

# Report to Council



**Date:** February 24, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** 2024 Annual Report – Airport Chief Executive Officer Delegation of Authority  
**Department:** Kelowna International Airport

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## **Recommendation:**

THAT Council receive for information the report from Kelowna International Airport dated February 24, 2025, 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, 2024, and ending December 31, 2024.

## **Purpose:**

To receive a summary of the transactions approved by the Airport Chief Executive Officer between January 1, 2024, and December 31, 2024, 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, 2024, to December 31, 2024.

## Discussion:

Name	New, Amendment or Renewal	Description	Additional Details
Transportation Network Services Agreement	New	Uber Rasier Canada, Inc.	Agreement to provide a ride sharing operation.
Amending Agreement to Transportation Network Services Agreement	Amendment	Farhad Fahadeg-Sadi dba Comfort Taxi Checkmate Cabs Ltd. 10311669 Canada Corp. dba URide Kelowna Cabs (1981) Ltd. Associate Taxi Ltd. Current Taxi Ltd.	Remove requirement to collect GST on pick up and drop off fees, update language for driver non-compliance, alter Security Deposit language to recalculate on an annual basis, update language to allow for under-payment amounts over 5% to be reimbursed to the City.
Room Rental Agreement	New	WestJet Inland Technologies Canada Incorporated	Short term rental of office space in the Air Terminal Building. Rental rate in accordance with Airport Fees Bylaw 7982.
Sublease	New	Paladin Airport Security Services Ltd.	Rental of office space in the Air Terminal Building. Rental rate in accordance with Airport Fees Bylaw 7982.
License of Occupation	New	D2 Group dba C2Biz Services	Non-exclusive use for part time storage of snow removal equipment only used at the Airport. Rental fee waived.
Vending Machine License	New	La Boulangerie Gourmet Café Ltd.	Rental rate consistent with other food and beverage operators at the Airport.
Amendment to Vending Machine License	Amendment	La Boulangerie Gourmet Café Ltd.	License amended to add a second vending machine unit.
Consent to Amend AIF Memorandum of Agreement	Amendment	Air Transport Association of Canada	Amend the Memorandum of Agreement to reduce the handling fee from 7% to 4%.
Consent to Amend AIF Memorandum of Agreement	Amendment	Air Transport Association of Canada	Extend the expiry of the agreement to October 15, 2024
Consent to Amend AIF Memorandum of Agreement	Amendment	Air Transport Association of Canada	Extend expiry of the agreement to December 31, 2024.
Consent to Amend AIF Memorandum of Agreement	Amendment	Air Transport Association of Canada	Extend expiry of the agreement to January 31, 2025 with option to extend to February 28, 2025.

**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, 2024.

**Internal Circulation:**

Communications  
Financial Planning  
Real Estate

**Considerations not applicable to this report:**

*Legal/Statutory Authority:*

*Legal/Statutory Procedural Requirements:*

*Existing Policy:*

*Financial/Budgetary Considerations:*

*Consultation and Engagement:*

Submitted by: P. Patel, Acting Director Airport Finance and Corporate Services

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

cc:

T. McQueenie, Airport Corporate Services Manager  
C. Brannagan, Communications Advisor  
J. Jean, Budget Supervisor  
M. Antunes, Financial Planning Manager  
J. Saufferer, Real Estate Department Manager