



## **CITY OF PRINCE ALBERT**

### **AIRPORT ADVISORY COMMITTEE REGULAR MEETING**

# **AGENDA**

**MONDAY, JUNE 5, 2023, 4:00 PM  
MAIN BOARDROOM, 2ND FLOOR, CITY HALL**

#### **1. CALL TO ORDER**

#### **2. APPROVAL OF AGENDA**

#### **3. DECLARATION OF CONFLICT OF INTEREST**

#### **4. APPROVAL OF MINUTES**

- 4.1 May 4, 2023 Airport Advisory Committee Meeting Minutes for Approval (MIN 23-48)

#### **5. CORRESPONDENCE & DELEGATIONS**

#### **6. REPORTS OF ADMINISTRATION & COMMITTEES**

- 6.1 Airport Terminal - Tender Ready Detailed Design (RPT 23-228)

PowerPoint Presentation: Prairie Architects, Design Lead and Airbiz, Aeronautical Specialist

#### **7. UNFINISHED BUSINESS**

#### **8. ADJOURNMENT**



City of  
**Prince Albert**

*MIN 23-48*

**MOTION:**

That the Minutes for the Airport Advisory Committee Meeting held May 4, 2023, be taken as read and adopted.

**ATTACHMENTS:**

1. Regular Minutes



## **CITY OF PRINCE ALBERT**

### **AIRPORT ADVISORY COMMITTEE REGULAR MEETING**

# **MINUTES**

**THURSDAY, MAY 4, 2023, 4:04 P.M.  
3<sup>RD</sup> FLOOR, CONFERENCE ROOM, CITY HALL**

**PRESENT:** Mayor Greg Dionne  
Councillor Don Cody  
Martin Dolny  
Brent Pillipow  
Dave Webster

Terri Mercier, City Clerk  
Sherry Person, City Manager  
Corey Nygaard, Airport Manager  
Jeff Da Silva, Acting Director of Public Works  
Nykol Miller, Capital Projects Manager, Public Works  
Mohammad Kraishan, Engineering Services Manager

## **1. CALL TO ORDER**

Mayor Dionne, Chairperson, called the meeting to order.

## **2. APPROVAL OF AGENDA**

0001. **Moved by:** Webster

That the Agenda for this meeting be approved, as presented, and, that the presentations, delegations and speakers listed on the Agenda be heard when called forward by the Chair.

Absent: Andre Grobler and Curtis Lemieux

**CARRIED**

## **3. DECLARATION OF CONFLICT OF INTEREST**

## **4. ADOPTION OF MINUTES**

0002. **Moved by:** Pillipow

That the Minutes for the Airport Advisory Committee Regular Meeting held May 19, 2022, be taken as read and adopted.

Absent: Andre Grobler and Curtis Lemieux

**CARRIED**

## **5. CORRESPONDENCE & DELEGATIONS**

## **6. REPORTS OF ADMINISTRATION & COMMITTEES**

## **7. UNFINISHED BUSINESS**

7.1. Airport Terminal Detail Design Budget Adjustment (RPT 23-128)

Verbal Presentation was provided by Nykol Miller, Capital Projects Manager.

0003. **Moved by:** Webster

That the following be forwarded to an upcoming City Council meeting for consideration:

1. That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total design fee of \$1,489,758 to date including Provincial Sales Tax to pay the outstanding invoices;

2. That the remaining 30% Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal;
3. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
4. That the Mayor and City Clerk be authorized to execute the necessary documents, on behalf of The City, once prepared.

Absent: Andre Grobler and Curtis Lemieux

**CARRIED**

**8. ADJOURNMENT – 5:11 P.M.**

0004. **Moved by:** Councillor Cody

That this Committee do now adjourn.

Absent: Andre Grobler and Curtis Lemieux

**CARRIED**

MAYOR GREG DIONNE  
CHAIRPERSON

CITY CLERK

MINUTES ADOPTED THIS      DAY OF      , A.D. 2023.

