

Report to Council



Date: January 24, 2022
To: Council
From: City Manager
Subject: 2021 Annual Report – Airport Director Delegation of Authority
Department: Kelowna International Airport

Recommendation:

THAT Council receive for information the report from Kelowna International Airport dated January 24, 2022, with respect to the transactions approved by the Airport Director in accordance with the Delegation of Authority to Enter into Agreements Bylaw No. 11961 for the period starting January 1, 2021 and ending December 31, 2021.

Purpose:

To provide Council with a summary of the transactions approved by the Airport Director between January 1, 2021 and December 31, 2021, in accordance with Bylaw No. 11961.

Background:

In accordance with Bylaw No. 11961, section 2.3, "*The Airport Director shall provide a report to Council to be received for information regarding any transactions approved pursuant to this Bylaw on an annual basis.*" This report provides a summary from January 1, 2021 to December 31, 2021.

Discussion:

The details of the transactions approved by the Airport Director have been outlined in the table on the following page. All of these transactions took place at fair market value and in accordance with City policies.

Name	New or Amendment	Description	Additional Details
Room Rental Agreement	New	Office space in the Air Terminal Building with: Airport Terminal Services Canadian Company Kelowna Concierge Ltd. Executive Aviation Fuels (BC) Ltd. Cheers Okanagan Tours Ltd. Revelstoke Connection Ltd. dba Everything Revelstoke	Rental rates in accordance with Airport Fees Bylaw 7982.
Room Rental Agreement	New	Office space in the Combined Operations Building with Inland Technologies Canada Incorporated	Rental rate in accordance with Airport Fees Bylaw 7982.
Sublease	New	Office space in the Air Terminal Building with: Kelowna Concierge Ltd. Cheers Okanagan Tours Ltd. Kelowna Cabs (1981) Ltd. Revelstoke Connection Ltd. dba Everything Revelstoke	Rental rates in accordance with Airport Fees Bylaw 7982.
Licence of Occupation	New	Area adjacent to the Air Terminal Building with: T.Y. Enterprise Ltd. dba Yellow Star Snack House for a food truck	Rental rate in accordance with Airport Fees Bylaw 7982.
Licence of Occupation	New	Whitecap RSC COVID Management Inc. for COVID-19 testing facility and lab	Rental rate consistent with Airport Fees Bylaw 7982 and precedent set by other Licences of Occupation.
Fee Remittance Agreement	New	Fee remittance for COVID-19 testing conducted at YLW	Concession fee developed consistently with other concession fees at the Airport.
Ground Transportation Provider Licence	New	To operate a taxi or ride share service at YLW with: Farhad Fahadeg-Sadi dba Comfort Taxi Kelowna Cabs (1981) Ltd. Associate Taxi Ltd. West Kelowna Taxi Services Ltd. Current Taxi Ltd. Resham Bhatti dba Danny & Ryan Enterprises Checkmate Cabs Ltd.	Fees in accordance with Airport Fees Bylaw 7982.

Off Airport Vehicle Rental Concession Licence	New	Off airport rental vehicle operation with Ali-Go Rent A Car Inc.	Fees in accordance with Airport Fees Bylaw 7982.
AIF Memorandum of Agreement	Amendment	Extension of the Term of the agreement to December 31, 2022.	This agreement is between all airports in Canada that charge an AIF and all airlines that collect the AIF on behalf of the airports.

Conclusion:

The information above satisfies the requirement to report to Council in accordance with Bylaw No. 11961, section 2.3, up to and including December 31, 2021.

Internal Circulation:

Communications
Financial Services

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

Approved for inclusion:

SS

S. Samaddar, Airport Director

cc:

S. Dyrdal, Senior Airport Finance & Corporate Services Manager

T. McQueenie, Airport Corporate Services Manager

C. Brannagan, Communications Advisor

J. Dueck, Controller