

Report to Council



Date: February 5, 2024
To: Council
From: City Manager
Subject: 2023 Annual Report – Airport Delegation of Authority
Department: Kelowna International Airport

Recommendation:

THAT Council receive for information the report from Kelowna International Airport dated February 5, 2024, with respect to the transactions approved by the Airport Chief Executive Officer in accordance with the Delegation of Authority to Enter into Agreements Bylaw 11961 for the period starting January 1, 2023, and ending December 31, 2023.

Purpose:

To provide Council with a summary of the transactions approved by the Airport Chief Executive Officer between January 1, 2023, and December 31, 2023, 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, 2023, to December 31, 2023.

Discussion:

The details of the transactions approved by the Airport Chief Executive Officer have been outlined in the table on the following pages. All 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, Amendment or Renewal	Description	Additional Details
Assignment, Assumption and Consent to Sublease	Amendment	SSP Canada Food Services Inc.	Assignment of contract from Skyway Gourmet Ventures Inc. All terms of the original agreement remain the same including the rental rate.
Room Rental Agreement	New	Inland Technologies Canada Incorporated WestJet	Rental rate in accordance with Airport Fees Bylaw 7982.
ATB Sublease Amending Agreement	Amendment	Executive Aviation Fuels (BC) Ltd.	Addition of office space. Rental rate in accordance with Airport Fees Bylaw 7982.
ATB Sublease Amending Agreement	Amendment	Tourism Kelowna Society	Extension to Sublease term by one year. All other terms remain the same including the rental rate.
License of Occupation	New	GRM Roadway Maintenance Inc.	Non-exclusive use for part time storage of snow removal equipment only used at the airport. Rental rate waived.
Renewal of ATB Sublease	Renewal	Kelowna Concierge Ltd.	Exercise of the one renewal option in the Sublease. All terms remained the same including the rental rate.
Renewal of Vending Machine License	Renewal	Cruze Co. Vending Inc.	Exercise of the one renewal option in the License Agreement. All terms remained the same including the rental rate.
Airport Improvement Fee Memorandum of Agreement	Amendment	Extension of the term of the agreement to June 30, 2024.	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 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, 2023.

Internal Circulation:

Communications
Financial Services

Real Estate

Considerations applicable to this report:

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Submitted by: S. Dyrdal, Director Airport Finance and Corporate Services

Approved for inclusion: S. Samaddar, Airport Chief Executive Officer

cc:

T. McQueenie, Airport Corporate Services Manager

C. Matte, Community Communications Manager

M. Friesen, Controller

J. Saufferer, Real Estate Department Manager