**TITLE:** Airport Terminal - Tender Ready Detailed Design

**DATE:** June 1, 2023

**TO:** Airport Advisory Committee

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the cost for the Detailed Design of the Airport Terminal with Prairie Architecture Incorporated be increased by \$452,982 for a total Design Fee of \$1,942,740 including Provincial Sales Tax to complete the remaining thirty percent (30%) Detailed Design, bringing the design to Tender ready;
2. That the cost increase be funded from the Passenger Facility Fee Reserve; and,
3. That the Mayor and City Clerk be authorized to execute the necessary documents on behalf of The City, once prepared.

**TOPIC & PURPOSE:**

To approve completing the detailed design of the new Airport Terminal Building, which would bring it to a Tender ready design state.

**BACKGROUND:**

At the May 15, 2023 City Council Meeting it was resolved;

*That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total Design Fee of \$1,489,758, to date including Provincial Sales Tax to pay the outstanding invoices;*

*That the remaining thirty (30%) Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal.*

**PROPOSED APPROACH AND RATIONALE:**

When the design for the new Airport Terminal Building occurred the Architect and their team met with the City design team and the user groups including the airlines to discuss the needs for the new building. The combination of the engagements with the City and the user groups defined the spaces for the new Airport Terminal Building.

Administration is recommending that the Architect continue with the design of the new Airport Terminal Building, maintaining the current building design, bringing the design to Tender ready.

**CONSULTATIONS:**

The new Airport Terminal Building design included engaging with City Administration, user groups of the current Airport Terminal building, and the Architects design team.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once approved by City Council, the City will adjust the Agreement accordingly to complete the Detailed Design for the new Airport Terminal.

**FINANCIAL IMPLICATIONS:**

The previously approved funding is \$1,489,758  
The budget required to complete Design to Tender is \$452,982

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) Reserve. This fund was specifically set up to raise money for the design and construction of a new Airport Terminal. At the end of 2022 this fund had \$2,197,318 in reserve. The balance at the end of 2023 in the PFF Reserve, not including the recommended increase approval of \$452,982 is projected to be \$1,709,669.

|  |             |
|--|-------------|
| 2022 PFF Reserve Balance                       | \$2,197,318 |
| 2023 Projected PFF Reserve Balance             | \$1,709,669 |
| Remaining Fees to Complete Tender Ready Design | \$ 452,982  |

|   |                    |
|---|--------------------|
| <b>Projected 2023 PFF Reserve Balance Including Approved Detailed Design Completion</b> | <b>\$1,256,687</b> |
|---|--------------------|

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy or privacy implications, official community plan, or other considerations.

**STRATEGIC PLAN:**

The 2020 Airport Strategic Master Plan places building a new Airport Terminal pivotal to the growth and success of the Prince Albert Airport.

**OPTIONS TO RECOMMENDATION:**

The Airport Advisory Committee may choose to not approve this increase and stop the detail design where it stands now. This is not recommended as the City will not have a 100% tender ready package should a new grant funding program be announced in 2023 or future. Also restarting design at a later date would increase the risk to errors and omissions made as not all the same designers will be available.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

Presentation by Prairie Architects, design lead and Airbiz, aeronautical specialist.

**ATTACHMENTS:**

1. Airport Terminal Detail Design Revised Budget Adjustment RPT 23-181
2. Airport Terminal Prairie 33% Design Presentation Excerpt Nov 14, 2022
3. Airport Advisory Committee Presentation June 1, 2023

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager



***RPT 23-181***

**TITLE:** Airport Terminal Detail Design Revised Budget Adjustment

**DATE:** **May 11, 2023**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

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**RECOMMENDATION:**

1. That the cost for the Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be increased by \$854,718 for a total design fee of \$1,489,758 to date including Provincial Sales Tax to pay the outstanding invoices;
2. That the remaining 30% Detailed Design of the new Airport Terminal with Prairie Architecture Incorporated be placed on hold temporarily until the Airport Advisory Committee has an opportunity to review the design proposal;
3. That the cost increase be funded from the Passenger Facility Fee Reserve;
4. That the Mayor and City Clerk be authorized to execute the necessary documents, on behalf of the City, once prepared.

