



## **CITY OF PRINCE ALBERT**

### **AIRPORT ADVISORY COMMITTEE REGULAR MEETING**

# **AGENDA**

**WEDNESDAY, APRIL 13, 2022, 4:00 PM  
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. APPROVAL OF MINUTES**

- 4.1 March 24, 2022 Airport Advisory Committee Meeting Minutes for Approval (MIN 22-26)

#### **5. CORRESPONDENCE & DELEGATIONS**

#### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

- 6.1 Apron II Development (RPT 22-141)

Verbal Presentations: Wes Hicks, Director of Public Works and Corey Nygaard, Airport Manager

#### **7. UNFINISHED BUSINESS**

#### **8. ADJOURNMENT**



City of  
**Prince Albert**

*MIN 22-26*

**MOTION:**

That the Minutes for the Airport Advisory Committee Meeting held March 24, 2022, be taken as read and adopted.

**ATTACHMENTS:**

1. Minutes



## CITY OF PRINCE ALBERT

### AIRPORT ADVISORY COMMITTEE REGULAR MEETING

# MINUTES

**THURSDAY, MARCH 24, 2022, 4:00 P.M.  
MAIN BOARDROOM, 2<sup>ND</sup> FLOOR, CITY HALL**

PRESENT: Councillor Don Cody  
Martin Dolny  
Curtis Lemieux  
Brent Pillipow

Terri Mercier, Acting City Clerk  
Corey Nygaard, Airport Manager  
Wes Hicks, Director of Public Works

#### **1. CALL TO ORDER**

Councillor Cody, Vice-Chairperson, called the meeting to order.

#### **2. APPROVAL OF AGENDA**

0006. **Moved by:** Lemieux

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

**CARRIED**



**8. ADJOURNMENT – 4:57 P.M.**

0009. **Moved by:** Lemieux

That this Committee do now adjourn.

Absent: Mayor Dionne, Andre Grobler and Dave Webster.

**CARRIED UNANIMOUSLY**

MAYOR GREG DIONNE  
CHAIRPERSON

ACTING CITY CLERK

MINUTES ADOPTED THIS 13<sup>TH</sup> DAY OF APRIL, A.D. 2022.

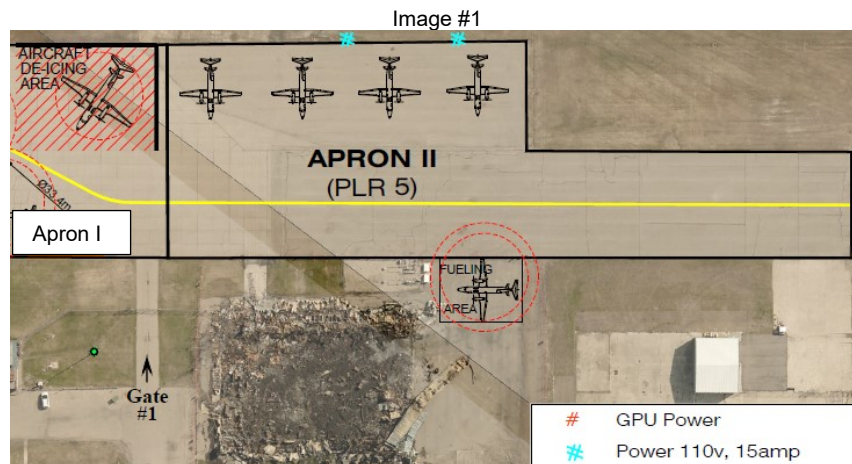


Prince Albert Airport has three aprons, each with different use capacity and purpose as indicated in the table below.

Service Level	Apron I	Apron II	Apron III
Primary Purpose	Commercial passengers, large aircraft short term parking	Commercial hangars, large aircraft medium/long term parking	Small private aircraft long term parking
PLR	10	5	CRB 2.4/Turf/est. <5000kg Aircraft
AGN	III A & B	II	II
Paint Markings	Taxi-lanes, Parking Stands, Pedestrian Pathways	Taxi Lane	None
Edge Lighting	Medium Intensity	Medium Intensity	Retro Reflective
Flood Lighting	Yes	No	No
Tie - downs	No	No	Yes (Cable)
Power Outlets	GPU (4)***	110, 15amp (4)	110, 15amp (24)
Winter Maintenance Priority	1	3	3
Passenger Path Lines	Yes	No	No
Deicing Pad	Yes	No	No
Fueling Jet – A	Tank or Truck	Tank or Truck	No
Fueling 100LL	No	Tank	No

The Airport Apron Management and Safety Plan is available on the airports' website <http://www.princealbertairport.com> for more details on designed apron usage.

Apron II is a 9,400m2 Concrete/Asphalt surface located immediately southeast of Apron I and is used for aircraft parking and provides access to leasehold development lots. Apron II was modified in 2003 with the addition of a pavement fillet at its northern end and in 2010, with the widening of the apron to its present configuration shown in image #1.



