



AGENDA
COUNCIL OF THE CITY OF CASTLEGAR

Special Meeting – 12:00 p.m. September 30, 2008

Call To Order

Adoption of Agenda

As presented

Transportation and Civic Works:

1. Airport Parking Lot Expansion (#08-185)
3. Airport Budget & Helipad Modifications Projects (#08-187)

Adjournment:

Given under my hand this 29th of September, 2008 and posted in accordance with Section 127 of the Community Charter.

A handwritten signature in black ink, appearing to read "John Malcolm".

John Malcolm
Chief Administrative Officer



City of Castlegar

REPORT TO COUNCIL

DATE: September 19th, 2008

REPORT NO.: 08-185

SUBMITTED BY: Chris Cochran, DTCW

FILE NO.: 8400-90, 8410-30

SUBJECT: Airport Parking Lot Expansion

RECOMMENDATION

That Council award construction of a 1450 m² parking lot expansion at the Castlegar Airport to Selkirk Paving Ltd. for the tendered sum of \$57,760 plus GST. Further, it is recommended that Council authorize staff to execute the necessary documents.

PURPOSE

To provide a replacement parking area for soon to be displaced airport staff and seasonal parking pass holders. The expanded lot size will also provide approximately 10 to 15 extra stalls over those being lost to construction of the gaming centre.

SUMMARY/BACKGROUND

Construction of Chances Gaming Centre at the Castlegar Airport is expected to commence within the next month.

Once construction commences, the paved parking lot north of the terminal building will no longer be available to the airport staff or seasonal parking pass holders.

A solution to the displacement of these users is to expand the most westerly parking lot which is currently occupied by travellers using the airport. The lot would be expanded south by approximately 45 meters.

ALTERNATIVES

The lot construction could be delayed until 2009; however, the price to construct the lot will likely be higher for the same work next year.

IMPLICATIONS

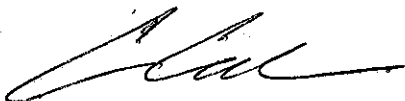
(1) Social N/A

(2) Environmental N/A

(3) Personnel N/A

4) Financial This project may be funded from the Airport Reserves which have not been expended on offsite servicing to date due to a lack of Ministry of Transportation and Infrastructure approval.

Respectfully submitted,



Chris Cochran, ASCT,
Director of Transportation & Civic Works



City of Castlegar

REPORT TO COUNCIL

DATE: September 26, 2008 REPORT NO.: 09-187

SUBMITTED BY: Chief Administrative Officer FILE NO.: 8410-20
Director of Finance

SUBJECT: Airport Budget Amendment and Helipad Modifications Project

RECOMMENDATION

THAT Council approve the proposed 2008 Airport budget to increase the Airport Improvements budget line item from \$50,000 to \$165,000 with revenues to come from Airport Operating Reserves, and further,

That Council award the Helipad Relocation and Modifications project to Hil-Tech Contracting Limited for \$76,000 and that staff are authorized to execute the necessary documents provided that Terrim Properties executes the agreement for the subject property.

PURPOSE

To propose budget amendments to the 2008 Airport budget and to award the Helipad Relocation and Modifications project to Hil-Tech Contracting Limited for \$76,000.

SUMMARY/BACKGROUND

There are a number of projects that the City must complete in order to ensure that the Airport Property is prepared for the construction of the Gaming Centre. Council had previously approved a \$50,000 budget for preliminary planning into the 2008 budget. Now that the project is preceding actual improvements need to take place in order to accommodate Gaming Centre development. Staff have recently received quotations for two of the projects. A summary of the required projects is shown below:

- Move fence to accommodate gaming centre property (complete) \$27,240
 - Parking lot improvement project (see report by
Director of Transportation and Civic Works) 57,760
 - Helipad Relocation and Modification (quotes attached) 76,000
- 161,000

Staff has also received an update from Mr. Terry Segarty of Terrim Properties Limited regarding the status of the Gaming Centre. Mr. Segarty has advised that he has recently sent the Airport Property Ground Lease Agreement between the City of Castlegar and Terrim Properties to BC Lotteries, his insurance company and another party for final approval. He expects final of the

agreement from these parties on Monday September 29, 2008. He anticipates that he will provide the City of Castlegar with a final copy of the agreement by Wednesday October 1, 2008 and would like to have the agreement signed by both parties immediately thereafter. Terrim Properties would like to begin construction of the Gaming Centre in the fall of 2008.

A significant issue is that it is close to the end of pavement construction season and if the helipad relocation and parking lot improvement projects do not begin soon then they may have to be delayed until the spring of 2009. This would also delay construction of the gaming centre. A critical component of the helipad relocation project is moving the Transport Canada weather station.

With regard to the helipad relocation and modifications projects. Our Airport Manager has received two quotes for the project:

- 1) Hil-Tech Contracting Limited \$76,000
- 2) BPR Construction Limited \$98,310

Hil-Tech is the low bidder and staff recommend the Helipad relocation project be awarded to them.

ALTERNATIVES: 1) Delay approval of the projects until the Ground Lease Agreement with Terrim Properties is signed by both the City of Castlegar and Terrim Properties. Delaying approval of the projects could result in delayed construction of the gaming centre.