**TOPIC & PURPOSE:**

To adjust the detailed design fees as per the architectural agreement to reflect the most recent Class B cost estimate plus applicable taxes.

**BACKGROUND:**

February 18, 2021, the City completed the Prince Albert Airport Strategic Master Plan. The Plan recommended that a new terminal building is needed.

December 13, 2021, City Council approved the 2022 Airport Budget which included funding the detailed design of a new Airport Terminal. Approved design budget was \$635,040.

March 31, 2022, proposals for Architectural Detailed Design closed with 5 firms submitting. Fees were to be given as a percentage and total estimated cost.

May 16, 2022, City Council approved the award of the Professional Agreement for Detailed Design of the new Airport Terminal to Prairie Architecture Inc.

November 14, 2022, City Council approved the 33% Preliminary Design and that the Architect be directed to continue with Detail Design.

December 22, 2022, Architect completes 66% detail design and submits to costing consultant for calculating Class B construction cost estimate.

January 18, 2023, NAV Canada announces Digital Aerodrome Air Traffic Services (DAATS)

February 10, 2023, Class B Cost Estimate is submitted.

April 3, 2023, Administration sent a report (RPT 23-128) to the Executive Committee meeting containing a request to increase the design fees for the project. The Executive Committee referred the report to the Airport Advisory Committee for review and recommendation.

May 4, 2023, the Airport Advisory Committee reviewed the referred report and made the recommendations included in this report.

### **PROPOSED APPROACH AND RATIONALE:**

Professional Architect Agreements follow the Canadian Standard Form of Contract for Architectural Services that lays out the terms and conditions of the agreement. There are upset fixed fees for conceptual, preliminary design, construction site inspections and post construction record documents. There are also percentage based fees for detail design, bidding, tendering, and general construction engineering. The contract between the City and Prairie Architecture follows this format.

In 2020 when building the Airport Strategic Master Plan the cost for the Airport Terminal was estimated at \$6 Million. This was based on an estimated building size of 13,000 sq.ft. at \$461 per sq.ft. In early 2020 this was a reasonable cost estimate. Once the airport tours were complete and the schematic planning started it became clear that the building footprint would have to dramatically increase from the original due to minimum requirement to accommodate key areas such as; check-in, security, baggage handling, cargo handling, departure waiting rooms, and arrival baggage carousel. Then COVID-19 happened followed by high inflation. Construction inflation in Canada averaged 4.1% in 2020, 20.5% in 2021 and 18.7% in 2022. This all contributed to scope and budget increases.

The 30,180 sq.ft. building that was presented to Council on November 14, 2022 (21,190 sq.ft. Airport Terminal plus 8,990 sq.ft. second floor which included Nav Canada) was a 232% increase in the scope (footprint) of the building. Then on February 10, 2023 the City received the 66% Design Class B Cost estimate placing the total project cost at \$31,889,700. This equals to \$1,057 per sq.ft..

The Architect's fees are calculated only on the estimated construction cost which is \$26,595,400 (\$27,111,100 less the \$515,700 cash allowance). Of those fees only the detail design, bidding, tendering and general construction engineering are percentage based fees and impacted by the cost estimate. Of those only the detail design is presently impacted to get to Tender ready package.

On January 18, 2023 Administration learned of NAV Canada's nation wide plan to proceed with Digital Aerodrome Air Traffic Service (DAATS) at secondary airports, which to date is already implemented at Kingston Airport). Since NAV Canada nationally has changed their position about on site flight services, the City will no longer be including them in the new terminal and stopped design on their portion of the building.