The construction history for Apron II is unknown however it is understood that Aprons II was originally constructed by the Department of National Defense as concrete pavement structures and later overlaid with a variable depth of hot mix asphalt. These aprons connected the runway/taxiway system to DND hangars which have now been demolished.

The majority of Apron II is considered to be in fair condition, apart from a significant frost heave at its interface with Apron I. The frost heave is considered a maintenance issue due to the seasonal differential movement of the pavement surface and its underlying soils. The south end of Apron II is in such poor condition it cannot be safely used and has been deemed unserviceable as shown in Image #2.

Image #2



Pavement strength testing last done in 2021 (Attachment #1) indicates that Apron II has a Pavement Load Rating (PLR) of 5 which is capable of supporting aircraft up to ALR 5 (Aircraft Load Rating) such as the ATR-42.

Due to the configuration of Apron II and the aircraft deicing station on Apron I, Apron II is limited to an Aircraft Grouping Number (AGN) II use such as the Saab 340. The yellow centerline through the apron, shown in image #1, indicates the nose wheel driving path that can safely accommodate wingspan clearance from obstacles and that outer landing gear remains on a tested surface.

AGN	Wing Span	Landing Gear Width
AGN II	15m – 24m	4.5m – 6m
AGN III A & B	24m – 36m	6m – 9m

Typical Aircraft Mix Using YPA

Aircraft	Seats	ALR	AGN
Beech 1900	20	2.9	II
Saab 340	34	4.1	II
ATR-42	42	4.8	IIIA
Dash-8 300	50	4.8	IIIA
737-200 (Critical Aircraft)	120	9.0	IIIB
Convair 580	Tanker	5.5	IIIA
Canadair CL-415,	Tanker	5.7	IIIA



There are currently five (5) subdivided leasehold lots on Apron II as indicates in the Plan of Proposed Subdivision (Attachment #3). All five lots are located on the west side of Apron II. Of the five lots, only two have access onto the apron. One of these lots is leased by Transwest Air, but is relatively vacant due to the hangar fire of 2017. The other one is partially leased by HeliLift International leaving an “L” shaped lot with narrow access to the apron.

Only the lots on the west side have utility services nearby. The SPSA wildfire tanker base is partially serviced with a 200 mm watermain traversing Apron II. Storm water drainage for Apron II is via wooden box drains, which dates to the 1940s, requiring replacement. In 2021 the city’s Utilities Manager designed sewer and water lines to service the east side of Apron II (Attachment #2).

Veterans Way road provides access to both side of Apron II. The first 3 lots have a paved surface and the remainder are serviced by a 6m wide gravel surface.

Currently Apron II is limited to day use only for anything other than taxiing because it only has edge lights but does not have flood lamps.

Closure of runway 16-34 has eliminated the NavCanada line of sight constraints imposed on the development lots east of Apron II.

Aviation engineering consultants AviaNG were engaged in 2018 to prepare a preliminary design and develop a cost estimate for the reconstruction and expansion of Apron II. HM Aero Aviation Consultants along with AviaNG developed the Airport Strategic Master Plan in 2021.

## **PROPOSED APPROACH AND RATIONALE:**

The airport Strategic Master Plan recommends that Apron II be reconstructed and strengthened in the short-term planning horizon. Concurrent with its reconstruction, it is recommended that Apron II be extended in the short-term planning horizon to provide airside access to the most southern leasehold lots.

The Preliminary Design Report recommends that Apron II be developed for a minimum of a PLR 8 and AGN IIIA/IIIB to accommodate the aircraft mix most likely to develop commercial air operations in Prince Albert and best utilizes the airfields full capacity. The layout of the proposed apron expansion would accommodate access to the leasehold lots and allow for large aircraft to park on the apron. (Attachment #4)

**Goal:** The retention of existing leasehold tenants and the absorption of additional development lots through new land lease agreements for private hangars, such as rebuilding of our regional airline base of operations, establishing new businesses like a flight training unit and aviation service like a Fixed Base Operator (FBO). Maintain at least 3 medium/long term powered parking stands for large aircraft on Apron II.

**Prerequisite Actions and Investments**

- Apron II Reconstruction and Expansion
- Lot Development Preparation;
  - Potable water and sanitary sewer servicing and related road reconstruction,
  - Power, gas, phone and fiber optic servicing.

Development of new leasehold lots is recommended to be phased in a manner that makes the most efficient use of existing infrastructure, prior to requiring the expansion of utilities, services, taxiways, and groundside roads. Based on the infrastructure and servicing requirements of anticipated new developments, the phased priority for the absorption of new development lots is recommended to be (Attachment #5):

1. Priority 1 (Immediate) promote the lease of lots west of Apron II, with access onto the existing surface of Apron II,
2. Priority 2 (Short-Term): provide access to apron for the most southerly west side lots which is dependent on the recommended short-term extension of Apron II,
3. Priority 3 (Medium-Term): Leasehold lots east of Apron II, with lots allocated from south to north. The absorption of Priority 3 lots is dependent on the recommended short-term extension of Apron II, potable water, sanitary sewer services and other utilities.

