

Report to Council



Date: January 23, 2023
To: Council
From: City Manager
Subject: 2022 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 23, 2023, with respect to the transactions approved by the Airport Director in accordance with the Delegation of Authority to Enter into Agreement Bylaw No. 11961 for the period starting January 1, 2022, and ending December 31, 2022.

Purpose:

To provide Council with a summary of the transactions approved by the Airport Director between January 1, 2022, and December 31, 2022, 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 of transactions from January 1, 2022, to December 31, 2022.

Discussion:

The details of the transactions approved by the Airport Director have been outlined in the table on the following pages. All of these transactions took place at fair market value, do not exceed a term of twenty (20) years, and are in accordance with City policies.

Name	New or Amendment	Description	Additional Details
Rental Room Agreement	New	Inland Technologies Canada Inc. Universal Protection Service of Canada Airport Terminal Services Canada Company WestJet Strategic Aviation Services Ltd.	Rental rates in accordance with Airport Fees Bylaw 7982.
Vending Machine License Agreement	New	Cruze Co. Vending Inc.	Rental rate consistent with other food and beverage operators at the Airport.
	Amendment	Cruze Co. Vending Inc.	Rental rate consistent with other food and beverage operators at the Airport.
	Amendment	Cruze Co. Vending Inc. Extension to Vending Machine License Agreement	Rental rate consistent with other food and beverage operators at the Airport.
TNS Ground Transportation License	New	10311669 Canada Corp. dba U-Ride LTG Technologies Ltd.	Fees in accordance with Airport Fees Bylaw 7982.
Sublease	New	Whitecap RSC Medical Inc. Sublease of space adjacent to terminal building for COVID-19 testing facility and lab.	Rental rate consistent with Airport Fees Bylaw 7982 and other Subleases.
	New	Executive Aviation Fuels (BC) Ltd. Airport Terminal Services Canada Inc. Central Mountain Air Tourism Kelowna Society	Rental rate in accordance with Airport Fees Bylaw 7982.
Sublease Renewal	New	Enterprise Rent-A-Car Canada	Rental rate in accordance with Airport Fees Bylaw 7982.
Sublease Amendment	Amendment	Executive Aviation Fuels (BC) Ltd.	Rental rate in accordance with Airport Fees Bylaw 7982.
License of Occupation	New	Bunny Hugs Fresh Food Collective Ltd.	Rental rate consistent with other food and beverage operators at the airport.

Name	New or Amendment	Description	Additional Details
Air Carrier Airport Use Agreement	New	Kelowna Flightcraft Air Charter Ltd. 1263343 Alberta Inc. dba Lynx Air	Fees in accordance with Airport Fees Bylaw 7982.
Airport Improvement Fee Memorandum of Agreement	Amendment	Extension of the Term of the agreement to December 31, 2023.	This agreement is between all airports in Canada that charge an Airport Improvement Fee and all airlines that collect the Airport Improvement Fee on behalf of the airports.
Scholarship Fund Agreement	New	BC Aviation Council - YLW Aviation and Aerospace Scholarship Fund Agreement	Endowment of \$1,000 per year funded by the Airport for Okanagan residents to further their career in the field of aviation and aerospace.

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, 2022.

Internal Circulation:

Communications
 Financial Services
 Real Estate

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 Sam Samaddar, Airport Director

cc:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

T. McQueenie, Airport Corporate Services Manager

L. Corcoran, Communications Department Manager

M. Friesen, Acting Controller

J. Saufferer, Real Estate Department Manager