With the removal of NAV Canada it is anticipated that the building footprint will be reduced by 14% down to 26,102 sq.ft. and the construction cost is now estimated at \$22 Million. In addition to this Administration and the Architects are conducting Value Engineering review to find further cost savings.

Presently the Architectural contract based on a \$6 Million construction cost is for a total fee of \$635,040. With the agreed \$22 Million construction cost estimate the total fee is \$2,341,664. To get to 100% completed tender package (shovel ready), not including bidding, tendering, contract administration during construction, the fees are calculated at \$1,942,740.

In negotiations with the Architect several concessions have been achieved. Even without NAV Canada there is still a 200% increase in building footprint from the original due to minimum requirement to accommodate key areas such as; check-in, security, baggage handling, cargo handling, departure waiting rooms, and arrival baggage carousel. There are however some economies of scale and the Architects have agreed to percentage fees reduction from 10.6% to 9.25%. Design for the NAV Canada portion of the building stopped and as such the Architect has noted that there is a small cost saving in not completed this part of the design.

|                            |                    |
|----------------------------|--------------------|
| New Fees to current stage  | \$1,489,718        |
| Previous approval level    | <u>-\$ 635,040</u> |
| Increase approval required | \$ 854,718         |

In the future when external funding from a Federal and/or Provincial Grant Program has been secured the project would then be tendered. At that time an actual construction cost will be known, the total project budget including architectural fees would be updated and a report would be brought to Council for approval.

### **CONSULTATIONS:**

Director of Public Works and Capital Projects Manager reviewed and negotiated with the Architects to agree to use \$22 Million as the bases for fees until such time in the future when a tender prices is available. Also negotiated a \$200,513 reduction in fees as noted above.

The Airport Advisory Committee reviewed RPT 23-128 as per the Executive Committee request. The recommendations of the Airport Advisory Committee are provided in this report.

**COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Once approved by City Council, the City will adjust the Agreement accordingly to pay the outstanding invoices to Prairie Architecture Incorporated.

The Airport Advisory Committee will be informed of City Council decision.

**FINANCIAL IMPLICATIONS:**

The previously approved funding is \$635,040.

The increase required to pay the outstanding invoices is \$854,718

The funding for the cost of detail design is to come from the Passenger Facility Fee (PFF) Reserve. This fund was specifically set up to raise money for the design and construction of a new Airport Terminal. At the end of 2022 this fund had \$2,197,318 in reserve. The balance at the end of 2023 in the PFF Reserve, not including the required increase approval of \$854,718 is projected to be \$2,564,387.

|                                     |             |
|-------------------------------------|-------------|
| 2022 PFF Reserve Balance            | \$2,197,318 |
| 2023 Projected PFF Reserve Balance  | \$2,564,387 |
| Outstanding invoices to be approved | \$854,718   |

**OTHER CONSIDERATIONS/IMPLICATIONS:**

There are no policy or privacy implications, official community plan, or other considerations.

**STRATEGIC PLAN:**

The 2020 Airport Strategic Master Plan places building a new Airport Terminal pivotal to the growth and success of the Prince Albert Airport.

**OPTIONS TO RECOMMENDATION:**

Council may choose to not approve this increase and stop the detail design where it stands now. This is not recommended as the City will not have a 100% tender ready package should a new grant funding program be announced in 2023. Also restarting design at a later date would increase the risk to errors and omissions made as not all the same designers will be available.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required

Written by: Nykol Miller, Capital Projects Manager

Approved by: Director of Public Works & City Manager



City of  
**Prince Albert**



City of Prince Albert

# NEW AIRPORT TERMINAL

14 NOVEMBER 2022

prairie  
architects inc.



