



**District of
100 MILE HOUSE**

COUNCIL REPORT
File No. 570-01

Regular Council Meeting
Dec. 9, 2025

REPORT DATE: Dec. 9, 2025

TITLE: BC Air Access Program (BCAAP) Grant – Perimeter Fencing

PREPARED BY: J. Doddridge, Director Economic Development & Planning

PURPOSE: To obtain Council endorsement of the grant submission

RECOMMENDATION: Recommended Resolution:

BE IT RESOLVED THAT Council of the District of 100 Mile House supports the application to the BC Air Access Program Minor Project stream for the 100 Mile House Airport Perimeter Fencing Project for an estimated total project cost of \$74,592.92, the District's share being approximately \$29,837.17; and further

BE IT RESOLVED THAT the District's share of the project cost be allocated from the Municipal Infrastructure Reserve.

BACKGROUND INFORMATION / DISCUSSION:

In the spring of 2025, 2 BC Air Access Program (BCAAP) grant applications were submitted – one for Runway Safety Improvements and other one for Perimeter Fencing. Only the Runway Safety Improvement Project was approved.

Therefore, staff has re-worked the application, updated the fencing quote, and is prepared to re-submit the Perimeter Fencing application. The deadline to apply is Jan. 16, 2026 and a Council resolution is required.

Enclosed are the application materials for the project. Note that the application must be submitted online upon Council endorsement of the application.

OPTIONS: Proceed with submitting the application; or
Do not submit the application.



BUDGETARY IMPACT: The District's share of the project is 40% of eligible project costs. A breakdown of the project costs is shown below. Note that the 60% funding provided by the BCAAP could be increased by up to an additional 15% (75% Provincial share) depending on their evaluation of various criteria which have all been addressed in the application materials.

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| Fence Supply and Installation (includes PST; excludes GST) | \$62,160.77 |
| Contingency (20%) | \$12,432.15 |
| Estimated Total Project Costs | \$74,592.92 |
| Provincial Share (60%) | \$44,755.75 |
| District Share (40%) | \$29,837.17 |

Note: the contingency is estimated at 20% to account for:

- The removal and disposal of the existing fence and gates;
- Incidental works such as ground clearing;
- Permits, approvals and utility locates; and
- Potential cost increases following the District's application, particularly noting the ongoing economic uncertainties associated with cross-border tariffs.

LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws): N/A

ATTACHMENTS: BCAAP application materials

Prepared By: J. Doddridge
J. Doddridge, Dir Ec Dev & Planning

Date: Dec. 9/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Dec. 9/25

| Contact Information | |
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| Legal name of Applicant's organization | District of 100 Mile House |
| Facility name | 100 Mile House Airport (CAV3) |
| Street address (mailing) | P.O. Box 340, #1-385 Birch Avenue |
| City | 100 Mile House |
| Postal Code | V0K 2E0 |
| Primary Contact Name | Joanne Doddridge |
| Primary Contact Title | Director of Economic Development & Planning |
| Contact Email | jdoddridge@100milehouse.com |
| Contact Telephone | (250) 395-2434 |
| Are you submitting more than one application to BCAAP? | No |
| General Project Information and Description | |
| Total Estimated Cost of Project – Class B or better | \$74,592.92 |
| What type of project is being applied for? | Transitional infrastructure |
| Is the project identified in your Airport Master Plan? | Yes |
| Will the completed project comply with applicable federal, provincial and/or local government standards? | Yes |
| Estimated Start Date – Month / Year | June 2026 |
| Estimated End Date – Month / Year | October 2026 |
| Project Title | 100 Mile House Airport Perimeter Fencing |
| Project Scope | The perimeter of 100 Mile House Airport will be secured where it abuts the South Cariboo Recreation Centre, Wrangler Way, and adjacent industrial and residential lands. The project will include the removal of existing post and wire fencing and the installation of approximately 580 m of 6 ft. chain link perimeter fencing and two unpowered vehicle gates to provide access to Apron I and emergency access to the adjacent residential subdivision. Restricted area signage will be affixed to the perimeter fence at regular intervals. |
| Project Rationale | The perimeter of the Airport property is delineated by paige wire and chain link fencing, vehicle gates, and pedestrian accesses / gates. The condition of the perimeter fencing and access controls varies, with numerous areas in disrepair. The effectiveness of the perimeter fencing and access controls for its intended purposes (wildlife management, security, and safety) is limited by the low fence heights, numerous areas of unimpeded access, and routinely left open gates. Overall, the Airport is |

