuhnke, \*John Nicas, Mel Couvelier,  
Peter Parsons, Geoff Young and Richard Paquette.

Peter Dolezal and Andrew MacGillivray sent regrets

\* Board members on the ACC.

**1. Call to Order**

Linda Petch, Vice Chair of the Victoria Airport Authority, acted as the Chair of the meeting and Paul Connolly acted as recording secretary.

**2. Introduction of Members Present**

Linda Petch, ACC Chair, welcomed the Members and the public to the Airport Consultative Committee meeting. Each Member of the Committee and the public present introduced themselves.

**3. Public Participation Period**

- Don Caverley - Rent Issue - will be addressed in Report from Chair
- Sheila Irving - Pollution Mitigation - will be addressed during Report from the President and CEO

**4. Approval of June 17<sup>th</sup>, 2003 Minutes**

**IT WAS MOVED, SECONDED AND CARRIED THAT THE MINUTES OF JUNE 17<sup>TH</sup>, 2003 BE ADOPTED.**

**5. Report from the VAA Chair**

- **Canada Airports Act (CAA)**

Alan Peterson said the proposed Canada Airports Act was not put on Parliament's Fall Session Order Paper. The decision to re-introduce the CAA would be left to the next government.

- **Rent Review**

In May 2003 the VAA Chair, Alan Peterson, sent a letter to Minister Collenette asking that the rent issue be brought to a conclusion (copy previously distributed to the Committee). The Minister replied 21 July 2003 stating the Rent Policy Review is almost complete and expects to inform the airport authorities of the results soon. This issue is on the agenda at the upcoming CAC (Canadian Airports Council) meetings November 17<sup>th</sup> in Ottawa.

- **VAA Chair's Term Ends**

Alan Peterson's eligible term ends at the end of 2003. The VAA Chair is one of the founding members of the Victoria Airport Authority Board of Director. He reflected back on the progress of the Airport Consultative Committee - the relationship of the VAA, municipalities and other stakeholders evolved from initial scepticism to frank discussion and positive input. The VAA Chair also thanked the VAA staff for successfully operating one of the finest airports in Canada.

**6. Report from the Chair of the Audit and Finance Committee**

The Chair of the Audit and Finance Committee, Bob Skene, reported on the financial period for the eight months ending August 31, 2003 (Unaudited Statements of Income and Expenses for the Operations and AIF Sectors provided to the Committee members). VAA's financial position is better than budget.

There is a deficit in the AIF (Airport Improvement Fee) account. A total of \$9.9 million has been collected through the AIF since 1999. Long term debt is approximately \$14 million which will continue to be paid down through the AIF.

In response to a question from Ian Powell, the CEO reported double digit increases in passenger traffic for the past three months: July, August and September - year-to-date increase to end of September +4.8%.

**7. Report from the VAA President and CEO**

Richard Paquette, President and CEO, briefed the Committee on a number of matters:

- **Air Service**

**Summer**

- o Horizon Air operated 6 flights daily and introduced their 70 seat Dash-8 400 series aircraft.
- o Jetsgo summer service in June/July/August between Victoria / Toronto / Halifax.
- o WestJet increased daily flight activity to 7 flights on average.

- o Air Canada continued to operate a daily flight to Toronto, and added one more daily flight to Toronto during the month of August because of increased demand.
- o ZIP offered twice daily service to Calgary and once a day to Edmonton.
- o Air Canada Jazz continues to rationalize their service levels to Vancouver.
- o Airspeed continues to service Abbotsford.

### **Fall**

- o Horizon Air 6 flights daily to Seattle; however, the Dash-8 400 has been deployed elsewhere.
- o Pacific Coastal operates 6 flights daily on average to Vancouver's South Terminal.
- o WestJet operates 6 flights daily on average.
- o Air Canada continues to operate daily service to Toronto.
- o ZIP once daily service to Calgary.
- o Air Canada Jazz 15 flights daily to Vancouver.
- o Helijet began new service into Victoria with twice a day service to Abbotsford and once a day service to Campbell River on an 18 seat Beech 1900D fixed wing aircraft.
- o Airspeed continues service to Abbotsford.

- **Land Development**

- o **Sea Star Chemicals**

Sea Star Chemicals, a locally based chemical production company, has taken an option on 2.2 acres on the corner of McDonald Park Road and Henry Avenue for the development of a new production plant. They specialize in sales of laboratory quality acids.

- o **Pacific Sky Adventures**

A new 50 year lease was concluded with Pacific Sky Adventures for the construction of a new aircraft part manufacturing plant on 9 acres of land for Viking Air in the Airport's West Camp.

- o **Vancouver Island Helicopters (VIH)**

VIH has rationalized their leasehold allowing for the opening of Canso Road for direct access to VIH's new headquarters at the Shell Aero Centre. Canada Customs and Revenue Agency (CCRA) will also be accommodated at the Centre, a significant improvement for General Aviation aircraft originating from the USA.

- **Noise Management Committee**

There were reduced number of aircraft related noise complaints over the summer. The Authority undertook a noise monitoring study to address the noise impact of parachuting operations over Central Saanich, implemented improved operating procedures for nighttime flight training and designed new training operating areas for helicopters.

- **Transit Service to the Terminal Building**

Sidney, North Saanich, the VAA as well as many other stakeholders have been working with BC Transit over the past several years to start direct service to the Airport Terminal Building. Initial service has begun, the parties will continue to work with BC Transit for expanded service throughout the day.

- **Terminal Building Update**

At its meeting of September 22<sup>nd</sup>, 2003, the VAA Board authorized resumption of work on the final phase of the Terminal Building re-development.

