



<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	North Peace Airport Society President Jim McKnight, Electoral Area C Vice-President Brent Taillefer, District of Taylor Director Arlene Boon, Electoral Area B Director Dave Heiberg, District of Hudson's Hope Director Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Bob Norton, 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) North Peace Airport Services Shea De La Mare, Managing Director Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning Marika De Decker, Director of Operations Absent
1.1	Call to Order	9:35 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes February 5, 2020	APR/1/2020- 1 MOVED: Brent Taillefer SECONDED: Dave Heiberg THAT the regular meeting minutes from February 5, 2020 are approved as presented. CARRIED
2.2	Meeting Minutes March 4, 2020	APR/1/2020- 2 MOVED: Dave Heiberg SECONDED: Brad Sperling



		THAT the regular meeting minutes from March 4, 2020 are approved as presented. CARRIED
3.0	Consent Agenda	APR/1/2020- 3 MOVED: Dave Heiberg SECONDED: Moira Green THAT the consent agenda on April 1, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	APR/1/2020- 4 MOVED: Brad Sperling SECONDED: Arlene Boon THAT the Society's financial statements dated February 29, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1	NPAServices' Operational Report March 2020	<ul style="list-style-type: none">• Received.
5.2	NPAServices' Financial Statements	<ul style="list-style-type: none">• Received.• Vantage noted that ARFF services and winter maintenance are essential services for the airport.
5.3	Project Status Updates	
5.3.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.2	Project Update- Grader	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.
5.3.3	Project Update- Firehall and Maintenance Upgrades	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



5.3.4	Project Update- Crash Gates	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
5.3.5	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none"> Still waiting for written confirmation from ACAP indicating YXJ still qualifies for a firehall if the original ACAP application is no longer active.
5.3.6	Project Update- Computer Server Upgrade	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
5.3.7	Project Update- North Cariboo Air Apron Rehabilitation	<ul style="list-style-type: none"> Not received, a smaller update was provided on MD report.
6.0	Unfinished Business	
7.0	New Business	
7.1	Paying off Existing Debt	<p>APR/1/2020- 5 MOVED: Brad Sperling SECONDED: Dave Heiberg THAT the North Peace Airport Society ('Society') pays off all existing debt; AND THAT the Society enter into a \$4 million revolving term facility credit agreement with CIBC.</p> <p>CARRIED</p>
7.2	COVID-19 and YXJ	<p>Additional questions outside of Vantage's prepared response:</p> <p>Question 4:</p> <ol style="list-style-type: none"> Can you explain the staffing level linked with regulatory needs? 12 staff are required for ARFF services and winter maintenance to be maintained. <p>Question 5:</p> <ol style="list-style-type: none"> The Scenario with 216,732 PAX is a 25% decrease in PAX traffic results in an 80% drop in rent. Besides fixed costs, what else contributes to



		<p>the significant drop in rent? This is mainly due to fixed costs; most revenue streams are associated with pax (including some non-aeronautical fees).</p> <p>Question 7:</p> <p>3) What is the operational contingency if the Managing Director and Manager of Operations are sick? Vantage is in the process of evaluating this scenario and which may result in remote management.</p> <p>Question 10:</p> <p>4) Was it tenants or airlines that inquired about a decrease in fees? One each presently.</p> <p>Question 11:</p> <p>5) To confirm, NPAServices has stopped preventative maintenance work? Reduction of repairs comes from less use of the equipment. They are prolonging repairs that don't need to be done until it is necessary.</p>
7.3	Socio-Economic Impact Study	Tabled.
8.0	Adjournment	<p>APR/1/2020- 6</p> <p>MOVED: Brad Sperling</p> <p>THAT the meeting is adjourned at 10:30 am.</p> <p>CARRIED</p>
9.0	Closed Meeting	See closed meeting minutes.