



CCRD SERVICE REPORT

To: Curtis Slingerland, CAO

CC: CCRD Board of Directors

From: Ken McIlwain, Operations Manager

Meeting Date: March 10, 2022

Subject: Denny Island Airport Operation and Facilities Service Update

Board Meeting
MAR 10 2022
CCRD ITEM C(d)

Recommendation:

N/A

Service Background:

The CCRD is responsible for provision of the Denny Island Airport Operation and Facilities Service to electoral area A. In 1992, the Central Coast Regional District established the service with Bylaw No. 188 under the provisions of Section 790 of the Municipal Act.

The service is administered by CCRD staff (Operations and Finance) with oversight and decision making from the CCRD CAO and Board of Directors. The Denny Island Airport Operations and Management Commission established under Bylaw No. 470 has the responsibility to review and make recommendations regarding leases, budgeting, grant applications, airport improvements, airport revenues, marketing, airport development planning, rates and charges and other matters as requested by the Central Coast Regional District from time to time.

The Denny Island Aerodrome (CYJQ) is situated on Denny Island at an elevation of 49m ASL. This Registered Aerodrome features a 2954' (900m) long asphalt runway, a small taxiway, apron and rustic terminal building. The aerodrome is limited to daytime Visual Flight Rules (VFR) operations.

There is no scheduled air service to Denny Island and the aerodrome is used principally by private and charter aircraft. There are no refueling or maintenance facilities at the airport, however fuel is available at Shearwater Marina and Resort, located approximately 2km to the Northwest.

2021 revenue sources (unaudited) for the Denny Island Airport Service are budgeted as follows:

- Tax Levy - \$9,973
- COVID-19 Safe Restart Grant (in lieu of Landing Fees) - \$2,500
- Carry forward surplus from 2020 - \$13,454

Quarterly Highlights (from 2021):

- A Request for Expressions of Interest was issued in late 2021 to identify parties interested in developing a plan for repairing the terminal building roof. No Expressions of Interest were received.
- The Denny Island Airport Commission has not yet held a meeting in 2022 to elect a chair or discuss the roofing project.
- Aircraft landings are anticipated to be very minimal in 2022.
- The roof of the terminal building continues to leak.

Grant Funded Projects Administered Under the Service:

There are currently no active grant funded projects at the Denny Island Aerodrome.

Feasibility Studies Authorized Under the Service:

There are currently no feasibility studies authorized under this service.

Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:

Strategic Plan Goal:

Denny Island Airport	Terminal Roof Repairs	<i>Improving Our Infrastructure</i>	2021	Continue to follow guidance from the Denny Island Airport Commission
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This strategic priority project of the board will be co-managed by the Denny Island Airport Commission and CCRD Operations. No progress has been made on this initiative as of yet. The proposed budget for 2022 identifies \$14,000 for terminal roof repairs, \$3000 for grounds and site maintenance and \$5,000 for runway maintenance.

Financial/Budgetary:

Total 2021 Estimated Revenues (unaudited): \$12, 473 (including Covid-19 grant revenues)

Total 2021 Estimated Expenditures (unaudited): \$2,873

Please note that the 2022 budget is still a work in progress. The budget will be finalized by March 31, 2021.

Proposed 2022 Budget

Proposed Total 2022 Revenues: \$30,027 (including estimated carry forward surplus of \$23,054)

Proposed Total 2022 Expenditures: \$27,082

Grant Funded Special Projects

There are currently no special grant funded projects underway.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Apportioning administrative (operational) costs to each service the CCRD operates is a requirement under the *Local Government Act* s. 379(1). The CCRD calculates apportioned administration using a two pronged formula that considers:

- an estimate of staff time dedicated to a particular service (estimated from an average of approximate time spent the preceding year and time contemplated for the upcoming year); as well as
- an allocation of the combined total costs of Board governance, yearly audit and financial services, insurance and core administrative overhead (i.e. office space and supplies).

The total apportioned administration costs determined for the Denny Island Airport Operation and Facilities Service is proposed to be \$1,662 for 2022 and incorporated as such into the proposed CCRD Five Year Financial Plan 2022-2026.

Respectfully Submitted by: 
 Ken McIlwain, RPF

Reviewed by: 
 Curtis Slingerland, Chief Administrative Officer