It is recommended to take advantage of the relative vacancy of Apron II, because for now none of the tenants need access to Apron II. The two leased lots are:

- Transwest Air; hangar is burnt down and currently are not using the underground fuel tanks.
- Helilift International; only operate helicopters that do not need an apron to taxi or park.

Once the apron is occupied by tenants with aircraft in hangars, the logistics of apron reconstruction and maintaining tenant access to the airfield becomes complex and expensive.

The recommended development phasing of the Airport Strategic Master Plan is understood to be a flexible concept, as prospective tenants may have development needs that require adaptations to the above-noted strategy.

**Leasehold Lot Sizes**

Prospective tenants may have land requirements that exceed the size of existing lots such as an air carrier or FBO. In this case, the City should consider flexibly consolidating and leasing two or more lots shown in the Recommended Airport Development Plan while endeavoring to maintain the phasing strategy identified above, and without hindering the development of other land parcels. Conversely, inquiries may be received from tenants requesting smaller parcels. The land southwest of the Heli-Lift International hangar west of Apron II may be a suitable location for aircraft hangars.

**CONSULTATIONS:**

The Airport Strategic Master Plan assessed the existing infrastructure capacity and the potential staged growth of the airport for the best economic development strategy.

The Airport Advisory Committee has reviewed the options for Apron II Development.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Nothing applicable at this stage.

**FINANCIAL IMPLICATIONS:**

The Apron II area is the only location that can support new commercial aviation based development. The lack of available serviced commercial hangar lots at Prince Albert Airport creates a challenge for the City in marketing airside lands to prospective tenants. While a modest level of revenue generation would be attained through the leasing of these airside Airport lands, the Airport Strategic Master Plan recommended that the rates paid by new airside tenants should be determined through negotiations with the City Land Sales Division. This will provide the City with the flexibility to stimulate airport usage that drives other revenue streams such as landing fees, Passenger Facility Fees, parking fees and fuel concessions. For example, reduced rates could be offered for an end user that provides a service of value to the Airport (e.g., a charter airline). Alternatively, rates could be negotiated based on the agreement of the developer to contribute to a capital project planned for the Airport, such as improving groundside roadways.

**Airport Strategic Master Plan Capital Cost Estimates**

<b>Project Segments</b>	<b>Cost Est.</b>
Apron II Reconstruction	\$1,809,000
Apron II Expansion	\$3,139,000
Utilities Sewer & Water	\$ 613,000
Utilities (Energy & Communications)	*
<b>TOTAL</b>	<b>\$5,561,000</b>

\*The cost of installing fibreoptic services will be determined through negotiations with the provider

**Funding Opportunities**

Prince Albert Airport is eligible for 100% funding from the Airport Capital Assistance Program because it is a certified airport with commercial passenger services under 100,000 passengers per annum. Eligibility of projects is well defined by Transport Canada as; for safety related projects of commercial passenger activity areas only. An application would not likely be approved for funding because Apron II is not used for commercial passenger service.

Prince Albert Airport is eligible for 50% cost share funding from Community Airports Partnership up to a maximum contribution of \$275,000 because it is an airport within Saskatchewan that has general aviation areas not eligible for ACAP funding. Eligibility of projects is well define by Ministry of Highways with priority given to safety related projects. It is possible that a CAP application would be approved but the timing constraint for spending the funds and limited funding levels are not a totally viable solution for apron development.

The City applied for \$6 Million in 2019 under the Investing Canada Infrastructure Program (ICIP). Funds were not awarded to the Apron Project in 2019. Subsequent years call for ICIP applications came with changed categories of eligibility which did not align with an apron development project scope of work.

Prince Albert Airport has done the prerequisite preliminary design and asset assessment to be included in future grant applications. This up-front work helps determine eligibility and accuracy of the scope of work to meet regulatory requirements and ensure realistic budget values are used when a funding program becomes available.

**Operational Costs**

The 2018 Apron II Reconstruction and Expansion Preliminary Design Report estimated increased operational and maintenance cost for the additional 13,000m<sup>2</sup> of apron to be \$14,300 each year over its estimate 20 year life expectancy.

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no privacy or policy implications.

For the development of Apron II & its leasehold lots; the Airport Strategic Master Plan identifies needing a Preliminary Impacts Analysis of the following;

	Transport Canada Action	NAV CANADA Action	Obstacle Limitation Surfaces	Bird and Wildlife Hazards	FSS Line of Sight	Electronic Zoning	Utilities and Servicing	Winter Maintenance	Asset Maintenance and Renewal
Development of New Leasehold Lots	YES	YES	YES	YES	YES	YES	YES	YES	NO
Apron II Extension	YES	YES	NO	NO	YES	YES	YES	YES	YES
New Terminal Building	YES	YES	YES	NO	YES	YES	YES	NO	YES
Potable Water Servicing Extension	NO	NO	NO	NO	NO	NO	YES	NO	YES
Sanitary Sewer Servicing Extension	NO	NO	NO	NO	NO	NO	YES	NO	YES

Apron II is the only viable hangar location for commercial air operations using large aircraft. Private recreational aircraft activities are best located away from the commercial activities for safety and effective use of purpose designed apron surfaces. The development of hangars in the aeronautical development lots south of Apron III would not require utility services but should include the extension of Taxiway Foxtrot (F). Foxtrot cannot be extended without relocating the hangar on the NE corner of Apron III to attain the required taxiway strip distances. (Attachment #5) This location would also be best suited for an AvGas (100LL) card-lock fuel tank to service this sector of customer.

