

## Meeting Minutes

<b>Subject</b>	<b>Airport Tenant Meeting</b>	<b>Date</b>	<b>12 December 2014</b>
<b>Facilitator</b>	Mark Duncan / Tim Bain	<b>Time</b>	14:30 – 15:30
<b>Location</b>	Alpha Boardroom	<b>Scribe</b>	Navdeep K.
<b>Attendees</b>	Chris Hamlyn, Greg Sandhu, Elliot Morrison, Uri Tabachnicov, Jastine Chen, Mark Duncan, Amber Belzer, Tim Bain, Aaron Mosch, Jay Ringrose, Rod Matheson, Don Calderbank, Clark Duimel, Pat Kennedy, Roland Boisevrt, Sham Meghji, Mark Stieru, Koh Hoshino, Navdeep Kaur and Natasha Stolyar		

Key Points Discussed		
No.	Topic	Highlights
1.	Welcome and Intro.	
2.	Plan / Agenda	<ul style="list-style-type: none"> <li>• Drainage improvements. (February – March 2015)</li> <li>• Apron 1 repairs (April – July 2015)</li> <li>• Extension of Runway 12 (August – September 2015)(Tentative)</li> <li>• Replacement of all runway and threshold lights and electrical cables along runway 12/30 – with LED lights.</li> </ul>
2	Drainage System	<ul style="list-style-type: none"> <li>• Airside drainage will be improved.</li> <li>• Drainage pipe under Taxiway “A” will be replaced. Estimated taxiway closure will be approximately 1 week.</li> <li>• Estimated project start time: February 2015</li> </ul>
3.	Apron 1 repairs	<ul style="list-style-type: none"> <li>• Cracks on Apron 1 will be fixed, concrete panels will be replaced, and joints will be sealed. Whole process is divided into six phases commencing in April to minimize impact on airport operations.</li> </ul>
4.	Extension of runway 12/30 and new lights / Cabling	<ul style="list-style-type: none"> <li>• Operational Design for RW 12/30 extension is a tender ready and will proceed depending on funding.</li> <li>• A new taxi lane “G” with a stop bar for new extended RW 12 will be installed.</li> <li>• Current lead-in lights will be replaced with RTIL runway threshold lights to identify threshold of RW 12.</li> <li>• Proposed length RW12 – 3700 ft and RW30 – 4400 ft.</li> <li>• Runway 12/30 markings will be changed to 13/31 in order to meet magnetic north orientation.</li> </ul>
5.	Questions / Concerns	<ul style="list-style-type: none"> <li>• Construction during peak time (June to August): Alpha Aviation will do everything to mitigate interruptions in airport operations.</li> <li>• Construction time frame: More accurate time frame will be given close to the beginning of projects.</li> <li>• Airside surfaces are engineered for a design aircraft of 65000 lbs. such as the Dash Q400.</li> <li>• Eliminating 50’ wing tip restriction on taxiway E was brought forward as an issue.</li> <li>• Centre lane markings between the RCMP hangar, King St. hangars and Apron 1 would be an asset.</li> </ul>
6.	Follow Up Meeting	<ul style="list-style-type: none"> <li>• Next follow up meeting will be scheduled sometime in February 2015.</li> <li>• On the Agenda: Flight schools a/c parking arrangements, operational procedures, helipad locations and review of project start times.</li> </ul>