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| | <p>an easy-to-access location with limited surveillance. This has led to:</p> <ul style="list-style-type: none"> - An increasing level of concern among the hangar tenants regarding unauthorized access, theft, and damage to property. BCWS cited the ease of access to the airfield as a disincentive to rotary-wing aircraft being stationed out of concerns of unauthorized access and tampering; - Safety hazards associated with unauthorized airfield access by members of the public; and - Wildlife on and in proximity to the maneuvering area. <p>Improving the perimeter fencing and access controls is a priority to resolve these challenges and address wildlife management, security, and safety concerns. Due to the capital costs of installing perimeter fencing and access controls, a two-phase approach was recommended through the Master Plan, with the first phase being the subject of this application. Phase 1, encompassing 580 m of the northern, eastern, and southern perimeter, addresses the areas with the greatest access from adjacent land uses and is a priority for completion in the short-term planning horizon.</p> |
| Facility Information | |
| Facility Type | Airport |
| Status per Transport Canada regulations | Registered |
| Airport Usage | Medevac Wildfire service General aviation Other – RC model aircraft flying |
| Passenger volumes | 100 Mile House Airport routinely supports passenger enplanements and deplanements from private aircraft, including individuals visiting the area for personal and business purposes. Passenger, cargo, and aircraft movement levels are not presently recorded by the District. Section 5.1.3 of the 2025 Airport Master Plan (appended with the application) has recommended the recording of Key Performance Indicators (aircraft movements and passenger activity) to gauge the airport's performance in the future. District |

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| | Administration is examining options for data recording, including automated radio and camera systems and sign-in sheets. |
| Aircraft movements | - See above (passenger volumes) |
| Funding Eligibility | |
| Community served is indigenous, isolated, rural, or remote – Please explain if yes | <p>Yes</p> <p>100 Mile House is the hub of the South Cariboo and is located approximately 1h00m and 2h20m by road from the regional centres of Williams Lake and Quesnel, respectively. The community is situated 2h10m and 4h00m from the larger centres of Kamloops and Kelowna.</p> |
| The facility has limited revenue streams available – Please explain if yes | <p>Yes</p> <p>Hangar land lease agreements are the primary source of operating revenues for the Airport. The District maintains nine lease agreements at the time of the Master Plan's preparation. Approximately \$2,900 in annual revenues were generated through these agreements between 2019 and 2023. In response to the increasing operating costs described above, all lease agreements were revised effective January 2024 to a base rate of \$1,000 per hangar and an additional charge of \$4.00 per m² of leased area. This change increased annual revenues by approximately \$10,000 to close to \$14,000 per year. Miscellaneous additional revenues are generated through facility rentals.</p> <p>Between 2020 and 2023, the net tax-supported operating cost of the Airport to the District increased from between \$3,000 and \$4,000 to between \$14,000 and \$16,000, primarily due to the implementation of a new contracted management service agreement. The increased lease revenues as of 2024 have offset higher operating costs, with the 2024 operating deficit reaching \$22,000.</p> |
| The facility has a greenhouse gas reduction plan and / or policies, procedures, or infrastructure that supports active transportation in place – Please explain if yes | <p>Yes</p> <p>The District of 100 Mile House is a signatory to the Climate Action Charter and is committed to being carbon neutral in its own operations by 2012.</p> |