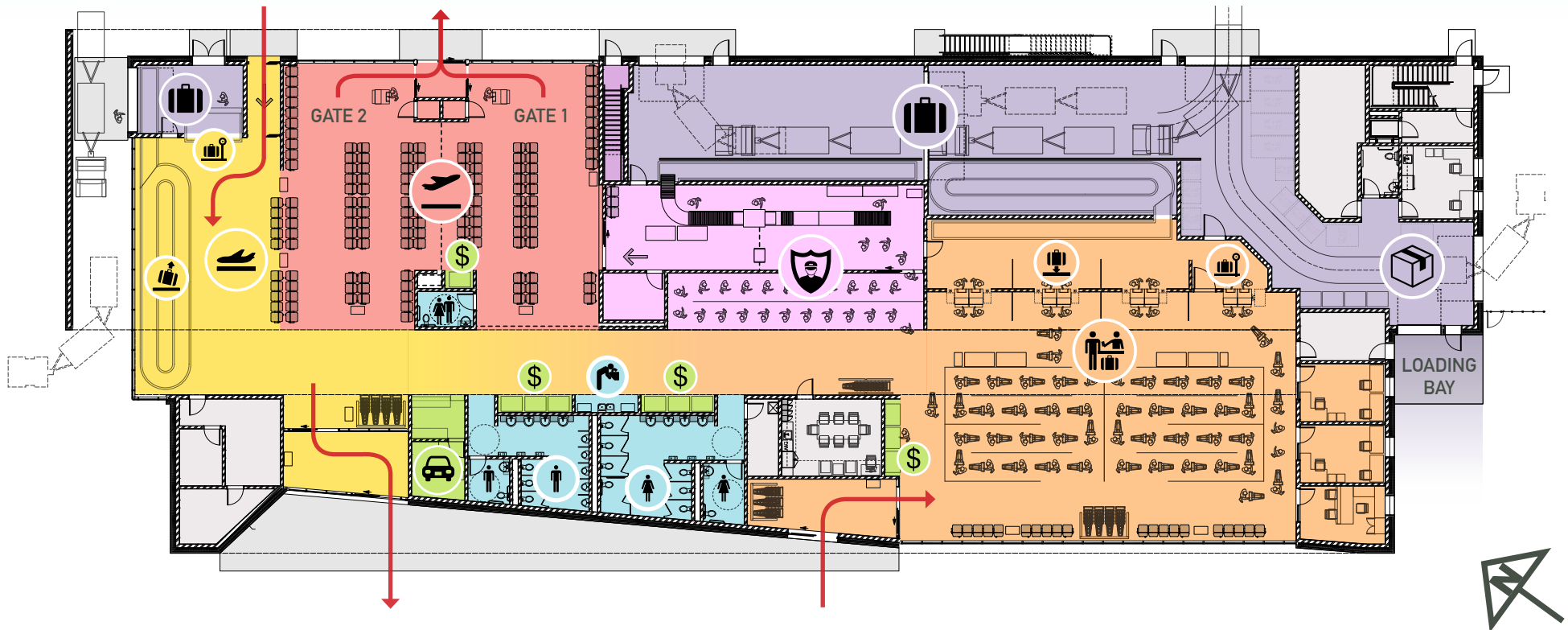
## Vision for a New Airport











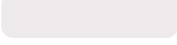

- New airport located to the west of existing terminal to allow operations to continue during construction.
- This location allows the new airport to utilize existing apron, parking lot, and vehicle approach efficiently.
- A longer sheltered drop-off area with multiple bypass lanes and 2 building entrances would improve passenger flow.

## Floor Plans

A linear plan extending east-west parallel to the apron was developed with multiple zones: Arrivals to the west, Departures to the east, security inbetween, and terminal services to the north & south.



