



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<b>North Peace Airport Society</b> President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Lori Ackerman, City of Fort St. John Director Arlene Boon, Electoral Area B Director Rob Fraser, District of Taylor Director Mattias Gibbs, District of Hudson's Hope Director Dave Heiberg, District of Hudson's Hope Director Brad Sperling, Electoral Area C Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) <b>North Peace Airport Services</b> Mike Karsseboom, Managing Director Stacy Smith, Manager of Operations and Emergency Services <b>Vantage Airport Group</b> Zachary Berglund, Manager Facilities, Projects, and Capital Planning <b>Absent</b> Director Karen Goodings, Electoral Area B
1.1	Call to Order	9:36 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes	FEB/3/2021- 1 MOVED: Dave Heiberg SECONDED: Lori Ackerman THAT the regular meeting minutes from January 8, 2021 are approved as presented.  CARRIED



3.0	Consent Agenda	FEB/3/2021- 2 MOVED: Lori Ackerman SECONDED: Arlene Boon THAT the consent agenda on the February 3, 2021 Board Package is accepted as presented.  CARRIED
4.0	North Peace Airport Services Reports	
4.1	NPAServices' Operational Report	<ul style="list-style-type: none"><li>• Received.</li></ul>
4.2	NPAServices' Financial Statements	<ul style="list-style-type: none"><li>• Received.</li></ul>
4.3	Project Status Updates	
4.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none"><li>• Not received, a smaller update was provided on MD report.</li></ul>
4.3.2	Project Update- FEC Generator	<ul style="list-style-type: none"><li>• Not received, a smaller update was provided on MD report.</li></ul>
4.3.3	Project Update- FEC Generator	<ul style="list-style-type: none"><li>• Not received, a smaller update was provided on MD report.</li></ul>
4.3.4	Project Update- ATB Boilers/Heating System	<ul style="list-style-type: none"><li>• Not received, a smaller update was provided on MD report.</li></ul>
4.3.5	IT Infrastructure Project	<ul style="list-style-type: none"><li>• Not received, a smaller update was provided on MD report.</li><li>• Briefing note received.</li></ul>
5.0	Unfinished Business	



5.1	Asset Management → Questions and Answers	<p>Questions for Vantage and NPAServices from the Society:</p> <ul style="list-style-type: none"><li>• Does NPAServices have any policies or procedures around asset management?</li></ul> <p>There are no formal policies or procedures surrounding asset management besides SOPs for maintaining for some of the mobile equipment.</p> <ul style="list-style-type: none"><li>• From NPAServices perspective- is the asset list all encompassing? (missing computers, water lines, spare inventory, firehall radios, etc.)</li></ul> <p>The asset list encompasses what is considered to be a significant asset- there is no definition on what significant means at this time.</p> <p>Vantage noted that all capital purchased going forward will be added to this list.</p> <ul style="list-style-type: none"><li>• How often does NPAServices reference the asset management list or is this something that was compiled at the request of the Society in December 2020? Is there other information that you keep on the assets that is not displayed here?</li></ul> <p>This list is not referenced regularly and was compiled at the request of the Society. There is no additional information on the assets with the exception of mobile equipment.</p>
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	<ul style="list-style-type: none"><li>• What software is housing the information on assets? NPAServices does not use software to house the mobile equipment asset information or preventative maintenance program, it is all completed manually (paper, binders, etc.). There is a maintenance board that tracks the equipment hours, which determines when the equipment will be serviced and documents that the service was booked. NPAServices use the software Vortex for facilities management (like filter changes, boiler related items, etc.).</li><li>• Which assets are included in the PM program? Anything that requires maintenance is in the PM program. NPAServices conducts inspections on buildings through the OHS program- they pick a building at least monthly and do a walk through to check the condition, note deficiencies and then determine what maintenance will be completed. Every few years a third party review is completed (facilities assessments).</li><li>• Cost benefit of replacement: do you use a methodical approach based on those inputs (capital cost, maintenance cost, replacement cost, etc.) or is it a judgement call using those variables described? Vantage uses their expert judgment to determine what variables are most influential based on their experience with other projects and the network. They do not apply the formula consistently to each item.</li></ul>
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		<ul style="list-style-type: none"><li>What policy governs asset disposal? Or is it simply subjective on what is high/low for determining what goes to auction?</li></ul> <p>NPAServices determines whether the item qualifies for auction. There are no documented procedures or policies around asset disposal. There is an unwritten rule that if NPAServices is able to recoup money through asset disposal, it goes back to the Capital Reserve Fund.</p> <p>It was noted that regardless of whether remuneration is involved in the process of disposing of assets, the Society needs to be made aware of these assets.</p> <p><u><b>Next steps:</b></u></p> <p>NPAServices committed to drafting policies around asset management to enable consistency in the overall process of asset acquisition, preventive maintenance, documentation, and asset disposal. NPAServices will submit drafted policies for discussion with the Society in Q2 2021.</p>
6.0	New Business	
7.0	Appendix	Received.
8.0	Adjournment	FEB/3/2021- 3 MOVED: Lori Ackerman THAT the meeting is adjourned at 10:53 am.  CARRIED
9.0	Closed Meeting	See closed meeting minutes.