The hangar line located on Taxiway Bravo (B) is fully occupied with tenants and limited to aircraft under AGN II & PLR 3. This location also has significant development limitations due to its proximity to the obstacle limitation surface (OLS) and instrument landing systems (ILS) sensitive area.

### **STRATEGIC PLAN:**

By assessing airport levels of service the City of Prince Albert is meeting the goal of fiscal management and accountability by aligning priorities and initiatives to the corporate strategies and deliver municipal services in cost-effective ways.

### **OFFICIAL COMMUNITY PLAN:**

An assessment of airports level of service will ensure that we are able to maintain this service and will allow improvements to the airport transportation system into the future.

### **OPTIONS TO RECOMMENDATION:**

Not Applicable

### **PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

### **PRESENTATION:**

Wes Hicks or Corey Nygaard - Verbal

**ATTACHMENTS:**

1. Pavement Load Rating Map
2. Proposed Utilities Design
3. Plan of Proposed Subdivision
4. Development Stages Map
5. Apron II Preliminary Design – Development Plan

Written by: Corey Nygaard, Airport Manager

Approved by: Director of Public Works & City Manager

CONSULTANTS

SEALS / STATUS



**PAVEMENT LOAD RATING / PAVEMENT CLASSIFICATION NUMBER (PLR/PCN) UPDATE**

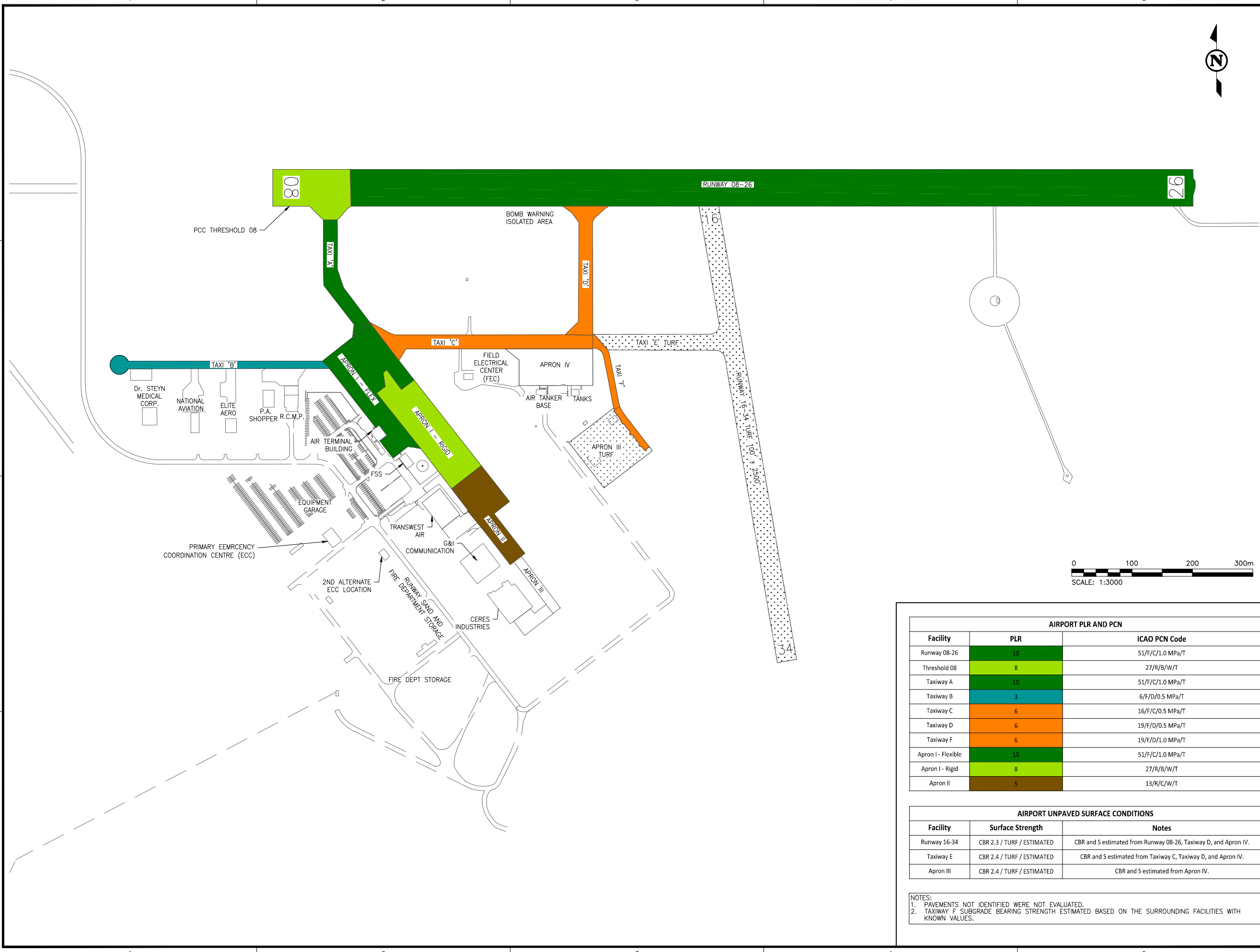
PRICE ALBERT AIRPORT (GLASS FIELD), SK


A	ISSUED FOR REVIEW	2021/06/29	R.B.
MARK	DESCRIPTION	DATE	APP'D
PROJECT NO : 704-TRN-AIRP03596-01			
CONTRACT NO :			
DRAFTING BY : P. SAMOILA			
DESIGN BY : R. SIROISHKA			
CHECKED BY : R. BLOMMERS			

**PLR AND PCN BY AIRFIELD PAVEMENT FACILITY**

SHEET ID  
**FIG-1**

50 mm



AIRPORT PLR AND PCN		
Facility	PLR	ICAO PCN Code
Runway 08-26	10	51/F/C/1.0 MPa/T
Threshold 08	8	27/R/B/W/T
Taxiway A	10	51/F/C/1.0 MPa/T
Taxiway B	3	6/F/D/0.5 MPa/T
Taxiway C	6	16/F/C/0.5 MPa/T
Taxiway D	6	19/F/D/0.5 MPa/T
Taxiway F	6	19/F/D/1.0 MPa/T
Apron I - Flexible	10	51/F/C/1.0 MPa/T
Apron I - Rigid	8	27/R/B/W/T
Apron II	5	13/R/C/W/T

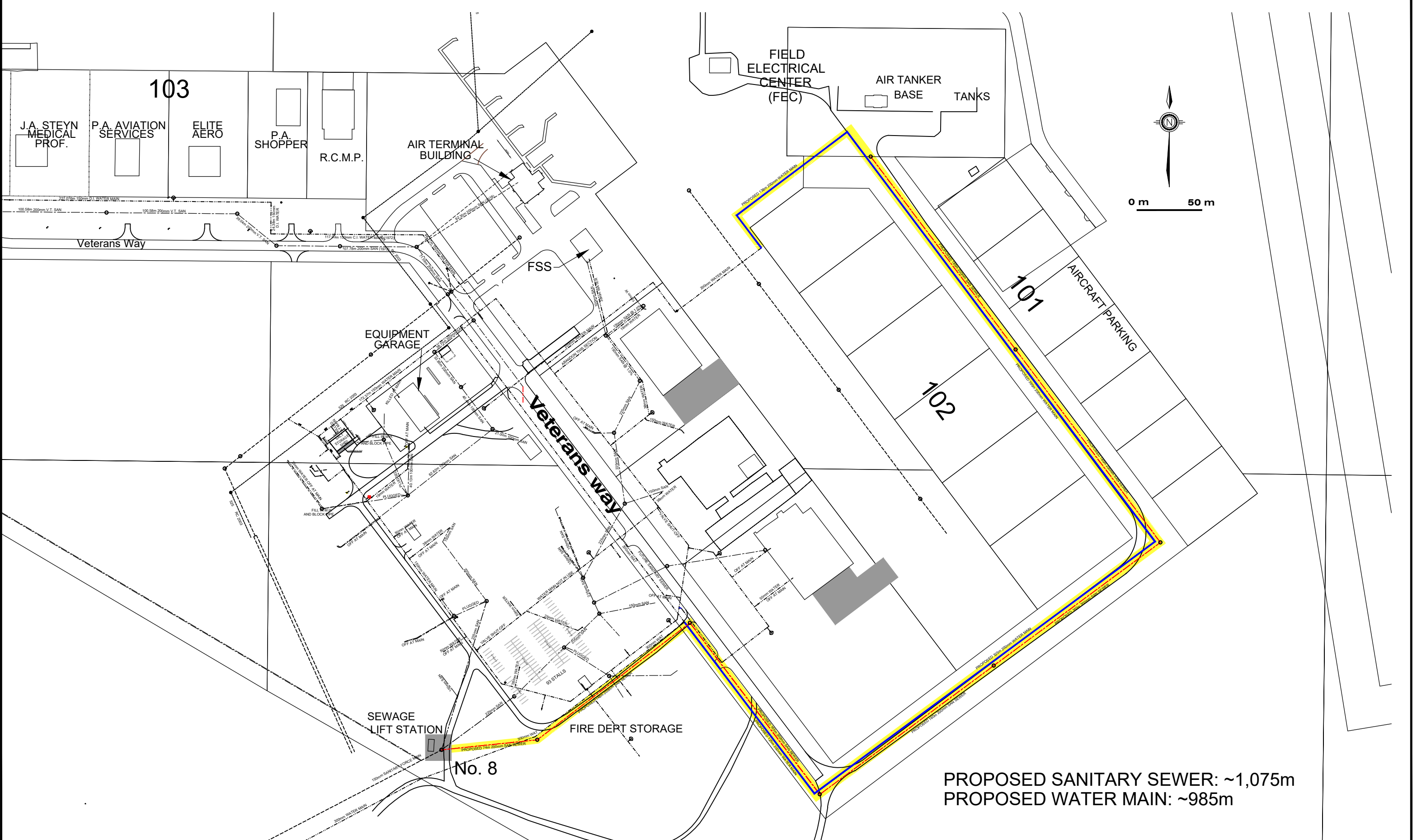
AIRPORT UNPAVED SURFACE CONDITIONS		
Facility	Surface Strength	Notes
Runway 16-34	CBR 2.3 / TURF / ESTIMATED	CBR and S estimated from Runway 08-26, Taxiway D, and Apron IV.
Taxiway E	CBR 2.4 / TURF / ESTIMATED	CBR and S estimated from Taxiway C, Taxiway D, and Apron IV.
Apron III	CBR 2.4 / TURF / ESTIMATED	CBR and S estimated from Apron IV.