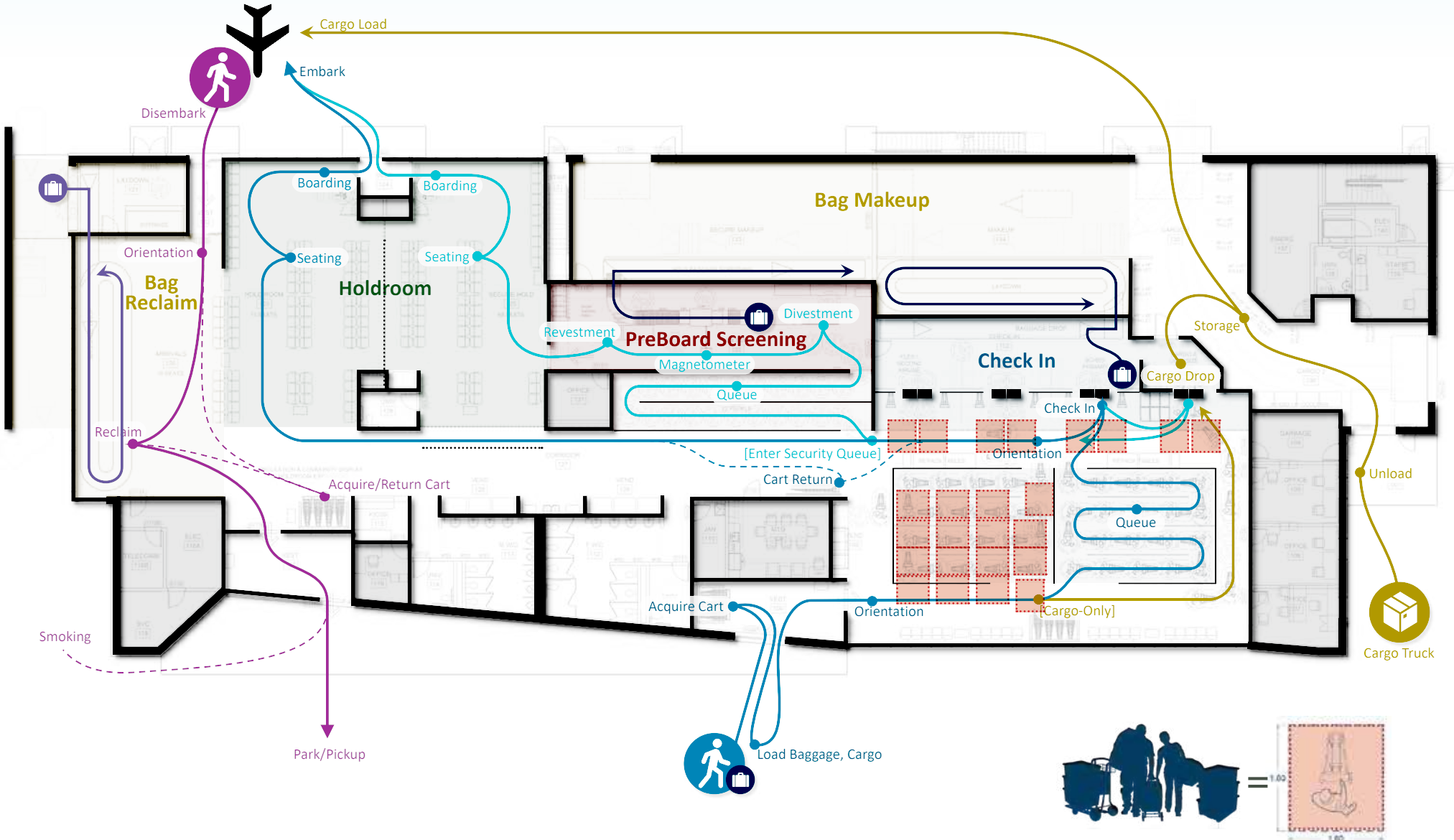
**Main Floor ( 21,190 SF )**

- |  |                        |   |                               |   |   |                        |
|--|------------------------|---|-------------------------------|---|---|------------------------|
|  | CHECK-IN & BAG DROP    |  | VENDING & RETAIL (RENTAL CAR) |  | FLIGHT SERVICES & OBSERVATION   |                        |
|  | ARRIVALS & BAG PICK-UP |  | PUBLIC WASHROOMS & FOUNTAIN   |  | BAGGAGE HANDLING & CARGO  |                        |
|  | DEPARTURES & HOLD ROOM |  | FLIGHT SECURITY               |  | BUILDING SERVICES & ADMIN   |                        |
|  |                        |   |                               |   |  | MAIN ENTRANCES / EXITS |



