

POLICIES AND PRACTICES OF THE
COURTENAY AIRPARK ASSOCIATION
(As at 20 Oct 09)

Annual General Meeting

The standard date for the AGM is the last Sunday in February. (AGM 2000 Resolution)

Only members who are in good standing (ie who have paid all current fees) may participate in the AGM.

The Board of Directors will provide facilities prior to the start of the AGM for members to complete payment of fees.

At the start of the AGM, the Chair will seek a resolution from the membership as to whether they wish to directly elect the officers of the Association or permit the new Board of Directors to make that decision in accordance with Bylaw 26 (4).

A nominating committee consisting of Directors **not** up for re-election will solicit candidates for election as Directors at the AGM. (BOD Resolution 17 Mar 03) Nominations will also be sought from the membership at the AGM.. Nominations, in writing, containing the signature of the nominator and the signed acceptance of the nominee will also be accepted. All nominators and nominees must be members in good standing at the start of the AGM.

The Board of Directors will consider the runner(s)-up in the AGM elections to fill vacancies on the Board (in accordance with Bylaw 27(1)) (AGM 2004 Resolution)

Board of Directors

Individuals having signing authority for the Association's accounts and legal documents shall be any two of the President, the Secretary and the Treasurer. (BOD Resolution 16 Jun 03)

A Director shall not participate in, or seek to affect, any decision of the Board of Directors if the Director has a conflict of interest or an apparent conflict of interest in the matter, as generally defined in legislation in BC. (BOD Resolution 13 Dec 04)

The Board of Directors is limited to expenditures of up to \$5000.00 for any one capital item or project; capital expenditures beyond this amount must be brought to the membership, at a general meeting, for consideration. (AGM 2001 Resolution)

Within 10 days of any meeting of the Directors or membership, the Board of Directors is required to post, in the Pilots' Lounge and on the web site, the draft minutes of that meeting and monthly the Board is required to post in the Pilots' Lounge a list of cheques

written in the previous month and the latest bank balance. (AGM 8 Feb 09)

Fees

The following fees and deposits are approved for the Courtenay Airpark: (BOD Resolution 17 May 04):

DEPOSITS

- \$30.00 (refundable) for supply of gate “clicker”
- \$100.00 (refundable) to be placed on hangar waiting list
- \$750.00 (non-refundable, non-transferable) to use float dollies

FEES

- \$25.00 for incidental use of float dolly (in & out, round trip)
- \$50.00 for annual access to hydro, pursuant to agreement
- \$100.00 for annual hangar maintenance, pursuant to agreement
- \$240.00 for annual commercial access to garbage dumpster
- \$100.00 for annual membership
- \$5.00 daily, for casual parking
- \$25.00 weekly, for casual parking
- \$60.00 monthly, for casual parking
- \$250.00 for annual parking, pursuant to agreement

Annual fees are due and payable on January 1. Notice of annual fees and a summary of the consequences of non-payment will be sent out, in writing, early in December. In February, at the time of AGM notification, final reminders will be sent to those who have not paid their fees. Members who have not paid their fees by the last Sunday in February (the AGM) will have their parking spots reassigned and/or be removed from waiting lists. On April 1, those who have not paid their fees will cease to be members of the Association.

PRORATED FEES

Annual membership fees for individuals joining partway through the year are prorated as follows:

- before 1 Sep - the full annual fee
- from 1 Sep to 31 Oct- one half the annual fee
- from 1 Nov to 31 Dec - full annual fee will cover membership until end of following year (ie last 2 months free)

(BOD Resolution 20 Oct 03)

Members who have the care, custody and control of an aircraft parked at the Airpark for periods less than a year are permitted to prorate the annual parking fees on a monthly basis. (BOD Resolution 18 Sep 07)

Membership

New membership applications shall be processed as follows:

- membership applications received by the Association since the previous regular Directors' meeting shall be considered at the next regular directors meeting in accordance with Bylaw 4,

- applications for inclusion on waiting lists for parking or hangars, included with new membership applications, will be dated as of the date of membership approval, or receipt of fees, whichever is later, and

- should there be more than one waiting list application for consideration at a Directors' meeting, the date will be determined by the date of application and payment of fees. (BOD Resolution 15 Dec 03)

In accordance with Bylaw 7 (d), a person will cease to be a member of the Courtenay Airpark Association if they have been a member not in good standing (eg for unpaid fees) for NINETY days. (BOD Resolution 15 Dec 03)

The Board of Directors is required to bring any proposed restriction on membership to a General Meeting for consideration by the membership. (AGM 8 Feb 09)

Lifetime honorary membership is granted to Wolf Rautenberg. Annual honorary memberships are granted to Directors during their term of service. (AGM 2006 Resolution)

Equipment Usage and Float Dollies

The Board of Directors will maintain a list of individuals approved to use the float dollies. Only those who are on the list are permitted to use the float dollies. In order to be included on the list, the individual must be a member in good standing and must have paid the Association a one-time, **non-refundable, non-transferable** fee of \$750.00.