NOTES:  
1. PAVEMENTS NOT IDENTIFIED WERE NOT EVALUATED.  
2. TAXIWAY F SUBGRADE BEARING STRENGTH ESTIMATED BASED ON THE SURROUNDING FACILITIES WITH KNOWN VALUES.

PLOT DATE: 2021/06/28 AT 16:17:21 PLOTTED BY: SAMOILA, PETRE  
CADD FILE: C:\PWORKING\CAN\_INFRA\DM512581\FIG 1.DWG [FIG 1]

ISSUED FOR REVIEW

U:\2020\Airport - NEW SEWER.dwg Feb 11, 2021 - 2:31pm vsawchuk



PROPOSED SANITARY SEWER: ~1,075m  
 PROPOSED WATER MAIN: ~985m

NO.	DATE	REVISION	BY

**PRINCE ALBERT AIRPORT  
 NEW SANITARY SEWER LINE  
 AND WATER MAIN**



**CITY OF PRINCE ALBERT  
 PUBLIC WORKS**

DESIGNED	DATE
DRAWN	DWG. FILE NO.
CHECKED	HORIZ. N.T.S.
APPROVED	SCALE VERT. N.T.S.

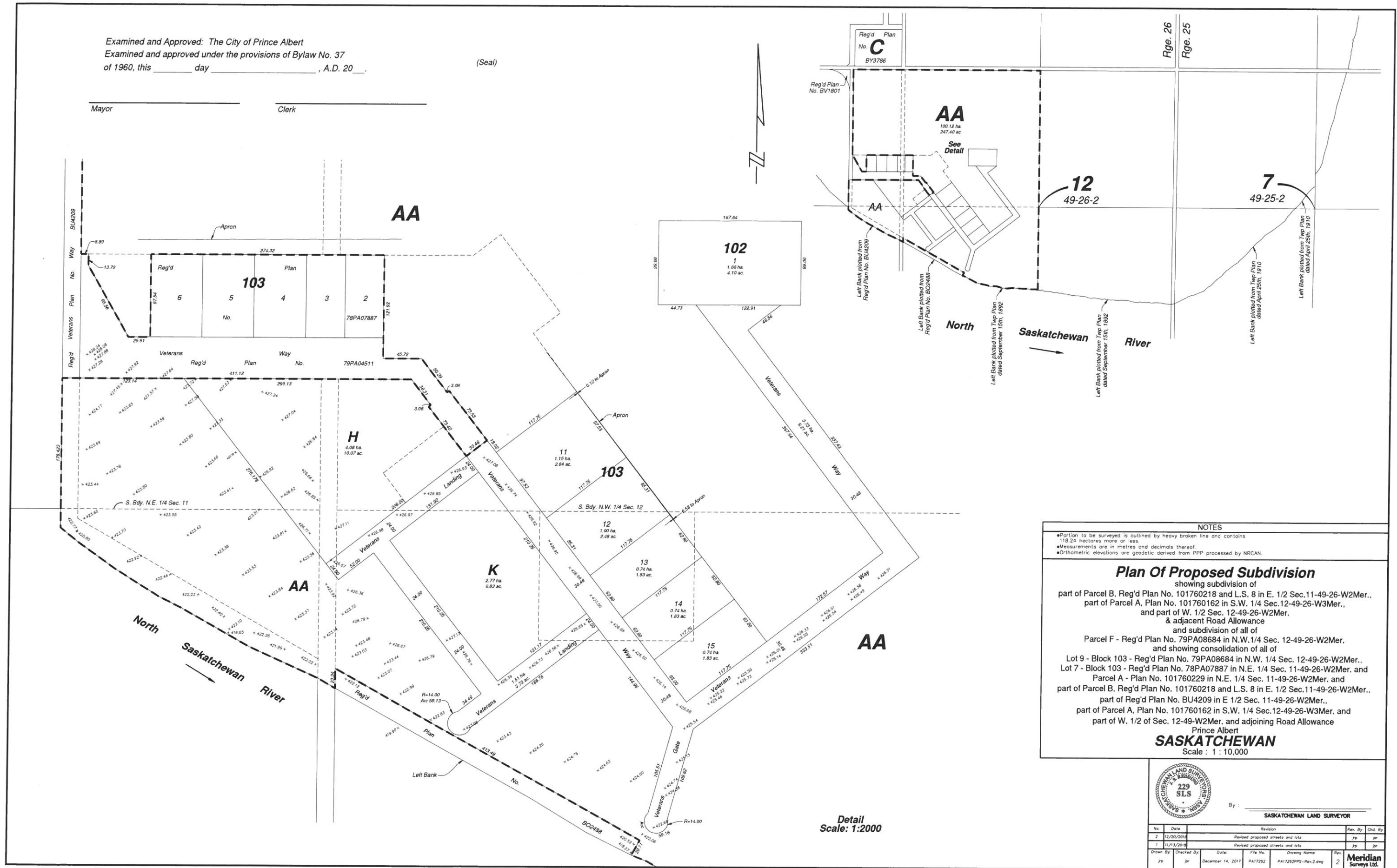


Examined and Approved: The City of Prince Albert  
Examined and approved under the provisions of Bylaw No. 37  
of 1960, this \_\_\_\_\_ day \_\_\_\_\_, A.D. 20\_\_.

(Seal)

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_



Detail  
Scale: 1:2000

**NOTES**

- Portion to be surveyed is outlined by heavy broken line and contains 118.24 hectares more or less.
- Measurements are in metres and decimals thereof.