## Floor Plans

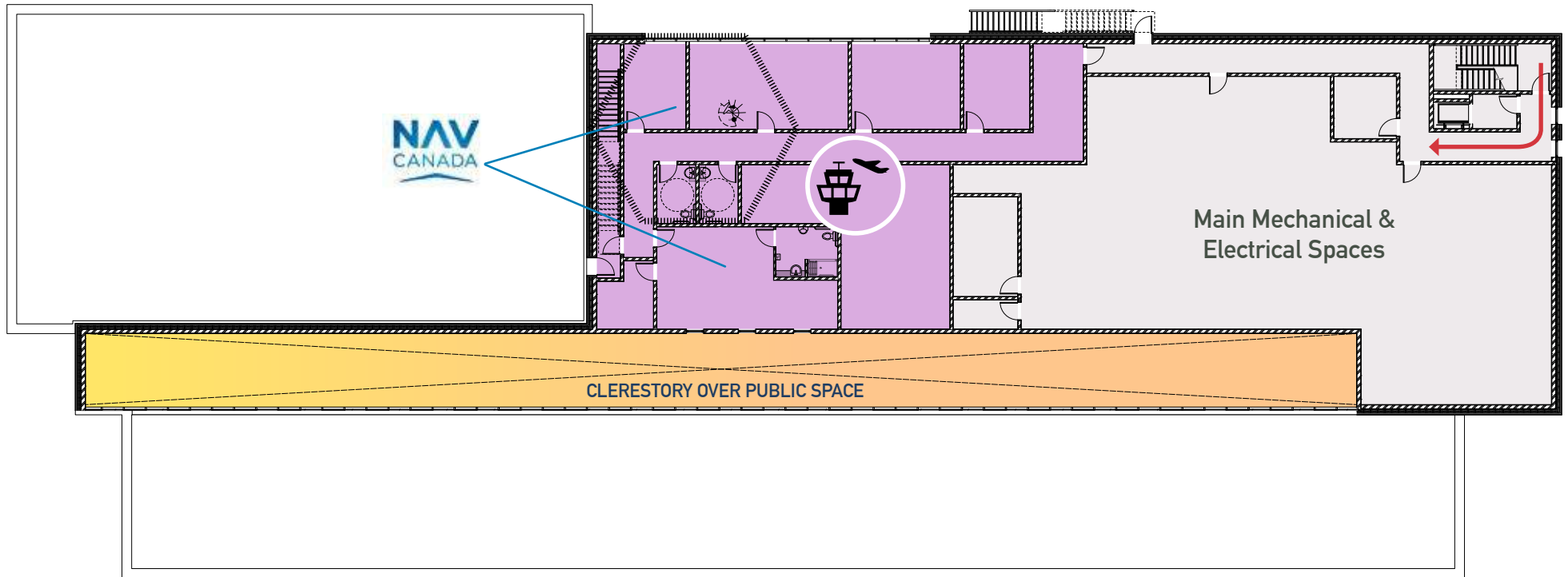
### Passenger and Baggage flows



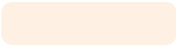
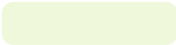
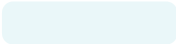
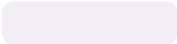
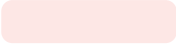





## Floor Plans

NAV Can offices and shared back of house washroom are located on the second floor with the FSS Observation centre and large mechanical room accessed from either 2 stairs or via an elevator.



