



Report: PDL-AIR-19-03

Region of Waterloo

Planning, Development and Legislative Services

Region of Waterloo International Airport

To: Chair Tom Galloway and Members of the Planning and Works Committee

Date: March 19, 2019 **File Code :** C05-20

Subject: **Airport Master Plan Implementation Steering Committee**

Recommendation:

That the Regional Municipality of Waterloo appoint a Steering Committee to facilitate the implementation of the Airport Master Plan as described in Report PDL-AIR-19-03, and appoint 4 Regional Councillors and the Regional Chair to the Steering Committee.

Report:

In April 2017, Regional Council adopted the Region of Waterloo International Airport Master Plan (Report PDL-AIR-17-02). The Master Plan outlined a systematic development process that would be initiated in response to increased demand for air service. The first stage of the Master Plan is focused on the completion of a variety of detailed studies that would prepare the Airport, the Region and funding partners to expand infrastructure once demand for air services expanded. The second stage of the Master Plan will only be initiated once the airport exceeds 250,000 passengers annually – this number corresponding to the capacity of the Terminal Building.

In September 2018, Council awarded a contract for consulting services to Avia NG to execute the study process for Stage 1 of the Master Plan (Report PDL-AIR-18-07/COR-TRY-18-82). As directed by the Master Plan, the planning work includes:

- Terminal Expansion Feasibility and Site Selection Study
- Environmental Assessment for Runway Extensions
- Federal Zoning Regulation Update
- Master Servicing Study
- A servicing master plan for the Airport.

Work has now commenced on the various studies initiated. A technical team of Transportation and Environmental Services and Planning, Development and Legislative Services staff has been meeting with the consulting team through the early stages of the process. In December 2018, Council considered the establishment of a Steering Committee to provide support and direction to the Airport planning process. Now that work is underway, it is desirable to constitute the Steering Committee and appoint members as contemplated.

The Committee will meet on an ad hoc basis corresponding to the completion of various stages of work, and will provide input to and guide the implementation of various aspects of the Master Plan implementation. The first Committee meeting will be called for late March or early April, 2019.

It is recommended that the Steering Committee include the Regional Chair, 4 Regional Councillors (including one each from Cambridge, Kitchener, and Woolwich), and the following staff members:

- Commissioner of Planning, Development & Legislative Services
- Commissioner of Transportation & Environmental Services
- Commissioner of Corporate Services/ CFO
- General Manager, Region of Waterloo International Airport
- Manager, Office of Regional Economic Development
- Senior Project Manager (Transportation Engineering), Region of Waterloo International Airport
- Director of Corporate Communications

Corporate Strategic Plan:

This initiative directly supports Strategic Objective 1.1.3 in the Corporate Strategic Plan – “Develop a Master Plan and associated Business Plan that guides the growth and development of the Region of Waterloo International Airport to provide a full-service, customer friendly facility which supports commercial, corporate and general aviation.”

Financial Implications:

Funds for the consulting work underway are allocated in the Airport Capital Budget.

Other Department Consultations/Concurrence:

The Master Plan Project Team includes staff from Airport, Community Planning, Design and Construction, Transportation, Water Services, Facilities and Fleet Management.

Attachments:

Nil

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Approved By: Mike Murray, Chief Administrative Officer