- Orthometric elevations are geodetic derived from PPP processed by NRCAN.

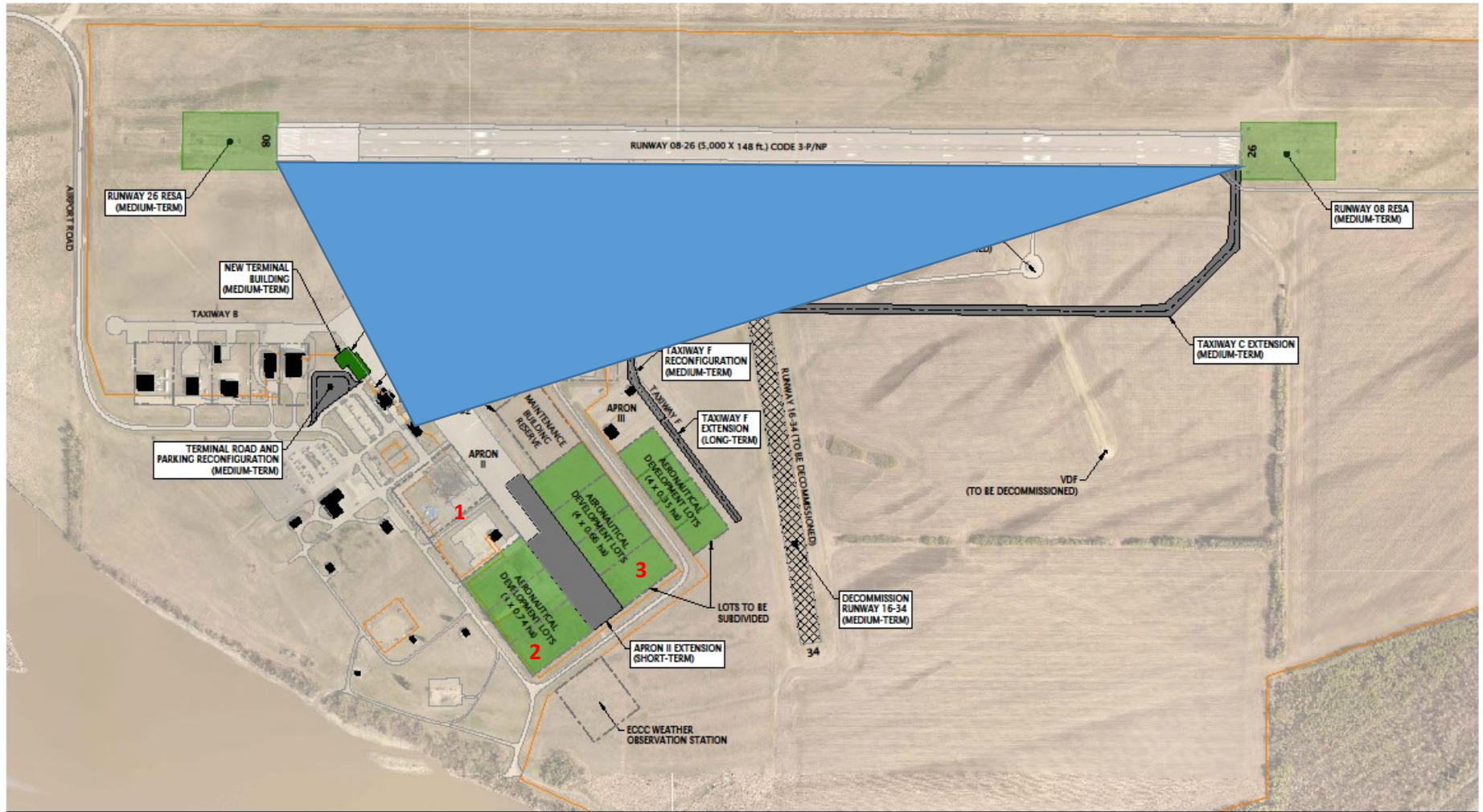
**Plan Of Proposed Subdivision**  
showing subdivision of  
part of Parcel B, Reg'd Plan No. 101760218 and L.S. 8 in E. 1/2 Sec. 11-49-26-W2Mer.,  
part of Parcel A, Plan No. 101760162 in S.W. 1/4 Sec. 12-49-26-W3Mer.,  
and part of W. 1/2 Sec. 12-49-26-W2Mer.  
& adjacent Road Allowance  
and subdivision of all of  
Parcel F - Reg'd Plan No. 79PA08684 in N.W. 1/4 Sec. 12-49-26-W2Mer.  
and showing consolidation of all of  
Lot 9 - Block 103 - Reg'd Plan No. 79PA08684 in N.W. 1/4 Sec. 12-49-26-W2Mer.,  
Lot 7 - Block 103 - Reg'd Plan No. 78PA07887 in N.E. 1/4 Sec. 11-49-26-W2Mer. and  
Parcel A - Plan No. 101760229 in N.E. 1/4 Sec. 11-49-26-W2Mer. and  
part of Parcel B, Reg'd Plan No. 101760218 and L.S. 8 in E. 1/2 Sec. 11-49-26-W2Mer.,  
part of Reg'd Plan No. BU4209 in E 1/2 Sec. 11-49-26-W2Mer.,  
part of Parcel A, Plan No. 101760162 in S.W. 1/4 Sec. 12-49-26-W3Mer. and  
part of W. 1/2 of Sec. 12-49-W2Mer. and adjoining Road Allowance  
Prince Albert  
**SASKATCHEWAN**  
Scale : 1 : 10,000



