

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Corporate Services

**Date:** December 11, 2023

**Subject:** Grant Applications – Airport Master Plan

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**RECOMMENDATION:**

***Resolution #1***

THAT Council approves the application to the BC Air Access Program for grant funds for an airport master plan;

AND THAT Council commits to finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.

***Resolution #2***

THAT Council approves the application to the South Peace Mackenzie Trust for grant funding towards an airport master plan;

AND THAT Council commits to finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.

**BACKGROUND:**

With funding from the BC Air Access Program and Northern Development Initiative Trust (NDIT) approved in 2019, the District completed the Mackenzie Airport Improvement Project in 2021. This project included the purchase and installation of de-icing equipment and friction

measurement instruments; construction of a terminal building; the installation of a fuel distribution system and upgrades to Firehall #2.

Further improvements are being considered, such as building an addition to the current terminal to house our equipment, update the lighting system, and cut perimeter trees to reduce our approach height requirements as part of Nav Canada Attestation.

Staff have identified a need for an airport master plan, which will identify, organize, and prioritize future actions taken to develop the airport. Once completed, this master plan will be a useful addition to future grant applications with programs such as the provincial BC Air Access Program (BCAAP) and the federal Airport Capital Assistance Program (ACAP). A master plan can also provide important information on the airport, such as its regional context of the airport, a business case, documentation of asset lifespan, and recommendations for future expansions.

The BCAAP funding available for Master Plans is \$35,000, which sets an expectation for an appropriate cost for an airport master plan. However, additional work could be contracted to survey the pavement and complete a building assessment on the airport terminal building, which would then be incorporated into the master plan after the information is collected. This information would be helpful in further developing the District's asset management and long-term financial planning. For additional work that would expand the master plan to this scope, staff will apply to the South Peace Mackenzie Trust to attain the additional funding.

#### **GRANT FUNDING:**

The BC Air Access Program offers up to \$35,000 funding for airport master plans for 100% of the cost. The BC Air Access Program encourages funding partnerships with local and regional governments as well as agencies and private sector organizations. If additional funding is required for the Airport Master Plan, the District could leverage this funding in an application to the South Peace Mackenzie Trust. If the BCAAP grant application is successful it could be used for the SPMT trust matching funding requirements and support a grant application of up to \$38,129.

#### **PROPOSED BUDGET**

*Proposed Budget: \$73,129*

*Potential BCAAP Airport Master Plan Program Funding: \$35,000*

*Potential SPMT match funding: \$38,129.*

#### **BUDGETARY CONSIDERATIONS:**

In 2024, staff would aim to find grant funding to cover 100% of project costs. If unsuccessful, staff would consider scope changes, phasing the project over several years, or find funding in 2025 for the additional scope of work.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

**Economic Vitality**

- The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

**Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

**RESPECTFULLY SUBMITTED:**

Rowan Paulsen, Local Government Intern

**Reviewed By:** Corporate and Financial Services

**Approved By:** Chief Administrative Officer