



<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 Rob Fraser, District of Taylor Director Karen Goodings, Electoral Area B Director Moira Green, City of Fort St. John Director Dave Heiberg, District of Hudson's Hope Director Bob Norton, District of Hudson's Hope Director Byron Stewart, City of Fort St. John Miranda V. Flury, Director of Strategy, Capital & Planning (D.SCP) North Peace Airport Services Mike Karsseboom, Managing Director Stacy Smith, Manager of Operations and Emergency Services Vantage Airport Group Zachary Berglund, Manager Facilities, Projects, and Capital Planning David Grant, Director Asset Management Absent Director Brad Sperling, Electoral Area C
1.1	Call to Order	9:33 am
1.2	Amendments to Agenda	None.
2.0	Meeting Minutes	
2.1	Meeting Minutes July 6, 2020	OCT/7/2020- 1 MOVED: Rob Fraser SECONDED: Arlene Boon THAT the regular meeting minutes from July 6, 2020 are approved as presented. CARRIED



3.0	Consent Agenda	OCT/7/2020- 2 MOVED: Dave Heiberg SECONDED: Rob Fraser THAT the consent agenda on October 7, 2020 is approved as presented. CARRIED
4.0	Society's Financial Statements	OCT/7/2020- 3 MOVED: Karen Goodings SECONDED: Rob Fraser THAT the Society's financial statements dated August 31, 2020 are accepted as presented. CARRIED
5.0	North Peace Airport Services Reports	
5.1.1- 5.1.3	NPAServices' Operational Report July-September 2020	<ul style="list-style-type: none">• Received.• What is the impact to YXJ if Nav Canada permanently reduces service overnight?<ul style="list-style-type: none">○ YXJ would not have weather observations at night which has the potential to impact medevac. If the change becomes permanent, YXJ will request Nav Canada puts in a weather observation system to mitigate medevac issues.
5.2.1- 5.2.3	NPAServices' Financial Statements June-August 2020	<ul style="list-style-type: none">• Received.
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- Apron	<ul style="list-style-type: none">• Not received, a smaller update was provided on MD report.



	Rehabilitation by Baggage Area	
5.3.3	Project Update- FEC Generator	<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	NPAServices Draft 2021 Operating Budget	<ul style="list-style-type: none">• Received. <p>OCT/7/2020- 4 MOVED: Rob Fraser SECONDED: Dave Heiberg THAT YXJ increase the ARFF Regulatory Recovery Fee from \$7.35 to \$12.00 effective January 1, 2021 ending December 31, 2021.</p> <p>CARRIED</p> <p>Questions related to Draft 2021 Operating Budget</p> <p>1) How did Vantage project an approximate 40% decrease in pax traffic from 2019 for the 2021 pax projections?</p> <ul style="list-style-type: none">• Conversations with airlines indicating changes to flight schedules;• Reviewed Sabre data trends;• Assessed the airline industry (noting a longer recovery time);• Considered YXJ's trends relative to other regional airports (YXJ is recovering faster than most regional airports). <p>2) Does the employee expense line factor in a 75% wage subsidiary for the laid off employees for the entire fiscal year?</p>



		<ul style="list-style-type: none">• There is no official indication that the program will continue beyond December 2020. The decrease in this expense line results from the layoffs and not backfilling empty positions. <p>3) What is causing a reduction in the contracted services expense line?</p> <ul style="list-style-type: none">• Slight reduction in security requirements (due to lower pax);• No tree trimming required;• Runway friction testing is not required this year. <p>4) How is the utilities line item decreasing by ~\$800,000?</p> <ul style="list-style-type: none">• Change in the budget template sheet, there was an error in the 2020 budget (firefighting expenses and utilities were swapped in 2020). <p>5) What is encompassed under bank charges?</p> <ul style="list-style-type: none">• Includes monthly bank fees, and credit card processing fees for parking fees. <p>6) How is the preventative maintenance program amended in 2021?</p> <ul style="list-style-type: none">• No real changes from the post-COVIDs. There have been no cutbacks in preventative maintenance, but there is a focus to do as much work as possible in-house. <p>7) What bad debt is projected in 2021?</p> <ul style="list-style-type: none">• Vantage has put in a 0.5% of revenue provision due to economic uncertainty.
7.2	NPAServices Proposed Capital Plan	<ul style="list-style-type: none">• Received, the Capital Planning Committee will review further and bring forward a recommendation to the Board.
8.0	Adjournment	OCT/7/2020- 5



		MOVED: Dave Heiberg THAT the meeting is adjourned at 10:22 am. CARRIED
9.0	Closed Meeting	See closed meeting minutes.