By: \_\_\_\_\_  
SASKATCHEWAN LAND SURVEYOR

No.	Date	Revision	Rev. By	Chd. By
2	12/20/2016	Revised proposed streets and lots	JP	JR
1	11/13/2016	Revised proposed streets and lots	JP	JR

Drawn By: \_\_\_\_\_ Checked By: \_\_\_\_\_ Date: December 14, 2017 File No. PA17282 Drawing Name: PA17282PPS-Rev.2.dwg Rev. 2 Meridian Surveys Ltd.



PRINCE ALBERT AIRPORT  
STRATEGIC MASTER PLAN  
FIGURE 8.5 - RECOMMENDED AIRPORT DEVELOPMENT PLAN  
FEBRUARY 2021

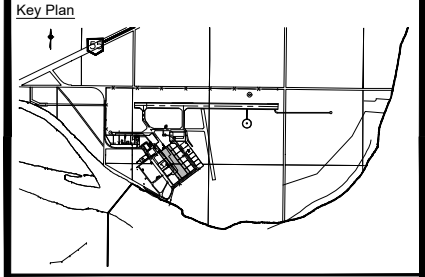
#FOR PLANNING PURPOSES ONLY

Modified for the AAC Report – Apron II Development Stages

- Notes**
1. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNLESS STAMPED ISSUED FOR CONSTRUCTION.
  2. BASE INFORMATION DERIVED FROM FILES RECEIVED FROM THE CLIENT MAY 2018.
  3. TOPOGRAPHICAL INFORMATION DERIVED FROM SURVEY COMPLETED BY AVIA NG MAY 2018.
  4. DRAWINGS TO BE READ IN CONJUNCTION WITH PRELIMINARY DESIGN REPORT DATED SEPT.28, 2018.



- Legend:**
- EXISTING BUILDING
  - PROPOSED RECONSTRUCTION
  - EXISTING FENCE
  - PROPOSED CATCHBASIN
  - EXISTING MINI SUBSTATION
  - EXISTING OUTLET
  - EXISTING APRON FLOODLIGHTING
  - PROPOSED EDGELIGHT
  - PROPOSED PULLPIT
  - PROPOSED APRON FLOODLIGHTING



**Scale:**

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No.	DATE	DESCRIPTION	BY	APPD
1	2018.09.28	PRELIMINARY DESIGN SUBMISSION	JM	ILR
0	2018.06.15	PRELIMINARY DESIGN SUBMISSION	JM	ILR

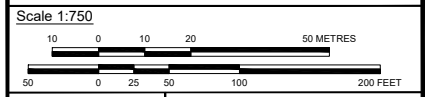
REVISION / ISSUE



Client: THE CITY OF PRINCE ALBERT

Project: APRON II RECONSTRUCTION & EXPANSION

Title: DEVELOPMENT PLAN



Checked:	ILR	Avia NG Project No.	18-0029-00
Design:	JM	Contract No.	TBD
Drawn:	JM	DRAWING No.	DP1