There is a weight limitation of 4500 lbs on the use of the float ramp and dollies. The Board of Directors may designate up to two individuals from an AME operation at the Airpark to use the float dollies. The AME operator shall be charged at the incidental use rate (currently \$25.00 per round trip) for each movement of an aircraft belonging to an individual who has not paid the \$750.00 fee. (BOD Resolution 13 Dec 04)

Commercial operators are restricted to using the Dodge float dolly only. Effective 1 Jan 08, commercial operators wanting to use the float dolly (Dodge) are required to pay the round-trip fee (currently \$25), and inform the Board in an approved manner, before each use. (BOD Resolution 18 Sep 07) Payment of a lump sum in advance, and notification via e-mail of each use, is an acceptable means of satisfying this requirement. The float dollies are not to be used to lift Beaver-type or heavier aircraft.

Anyone wanting to construct or use their own float dolly on Airpark property must seek prior permission from the Board of Directors, who may impose conditions on their

approval. (BOD Resolution 21 Nov 05)

The Board of Directors will maintain a list of individuals approved to use the Kubota tractor. Only individuals who are on the list are permitted to use this tractor. Usage is confined to the Airpark property.

Parking

A member is required to provide proof of adequate insurance coverage for each aircraft owned or controlled by the member and parked at the Airpark, such proof to be provided at time of membership application or renewal. (BOD Resolution 15 Dec 03, Hangar/Tie-down Agreement)

A member who wishes to be assigned and sublet, on an annual basis, an Airpark parking spot must enter into a Tie-down Agreement, for outside parking, or Hangar Agreement, for inside parking, with the Association.

The chaining or locking of aircraft to the float plane dock is prohibited. (BOD Resolution 23 Jan 07)

All part-owners of aircraft parked on the basis of a Tie-down Agreement or Hangar Agreement are required to apply for membership and pay the applicable fees. (AGM 2003)

As long as there are unassigned parking spots at the Airpark, a member wishing to park his/her aircraft at the Airpark must pay the applicable parking fee (daily, weekly, monthly or annually) for **EACH** aircraft to be parked, whether parked in their assigned parking area or, with the permission of the member, in another member's assigned spot

EXCEPT:

- in the case of a member assigned a hangar, who is able to park more than one of that members owned aircraft within the confines of that member's assigned hangar, or
- in the case of a member assigned an outside parking spot, who is permitted to sublet a hangar for one or both of the member's owned aircraft without paying the Airpark for a second parking spot. (AGM 2000 and 2004 Resolutions, BOD Resolution 23 Nov 03)

Members assigned hangars or outside sites with access to power are limited to a maximum of 100 watts of power consumption and the device must be CSA approved. (AGM 1999)

Vehicles are not to be parked in locations where they will impede aircraft operations or parking, particularly in the visitor parking area. (BOD Resolution 20 Jun 01)

Hangars

The Association will establish a Wait List for members wishing to occupy a hangar. Position on the list will be determined by the date of payment of a refundable fee of \$100.00. The fee will be credited to the amount of the non-interest bearing loan required upon allocation of a hangar and the member shall be removed from the Wait List. Should the member accept the hangar offered, but desire a more suitable one, they must pay

another \$100.00 fee and be placed at the bottom of the Wait List. When a hangar becomes available for re-allocation, it will be offered to the members on the Hangar Waiting List in order of listing, and that member will be permitted 48 hours from time of notice to accept or reject the allocation. The fee will be refunded, and the name removed from the list, should the individual cease to be a member or no longer require a hangar.
(AGM 1999)

Hangars will be valued as follows, as at 22 Sep 09 :

Hgr #	Occupant	Vauation			
Building 1					
1	Perry	9,100.00			
2	Nelson	12,650.00			
3	Bates	9,100.00			
4	Huxham	9,100.00			
5	Long	9,100.00			
6	Benoit	9,600.00			
7	Ellison	9,100.00			
8	Fitzgerald	9,100.00			
9	Edwards	9,100.00			
10	Hutton	6,500.00			
Building 2					
11	Webber	11,800.00	27	Gold	16,300.00
12	Van Dinter	11,800.00	28	Bates	16,300.00
13	Annand	11,800.00	29	Anderson/Atlas	16,300.00
14	Dyck	13,600.00	30	Morrow	16,300.00
15	Meinhardt	11,800.00	31	Willis	16,300.00
16	Bazett	11,800.00	32	Roxburgh	16,300.00
17	Barclay	11,800.00	33	N. Anderson	19,700.00
18	Cameron	14,600.00	34	Erhart	19,700.00
19	Balfe	12,900.00	Building 4		
20	MacDonald	11,800.00	35	Sanchez	19,700.00
21	Fair	11,800.00	36	Tura	21,500.00
22	J. Slater	13,500.00	37	Schulz	22,700.00
23	Clozza	11,800.00	38	Harris	19,700.00
24	Bell	14,800.00	39	Radford	19,700.00
25	Storage		40	Hansen	19,700.00
26	Parkin	13,100.00	41	D. Slater	19,700.00
			42	Perrey	19,700.00