**Second Floor ( 8,990 SF\*)** \*includes NAV Can area + Observation Tower Above of 4,000 s.f.

- |  |                        |   |                               |   |   |                        |
|--|------------------------|---|-------------------------------|---|---|------------------------|
|  | CHECK-IN & BAG DROP    |  | VENDING & RETAIL (RENTAL CAR) |  | FLIGHT SERVICES & OBSERVATION   |                        |
|  | ARRIVALS & BAG PICK-UP |  | PUBLIC WASHROOMS & FOUNTAIN   |  | BAGGAGE HANDLING & CARGO  |                        |
|  | DEPARTURES & HOLD ROOM |  | FLIGHT SECURITY               |  | BUILDING SERVICES & ADMIN   |                        |
|  |                        |   |                               |   |  | MAIN ENTRANCES / EXITS |

## Exterior Views



(Above) Building massing as seen from landside, looking north-west



## Exterior Views



(Above) Building massing as seen from landside, looking north-west

## Exterior Views



(Above) Building massing as seen from landside, looking north-east



## Exterior Views



(Above) Building massing as seen from airside

## Interior Views



(Above) check-in counter and queuing



## Interior Views



(Above) Check-in & Departures Hall

## Interior Views



(Above) View looking west from check-in



## Interior Views



(Above) View looking into secure holdroom

## Interior Views



(Above) View looking at arrivals and baggage reclaim belt



## Interior Views



(Above)View looking north-east into holdroom and down atrium

## Interior Views



(Above) View at arrivals baggage belt



## Interior Views



Thank you

CITY OF PRINCE ALBERT

# Airport Terminal Detail Design

## BUDGET ADJUSTMENT

June 1, 2023

Airport Advisory Committee

# Airport Terminal Detailed Design Budget

## BACKGROUND

- Airport Strategic Master Plan (Completed 2021)
  - \$6,000,000 estimated cost for new terminal
  - 13,000 sq.ft estimated terminal size
- RFP Issued Based on the Master Plan (March 2022)
- City Council Approved RFP Award May 16, 2022
  - \$635,040
- City Council Approved Design Increase May 15, 2023
  - \$452,982

# Airport Terminal Detailed Design Budget

## KEY DESIGN / COST CHANGES

- Increased Cost to \$31,889,700 – February 2023
- Increased Area 232% to 30,180 sq.ft. – November 2022

### **Added**

- Nav Canada Space
- Security (CATSA)

### **Increased**

- Check-In
- Baggage Handling
- Cargo Handling
- Departure Wait Rooms
- Arrival Baggage Carousel



# Airport Terminal Detailed Design Budget

## KEY DESIGN / COST CHANGES

- NAV Canada Removed – January 2023
  - Reduced Cost to \$22,000,000
  - Reduced Area 232% to 26,102 sq.ft.
- Architectures Contract is a Percentage Fee Contract
  - Estimates go up Fee goes up
  - Negotiated a Fee Considering that NAV Canada was Designed then Removed

# Airport Terminal Detailed Design Budget

## CURRENT FEE RECOMMENDATION

|  |                     |
|--|---------------------|
| • New Fees to Tender Package                                   | \$1,942,740         |
| • Previous approval level                                      | <u>-\$1,489,758</u> |
| • <b>Increase approval required</b>                            | <b>\$ 452,982</b>   |
| • Amount Owing to Architect to Complete Design to Tender ready | <u>\$ 452,982</u>   |
| • 100% completed tender package (shovel ready)                 | <b>\$ 452,982</b>   |
| • 2022 PFF Reserve Balance                                     | \$2,197,318         |
| • 2023 Projected PFF Reserve Balance                           | \$1,709,669         |
| • Detailed Design Completion Increase                          | \$ 452,982          |
| Approved Detailed Design Completion                            |                     |
| • <b>2023 PFF Reserve Balance</b>                              | <b>\$1,256,687</b>  |