IMPLICATIONS:

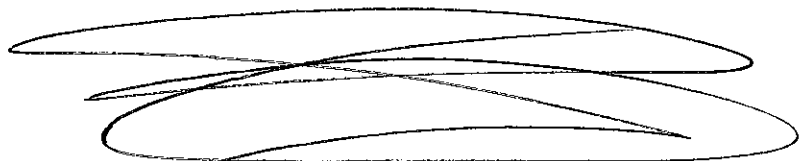
- 1) **Social:** N.A.
- 2) **Environmental:** N.A.
- 3) **Personnel:** N.A.
- 4) **Financial**

In order to facilitate the above noted projects staff have amended the 2008 budget as shown in the attachment. The airport improvements budget has been increased to \$165,000 and Airport Operating Reserves have been used to finance the additional cost. Airport Operating Reserves will be replenished when the City receives gaming revenues. It should be noted that a delay in Gaming Centre construction will result in a delay in receiving Gaming Centre revenues to the City.

Respectfully submitted,



John Malcolm
Chief Administrative


Andre W. Buss
Officer Director of Finance

1. The following table shows the number of hours per week that a sample of 100 students spends on social media. The data is summarized in the following table:

Hours per week: 0-10, 10-20, 20-30, 30-40, 40-50, 50-60, 60-70, 70-80, 80-90, 90-100

Frequency: 10, 20, 30, 40, 50, 60, 70, 80, 90, 100

Relative Frequency: 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0

Relative Cumulative Frequency: 0.1, 0.3, 0.6, 0.9, 0.95, 0.98, 0.99, 1.0, 1.0, 1.0

2. The following table shows the number of hours per week that a sample of 100 students spends on social media. The data is summarized in the following table:

Hours per week: 0-10, 10-20, 20-30, 30-40, 40-50, 50-60, 60-70, 70-80, 80-90, 90-100

Frequency: 10, 20, 30, 40, 50, 60, 70, 80, 90, 100

Relative Frequency: 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0

Relative Cumulative Frequency: 0.1, 0.3, 0.6, 0.9, 0.95, 0.98, 0.99, 1.0, 1.0, 1.0

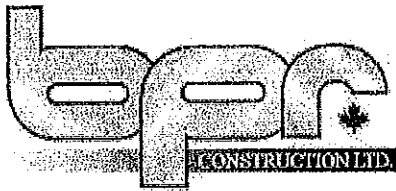
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Relative Cumulative Frequency: 0.1, 0.3, 0.6, 0.9, 0.95, 0.98, 0.99, 1.0, 1.0, 1.0



472B Adams Rd
Kelowna, BC V1X 7S1
Ph: 250.491.2763 Fax: 250.491.2764

Castlegar Airport
Airport Manager

September 11, 2008

Attention: Shawn Sutherland

RE: HELIPAD RELOCATION – Castlegar Airport

We are pleased to provide our quotation to complete Helipad Relocation as per EBA Engineering Consultants Ltd. Issued for Tender drawings dated August 25, 2008 and the following clarifications in the amount of **\$ 98,310.00** (excluding GST).

Clarifications

- Airside escort and gate guard by others
- We have assumed a building permit is not required and therefore have not included associated costs

Should you have any questions or require further clarification, please contact myself.

Regards,

A handwritten signature in black ink, appearing to read 'Phillip Pawson', is written over the typed name.

Phillip Pawson
BPR Construction Ltd.

cc: Ray Nagy



Hil-Tech Contracting Limited

270-B 1st Ave.,
Trail, BC V1R 4V3

Phone: (250) 364-0900
Fax (250) 364-0901

Date: SEPT 18 ,08

QUOTE: COC3301

Our File:

TO: CITY OF CASTLEGAR
ATTENTION: Shawn Sutherland

Ph. No.:

Fax No.:

PROJECT: AIRPORT HELI-PAD MODIFICATIONS

As per your request, please find our quote to provide all the required labour, materials, equipment and supervision to complete the above mentioned project

- TOTAL: \$76,000.00 plus GST

-Seventy six thousand---Dollars-Plus-GST---

SCOPE-

-supply and installation of modifications to existing Heli-pad as per drawings-

-CO2 rev 3

-CO1 rev 1

-CO3 rev 1

And faxed clarifications to the above scope.