(These values indicate the amount the subsequent occupant must provide in loans in order to be assigned each hangar. They do not represent the outstanding member loans. It is the intention of the Association to complete the paved floor, ramp, and wall construction of a hangar, if these have not been previously done, on change of occupancy)

(BOD Resolution 15 Dec 03, amended BOD 18 Mar 08)

Members allocated a hangar must pay to the Association a non-interest bearing loan equivalent to the value of the assigned hangar, as determined above. This amount will be refunded to the individual within 10 days of receipt by the Association of the non-interest

bearing loan from the subsequent occupant. (Current Hangar Agreement)

Any member who has been allocated a hangar and who does not base, park and operate their aircraft at Courtenay Airpark for a period of 12 continuous months shall have that hangar reassigned and their loan to the Association refunded. A member likely to be so affected may request, in writing to the Board at least 3 months prior to the expiry of the 12 month period, for an extension. One of the factors that the Board will consider in reaching a decision is the willingness of the member to rent their assigned hangar to a member on the Hangar Waiting List. (BOD Resolution 23 Jan 07, amended 18 Sep 07, Reviewed AGM Feb 09)

Any improvements or alterations to hangars or outside parking sites must be done in concert with all affected parties. Invoices for any improvements must be submitted to the Board of Directors for approval within one year of incurring the cost. (AGM 2000, BOD 20 Apr 04)

The following conditions are imposed on any hangars with doors:

Man-door for access to each bay

Window on other door

Floor-to-roof wood studs, with 5/8 in. Gyproc fire protection

- Limit of 100 watts electrical load per bay
- No refueling or storage of fuel in hangars
- All units to be keyed to same key
- A key to be held in Association office
- No other sources of heat or electricity
- No Commercial operations
- All hangars to be done - unanimous participation required

(Special General Mtg 12 Jun02)

Any two members who have been allocated hangars are permitted to exchange hangar allocations, upon approval by the Board of Directors. Differences in the member loans will be settled by the members involved. (BOD Resolution 19 Feb 08)

Fuel

A \$0.05 per litre surcharge will be added to the normal price for fuel and devoted exclusively to funding replacement of the fuel tanks. (AGM 2003) The mark-up on fuel sales will be maintained after replacement of the fuel tanks and be directed to capital projects at the Airpark (AGM 2005 Resolution)

Commercial Activities

Commercial operators who apply to use the Courtenay Airpark as a base of operations must enter into an Agreement with the Association to meet the following conditions: (BOD Resolution 15 Nov 04)

1. Applicant must provide proof of a lease or sublease of commercial property, sufficient to conduct business operations, adjacent to the Airpark
2. Applicant must pay all fees required by current Airpark policies
3. Applicant must abide by all Canadian Aeronautics regulations, City and

Airpark policies and practices. Violation will result in cancellation of Agreement.

4. Applicant will not display any commercial signs on Airpark property. This does not preclude ownership identification incorporated into an aircraft's paint scheme.

5. Applicant will not conduct any commercial activity on Airpark property. This does not include landing and take-offs, loading, unloading or incidental parking.

6. Applicant will include Courtenay Airpark Association as an additional insured on all business and aircraft insurance.

7. Applicant will maintain current all required business licences and permits.

8. Applicant requires approval from City (business licence)

9. Applicant can park no more than one commercial-use aircraft overnight on Airpark property.

10. Agreement will provide for review and reconsideration every five years.

Commercial operators who request to use the Pilot Lounge to provide educational services related to pilot training or licensing must agree to the following conditions: (BOD Resolution 15 Nov 04)

1. Applicant must apply to the Board of Directors, in writing, prior to intended use, stating times and dates of usage.

2. Applicant must be responsible for clean-up after use, including, if necessary, funding for, or provision of equivalent, additional janitorial services.

3. Applicant must ensure that participants do not impede aircraft operations.

4. Applicant must not disconnect any Airpark equipment and must return the Pilot Lounge to its "normal" condition after use.

5. Applicant must not deny access to washrooms or telephone by Airpark members.

Each primary lease holder of commercial, City-owned, property adjacent to the Airpark will be permitted to place one 4"x 12" business cardholder on the West wall of the Pilot Lounge, adjacent to the events notice board. (BOD Resolution 20 Jun 05)