



**Victoria Airport Authority**

**Annual General Meeting  
Summary of Proceedings**

**7:00 – 8:00 pm, Thursday, 10 May 2001  
Held at the Seventh Day Adventist Church Hall  
9300 Willingdon Road, Sidney, B.C.**

**ATTENDANCE**

**VAA Board Members:**

Chair: Alan Peterson  
Gordon Denford, Carl Kuhnke, Mervyn Lougher-Goodey,  
Bob McLaren, John Nicas, Graham Ross, Bob Skene and Geoff Young

Sent regrets: Andrew MacGillivray, Linda Petch and Des Easthom

**Management and Staff:**

Richard Paquette (CEO), Paul Connolly (Recording Secretary), Danita Radford,  
Gary Zachary, John Birchall, Terry Stewart and Anita Kardos.

**Others In Attendance:**

Accountant: Larry Ross, KPMG  
Transport Canada: Brenda Janzen, Senior Program Officer, Pacific Region  
Town of Sidney: Mayor Don Amos, Councillor Janet Hughes  
District of North Saanich: Councillor Sheila Irving (Mayor Linda Michaluk sent  
regrets)  
Commissionaires: Dennis Pettigrew and Bill Cann

**Public Attendance:** approximately 35

- 1) **CALL TO ORDER**
- 2) **WELCOME TO ATTENDEES**
- 3) **WELCOME TO ELECTED OFFICIALS,  
TRANSPORT CANADA AND OTHERS**
- 4) **INTRODUCTION TO BOARD OF DIRECTORS / GUESTS**

Alan Peterson, VAA Chair, welcomed all to the Annual General Meeting and introduced the Victoria Airport Authority Board of Directors; Larry Ross, Accounting Firm – KPMG; Brenda Janzen, Transport Canada, Senior Program Officer, Pacific Region; Mayor Don Amos, and Councillor Janet Hughes, Town of Sidney; and Councillor Sheila Irving, District of North Saanich.

5) **REPORT FROM THE VAA CHAIR**

Mr. Alan J. Peterson said:

- VAA has a community based Board of Directors.
- The original Board of Directors time is terming out and the Chair acknowledged the Directors hard work and dedication in making the achievements to date possible. The current Board of Directors brings a wealth of experience and expertise.
- There have been a number of challenges and successes, such as the Land Use and Development Guideline Agreements with the District of North Saanich and the Town of Sidney and VAA's Master Plan, each of which has laid the framework for good community relationships.
- The long term needs of the environment are being met.
- Scott Plastics, Osler Systems and Eagle Hangars are among the new developments on Airport lands.
- The VAA has been prudent in its decisions and recognizes taxpayers have invested a significant amount in the Airport.
- VAA plays an active role on the CAC (Canadian Airports Council), an organization comprised of major and smaller airports across Canada. Victoria International Airport is the largest of the smaller airports and puts VAA in a unique position of being a bridge to the major airports. VAA's President and CEO plays a very active role in this regard.

- Staff is recognized for its dedication to the Airport and the Community and has provided efficiencies making Victoria International an Airport to be proud.
- VAA is on track and on budget with the Expansion Project.
- The Annual General Meeting (AGM) is a time for the public to critique the Board and questions and comments are welcome,

**6) PRESENTATION OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED DECEMBER 31, 2000 BY KPMG**

Mr. Larry Ross, KPMG, External Auditor, presented the 2000 Financial Report at this Annual General Meeting.

Mr. Ross referred to the Auditors' Report to the Members of the Victoria Airport Authority and Management Responsibility for Financial Statements. Mr. Ross said KPMG reviewed all significant airports across Canada and there is consistency in financial reporting.

Mr. Ross identified and explained the Balance Sheet and Statement of Earnings and Equity in Assets as well as Notes to Financial Statements.

In his closing remarks Mr. Ross said 2000 was a good year and the Airport is in good financial health.

**7) REPORT FROM THE PRESIDENT AND CEO**

Mr. Richard Paquette, President and CEO, thanked the Board of Directors and the entire VAA staff and acknowledged that thanks to their contribution the Airport had a successful 2000.

Mr. Paquette highlighted the following:

- Year 2000 in Review
- Year 2001 Priorities
- Terminal Building Development

(A copy of Mr. Paquette's presentation is attached to this Summary of Proceedings.)

## 8) GENERAL QUESTION PERIOD

- Mr. John Robertson, General Aviation Tenant, said Transport Canada has made substantial financial contributions to other airport operations across Canada. He wanted to know why Transport Canada requires such a hefty rent from YYJ (Victoria International Airport) and is YYJ being treated fairly?

Mr. Paquette said Transport Canada made a financial contribution to the environmental remediation at this Airport (approximately \$700K). YYJ pays \$1 million rent annually each year to the Federal Government and will continue to pay that amount for a 10 year period, indexed annually. At the end of the 10 year period Ottawa will continue to collect the indexed \$1 million rent plus participation rent. YYJ is the only smaller airport paying rent.

Mr. Paquette said the CAC (Canadian Airports Council) with YYJ as a signatory recently presented a proposal to the Minister of Transport to provide a more equitable way of dealing with rents.

- Mr. Syd Baker, Sidney Resident, asked if the amount of time for a \$1.00 parking in the Short Term Parking could be increased to an hour instead of ½ hour. He said it was inconvenient for greeters to continually go out to the lot to add time, especially if a flight has been delayed.

Mr. Paquette said VAA is looking at the Short Term Parking arrangements and changes are likely in 2001.

- Mr. David Craig, Sidney Resident, said Edmonton Airport has an exterior, glassed-in, groundside, waiting lounge that provides warmth and comfort for arriving passengers and providing visibility to greeters as they drive by in their automobile to pick them up.

Mr. Paquette said the idea is good; however, climate is very different in Edmonton. As part of the expansion project, YYJ is planning to build an extended canopy to keep passengers dry at the curb.

- Mr. Robertson asked if VAA would provide support to owners of aircraft hangars to achieve a more equitable assessment of their airport storage hangars from BC Assessment since they are currently being assessed higher than storage use.

Mr. Paquette said VAA appealed its assessments and was successful. He said there have been initiatives undertaken by tenants through their Victoria Airports Tenants Association. Mr. Paquette said it would be an opportunity

for Airport tenants to get together. Where possible and appropriate VAA would assist.

Mr. Mike Sudul, President of the Airport Tenants Association, said the Victoria Airport Tenants Association shares information amongst its members and helps its members in many ways, including challenging assessments. He encouraged Mr. Robertson to join the Association.

- Mr. Paul Ouellette, Sidney Resident, asked if the AIF (Airport Improvement Fee) on the financial statements related to the number of passengers using the Airport?

Mr. Paquette said the revenue from AIF's relates only to enplaned passengers (those departing YYJ) with some exceptions such as airline employees travelling on business and excludes the 8% administration fee the airlines charge to collect the Fee.

- Mr. Robertson had a specific question dealing with outside storage of aircraft on the North Side of the Airport, and asked if VAA is considering changes?

Mr. Paquette said the matter is specific to a particular site, not a general policy.

## **9) CONCLUDING REMARKS**

This concluded the Annual General Meeting at which time the Financial Statements were presented.

Mr. Peterson thanked everyone for coming, and said there are other opportunities for public participation such as at the Airport Consultative Committee (ACC) meetings held at least two or three times a year. He also encouraged the public to call Victoria Airport Authority at any time if they had any questions or comments.

## **10) ADJOURNMENT**