REGARDS ,

Sid MacIntyre

CITY OF CASTLEGAR
Budget Worksheet
For the Year Ending December 31, 2008

Account	2008 Budget	2008 Budget as 2008 Projected /		2009 Budget	2010 Budget	Change from 2007	Comments
		Amended	Actuals				
Revenues							
Revenues - Own Source							
User Fees							
Landing Fees	160,000	160,000	165,000	160,000	160,000		
General Terminal Fees	120,000	120,000	135,000	120,000	120,000		
Parking Fees	65,000	65,000	93,000	65,000	65,000		
Departure Fee	245,000	245,000	270,000	245,000	245,000		35,000 Departures
	590,000	590,000	663,000	590,000	590,000	0.0%	
Other Revenue - Own Source							
Interest Income	4,500	4,500	22,300	4,500	4,500		
Rent - Office Space & Shops	55,500	55,500	67,708	55,500	55,500		
Rent - Land	75,500	75,500	75,500	75,500	75,500		
Rent - Other	5,500	5,500	16,000	5,500	5,500		
Concession Commission - Fuel	5,300	5,300	4,050	5,300	5,300		
Concession Commission - Car Rentals	75,000	75,000	95,000	75,000	75,000		
Concession Commission - Service	400	400	300	400	400		
Concession Commission - Ground Transport	900	900	200	900	900		
Concession Commission - Other	6,000	6,000	4,500	6,000	6,000		
Permits and Licenses	200	200	1,800	200	200		
Resale of Utilities	1,500	1,500	1,000	1,500	1,500		
Equipment Sales	-	-	-	-	-		
Sale of Services	-	-	-	-	-		
Interest on Receivables	-	-	-	-	-		
Reserve for Future Capital Projects	120,000	235,000	90,000	145,000	80,000		
Equipment Reserve	-	-	-	-	-		
Other Income	350,300	465,300	378,357	375,300	310,300	-19.3%	
Grants							
Facility Assistance Grant - Operating	-	-	-	-	-		
Facility Assistance Grant - Capital	-	-	-	-	-		
Grants, Other	35,000	35,000	-	-	-		Operation Limit Study
ACAP Funding	-	-	-	-	-		Runway Rehab
CATSA Funding	-	-	-	-	-		
	35,000	35,000	-	-	-		
Total Revenues	975,300	1,090,300	1,041,357	965,300	900,300	-11.5%	

CITY OF CASTLEGAR

Budget Worksheet
For the Year Ending December 31, 2008

Account	2008 Budget	2008 Budget as 2008 Projected /		2009 Budget	2010 Budget	Change from 2007	Comments
		Amended	Actuals				
Expenses							
Operations							
Salaries - Admin Staff	-	6,000	6,150	6,100	-	-	
Telephone (equipment rent/line charges)	200	200	200	200	6,200	200	
Postage & Freight	80,000	80,000	39,000	46,600	47,500	200	
Consulting Fees	5,000	5,000	4,581	5,100	5,200	5,200	
Advertising/Promotion	1,800	1,800	2,000	1,800	1,800	1,800	
Audit	3,100	3,100	600	3,200	3,300	3,300	Airport Manager
Legal	25,100	25,100	25,100	25,600	26,100	26,100	
Insurance	5,600	5,600	4,000	5,700	5,800	5,800	
Travel/Training	2,000	2,000	2,490	2,000	2,000	2,000	
Office Supplies/Printing	4,200	4,200	5,600	4,200	4,200	4,200	
Software support	7,350	7,350	7,350	7,350	7,350	7,350	
PFF Handling Fee	200	200	200	200	200	200	
Publications	3,700	3,700	3,700	3,800	3,900	3,900	
Equipment Insurance	18,900	18,900	19,300	19,300	19,700	19,700	
Fuel	3,100	3,100	3,073	3,200	3,300	3,300	
Equipment Repairs - Parts	30,800	30,800	31,200	31,400	32,000	32,000	
Utilities - Gas	57,200	57,200	56,400	58,300	59,500	59,500	
Utilities - Power	39,200	39,200	39,200	40,000	40,800	40,800	
Services - Janitorial	70,800	70,800	70,000	72,200	73,600	73,600	
Services - Security	6,600	6,600	5,000	6,700	6,800	6,800	
Equipment Repairs - HVAC & Electrical	25,500	25,500	25,500	26,000	26,500	26,500	
Runway Maintenance	10,200	10,200	8,000	10,400	10,600	10,600	
Equipment Repairs - Supplies & Materials	468,000	468,000	468,000	481,500	486,929	486,929	
Operations and Maintenance Contract	1,000	1,000	3,000	1,000	1,000	1,000	
Sundry	875,550	875,550	829,644	861,850	874,479	-1.6%	
Total Operations							
Fiscal Services	2,000	2,000	1,200	2,000	2,000		
Bank Charges	17,500	17,500	19,286	17,500	17,500		Tied to PFF Revenues
Selkirk Aviation Program Funding	19,500	19,500	20,486	19,500	19,500	0.0%	
Capital Projects							
Runway Rehabilitation	-	-	-	-	-	-	
1 Airport Terminal Building Fire Panel	8,500	8,500	8,500	-	-	-	
2 Air Terminal Building Holdroom Play Area	-	-	-	78,000	-	-	
3 Small Capital	20,000	20,000	17,000	5,000	5,000		Includes Provision for Parking Meter
4 Airside Improvements	50,000	165,000	165,000	-	-	-	Parking Meters
Equipment	-	-	-	-	-	-	
Contribution to Reserves	78,500	193,500	190,500	83,000	5,000	-57.1%	
Reserve for Future Capital Projects	-	-	-	-	-	-	Operation Limits
Equipment Reserve	-	-	-	-	-	-	
Operations Surplus/(Deficit)	1,750	1,750	728	950	1,321		
Total Expenditures	975,300	1,090,300	1,041,357	965,300	900,300	-11.5%	

