



CCRD SERVICE REPORT

To: Evangeline Hanuse, Acting CAO

CC: CCRD Board of Directors

From: Ken McIlwain, Operations Manager

Meeting Date: December 9, 2021

Subject: DENNY ISLAND AIRPORT OPERATION AND FACILITIES SERVICE UPDATE

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service Report dated December 9, 2021.

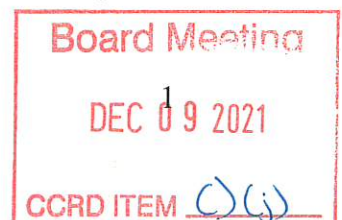
Service Background:

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 projected revenue sources 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

Quarterly [or Bi-Annual or Annual] Highlights (from 2021):

- A Denny Island Airport Commission meeting is scheduled for December 4th, 2021. Topics for discussion are planning of capital expenditures and other budget items for 2022. The meeting will also help serve to recruit community members interested in volunteering to serve as Airport Commissioners.
- Due to COVID-19 restrictions and the closure of the sport fishing division of Shearwater Marine for the majority of the fishing season, there have been essentially no landings at the Denny Island Airport in 2021.
- The roof of the terminal building continues to leak.
- The runway and associated airport facilities were recently inspected by the Commission Chair. It is reported a window was broken on the terminal building.

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 budget for 2021 identifies \$14,000 for terminal roof repairs, \$3000 for runway maintenance (to accommodate further brushing if required in 2021 depending on vegetation growth) and a contingency of \$3,143.

Financial/Budgetary:

Total Service Budget (Including Grants):

Total 2021 Anticipated Revenues: \$12,473 (including confirmed grant revenues)

Percent total expenditures to September 2, 2021: \$2,837 or 23%

Budget (Tax Levy, Basic Provincial Grant, User Fees, and Requisition Only):

Subtotal 2021 Revenues: \$9,973 (excluding covid-19 grant revenues)

Percent total expenditures to May 6, 2021: \$2,837 or 28%

Total 2021 Projected Revenues (including carry forward surplus of \$13,454): \$25,927

Grant Funded Special Projects

There are currently no special grant funded projects underway.

Notes on ongoing Financial Impact of the Pandemic:

\$2,100 was budgeted for landing fee revenue in 2020. There were essentially no landings in 2020 and so no landing fees were collected. \$2500 from the CCRD COVID-19 Safe Restart Grant was allocated to the Denny Island Airport service in the 2021 budget to account for lost revenues due a reduction in landings and landing fees arising from the pandemic.

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 \$1,649.00 (unchanged from 2020 to minimize further burden to the service arising from the pandemic) and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.



Respectfully Submitted by:

Ken McIlwain, RPF

Reviewed by: ehanuse

Evangeline Hanuse, Acting Chief Administrative Officer