The final phase is the Departures Area / Airline Check-In work has been delayed for a number of reasons: 9/11, emerging security requirements have to be incorporated into plans, uncertainty in passenger demand because of the economy, terrorism, Gulf War, SARS, etc. Also turmoil in the airline industry challenges the very financial foundation on which full service carriers are built. However, all of these developments were taken into consideration and the conclusion is that the underlying demand for air travel in Victoria is strong and will continue to grow, so VAA is moving ahead with the final stage of the re-development of the Terminal Building.

### Highlights:

The plan addresses airline concerns for cost control, and at the same time reflects a long term vision with maximum flexibility to meet requirements for perhaps 15 years.

Highlights of the plan are:

### Capital Costs

Total Estimated Capital Cost	\$11,159,000.
Less CATSA contribution	<u>\$3,828,000.</u>
Net cost	<u>\$7,331,000.</u>

### Area

- Total expansion approximately 1,200 M<sup>2</sup> with 450 M<sup>2</sup> of space dedicated to CATSA hold baggage screening.

### Commercial Space

- The project includes 255 M<sup>2</sup> of ideally located commercial space which will generate rental income to help offset the increased operating and maintenance expense associated with the expansion.

### Constructability

- Since construction is within the airlines' operation centre it will be a difficult project to undertake; however, plans are for minimum disruption to airline operations and passengers.

### Technological Change and Automation

- The design facilitates full self-service passenger check-in.

### Hold Baggage Screening

- In-line, behind the scenes, system transparent to passengers

### **Baggage Make-Up**

- All baggage make-up space and outbound baggage equipment will be common use. The system is designed for maximum flexibility and has capacity to accommodate future passenger

### **Architect and Project Manager**

- Tom Moore, Moore Paterson Architects, is the architect. Darcy Kray, Durwest Construction Management is the Project Manager. The look and feel of the other phases of the expansion will be carried into the final phase.

### **Survey**

- A recent survey of passengers using Canadian airports of our size, rated Victoria first in Canada in terms of décor and atmosphere.

### **Questions / Comments on Report from the President and CEO**

- **Pollution Mitigation – Sheila Irving**

Terry Stewart said the Authority is working with Pendray Farms for enhanced agricultural use of 150 acres on the west side of the Airport, drainage will be improved, with settling ponds to catch the runoff and sediment.

- **Salmon in the Flight Path Display in the Terminal Building  
Tseycum and Airport Creeks Stewardship Project – Graham Ross**

Terry Stewart said restoration of the Creeks is a long term initiative. Stormwater control pond and engineered wetland were designed to remediate agricultural runoff from Pendray Farms resulting in improved water quality and sediment load in the Creek. Transport Canada did clean up some of the debris in the Creek area and they report there is no leaching into the Creek from two old dumpsites.

The contaminated soil removed from the Airport's de-commissioned fire training area was successfully remediated and will be reused as fill at the Airport.

**8. Call for New Business**

None

**9. New Business**

None

**10. Questions / Comments**

- **Policing at Airports – Member Question from Colin Plint**

Transport Canada who is responsible for setting Airport policing regulations has not as yet determined policing requirements for Level 2 Airports. CATSA has advised that limited funds are available for enhanced policing. Airports do not want to be left in a position of covering incremental costs if funds from CATSA are not enough. The type of policing suggested for Level II Airports will be determined by how Transport Canada writes the regulations. CATSA has offered to cover \$332K to cover policing costs at Victoria International Airport (YYJ). Preliminary estimates to implement Transport's original proposals at YYJ were \$3 million for the first year and \$2 million for subsequent years. VAA and other Level II Airports are proposing to Transport Canada more cost effective options for enhanced "policing."

- **Airport Hotel – Public Question from Haji Charania**

In keeping with VAA's Master Plan the Authority requested Expressions of Interest (EOI) for a hotel development on Airport land. The EOI closed 21 July 2003 and although well publicized there was limited interest. A proposal was submitted by one interested party; the VAA has requested them to undertake a Feasibility Study for their proposal.

- **Compliments to the Committee and the VAA Chair**

**Robert Gillespie** –Committee Member, complimented Alan Peterson on his tenure as a member of the VAA Board of Directors and as Chair of the Victoria Airport Authority and commented on the positive improvements.

**Sheila Irving**, public participant, said she appreciates not only the opportunity to speak at the Committee meetings but the fact the VAA listens to the community. She also thanked Alan Peterson for his positive role in the process.

- **Rent Issue – Robert Gillespie**

Robert Gillespie once again tackled the issue of unfair rent paid by Canadian airports to the federal government, and is very disappointed the government has made no announcement on this matter. Alan Peterson agreed and said the VAA has worked very hard to keep this issue a top priority of the government.

- **Victoria Selected Top City in Americas – Report from Ian Powell**

Conde Nast Traveller Magazine's survey named Victoria top city in the Americas, enhancing the City's international profile. The international magazine has a readership of over 2 million people. Readers were particularly taken with Victoria's ambience.

## 11. Announcements

- **Board Members Terms End**

The Committee complimented two other founding VAA Board members whose terms expire at the end of 2003: John Nicas, Saanich Nominee, and Andrew MacGillivray, Board Nominee. Carl Kuhnke resigned as one of the North Saanich Nominees since he moved out of North Saanich to Saanich. The valued contributions of the members were soundly applauded by the Committee representatives.

- **Next ACC Meeting**

The date for the next Airport Consultative Committee meeting is, Tuesday, 17 February 2004, **8:30** am at the Mary Winspear Centre at Sanscha.

## 12. Adjournment