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| | <p>The Official Community Plan states that the District will strive to reduce community-wide greenhouse gas emissions by 20% by 2020, using 2007 emission levels as the baseline. The Official Community Plan also provides direction on the preparation of active transportation infrastructure, including sidewalks, trails, and bike routes.</p> <p>The District of 100 Mile House maintains a Corporate Carbon Neutral Plan (February 2013) that guides decision-making regarding corporate energy consumption.</p> <p>100 Mile House Airport is located immediately adjacent to the built-up area of the community, including major destinations for visiting pilots such as the South Cariboo Recreation Centre and rodeo grounds, South Cariboo Visitor Centre, and the shops, restaurants, and other amenities of the downtown core. E-bikes are available for visiting pilots to borrow at the South Cariboo Visitor Centre, across the road from the airport. 100 Mile House Airport offers unparalleled walkability that is unique among community airports in British Columbia, reducing the reliance by visitors by air on non-active modes of transportation.</p> |
| Required for medevac operations and / or wildfire suppression operations | <p>Yes</p> <p>100 Mile District General Hospital provides acute care services for the surrounding region; when patient care requirements cannot be met at this centre, interfacility transfers are completed to other hospitals by ground and air. BCEHS, through its contracted service providers, routinely operates air ambulance transfers from 100 Mile House Airport, using rotary-wing aircraft. Between 2019 and 2024, an annual average of 9 rotary-wing patient transfers have been completed. Ensuring that access to the BCEHS rotary-wing operations area located west of Apron I is appropriately controlled is essential to ensuring the safety and continuity of medevac operations. Replacing the Apron I vehicle gate will also improve the ease of access for BCEHS ground ambulances reaching the airport.</p> |

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| | <p>100 Mile House is located within the BCWS Cariboo Fire Centre's boundaries, with operations coordinated from Williams Lake. The 100 Mile House Fire Zone provides sub-regional operational coordination from its office in 100 Mile House, with unit crews based south of the municipality. The Airport has been activated in recent years to support heightened levels of sustained wildfire response operations, including in 2017 and 2021, when it was used as a base for wildfire crews. The Cariboo Fire Centre was consulted in 2024 as part of the Airport Master Plan – the lack of access controls and security issues at the airport were identified as a major concern that decreased the likelihood of rotary-wing aircraft operating at the site for fear of tampering and damage. The perimeter fencing project will directly respond to this deficiency noted by BCWS and improve the airport's capabilities to support wildfire suppression operations.</p> |
| Required to support or enhance accessibility for airport users | No |
| Need for emergency response / preparedness | No |
| Required due to an extraordinary event (e.g., flooding) | No |
| Required to correct a non-compliance with federal aviation regulations | <p>Yes</p> <p>100 Mile House Airport is subject to Part III, Subpart I of the Canadian Aviation Regulations as an aerodrome. CAR 301.08(a)(i) requires that no person shall walk, stand, drive a vehicle, park a vehicle or aircraft or cause an obstruction on the movement area of an aerodrome, except in accordance with permission given by the operator of the aerodrome.</p> <p>While restricted area signage is currently posted along the perimeter, the existing perimeter access controls have limited effectiveness in denying unauthorized persons entry to the airport, contravening CAR 301.08(a). The installation of improved perimeter fencing and access gates will assist in ensuring ongoing compliance with this provision.</p> |

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| Required for climate change mitigation / adaptation | No |
| Likely to result in significant economic impacts and / or generate revenue for the air facility | <p>Yes</p> <p>Security and safety concerns associated with the ease of unauthorized access to the airport were identified during the Master Plan stakeholder consultation process as a disincentive to hangar investment and development and the parking of aircraft unsupervised by visiting operators. This project will improve the airport's security and its reputation as a safe and secure facility, improving its investment attraction potential for private and commercial hangar development and the attraction of visiting aircraft. Both opportunities are identified as strategic priorities through the Master Plan. Further development will result in additional leasing revenues, while increased visiting aircraft will yield more significant parking revenues.</p> |
| The percentage share of BCAAP funding available for your project may be increased by an additional 5% if you are a non-profit society registered in British Columbia for the purposes of operating this small facility and you are reliant on volunteer contributions to complete this project. Does this description apply to you? | No |
| Environmental / Climate Considerations | |
| Have any specific environmental related risks been identified with this project? If yes, what is your plan for addressing these risks? | The fence will be installed in previously disturbed areas and no damage to the natural environment is foreseen. District Staff will monitor the installation process to ensure that contractor activities and fence placement limits impacts to any wildlife. |
| Is any type of innovation from an environmental and/or climate perspective being incorporated into this project? | Opportunities for the adaptive reuse of decommissioned fencing materials will be explored once their condition is verified following removal. |
| Funding and Project Cost Estimate Information | |
| If your application is approved, a Conditional Grant Agreement will be issued which will define the maximum BCAAP contribution to this project based on the cost information provided in this application. Your organization | Yes |

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| will be solely responsible for any cost overruns. Do you have a contingency plan in place to ensure the project will be completed if costs increase? | |
| Third Party Contributions (C) | \$0.00 |
| Applicant Share (D) | \$29,837.17 |
| Supporting Documentation and Checklist | |
| Quotes for work | CAV3 - BCAAP - Perimeter Fencing - Cost Estimate.pdf |
| Council Resolution or Equivalent | District to provide |
| Design Drawings (if available) | CAV3 - BCAAP - Perimeter Fencing - Project Overview.pdf |
| Facility Development Plan (if available) | CAV3 - Airport Master Plan - Final - 2025.01.21.pdf |
| Environmental Assessment (if applicable) | - |
| Other (details) | Letters of support |
| Authorization | |
| Project Manager Name / Signature | Todd Conway |
| Financial Officer Name / Signature | Sheena Elias |



* ABBOTSFORD * KELOWNA * KAMLOOPS * PENTICTON * LETHBRIDGE *
* MEDICINE HAT * CALGARY * RED DEER * EDMONTON * SASKATOON * REGINA *

FENCE INSTALLATION CONDITIONS

1. Purchaser to meet with installation crew or to have fence line staked showing gate, end and corner post locations prior to start of erection. Surveying or locating of property lines is purchaser's responsibility. If after the erection crew has started erecting the fence the purchaser changes the layout of the fence there will be an extra charge for the lost time incurred.
2. Erection price does not include clearing, grubbing, compacting or leveling and if fence line is not graded it will be assumed the fence will follow the natural contour of the ground as close as possible unless advised by the purchaser in writing in advance. Fence line shall be free of brush, debris or other obstructions prior to start of erection of the fence. We are not responsible for loose footings or settlement issues due to uncompacted site conditions. Vehicle access to complete fence line is required and assumed, unless specified by the purchaser.
3. Erection price does not include picking up and removing from site excavated earth and debris from posthole auguring. Material will be spread and distributed around the excavated holes, unless specifically noted.
4. **Underground Services – Purchasers Responsibility**
BC One Call – 1-800-474-6886
Fence erection price is based on the assumption the purchaser agrees to indemnify Rite-Way Fencing (Kamloops) Inc. against any claims arising from damage caused to underground services of any kind, unless the purchaser has staked and informed Rite-Way Fencing (Kamloops) Inc. of the location of services prior to start of erection.
5. If Hydrovac services are required due to conflicts with underground utilities or other circumstances, these costs will be borne by the purchaser and arranged by and charged directly to the purchaser or an authorization for these services will be signed prior to Rite-Way Fence arranging these services, and they will be billed at cost plus 15% for overhead, profit and administration. Note additional concrete and time will be required and charged that is not covered in the estimate.
6. Downtime for erection crew on the job site caused by purchaser not having fence line staked or cleared or the underground services not being located and marked, will be charged as an extra \$180.00 per two man crew hour, plus any resulting additional room and board charges.
7. Quotations are based on frost-free and normal clay soil conditions. Where rocks, pavement, sidewalks, foundations or hidden obstructions are encountered or are not specified by the purchaser, an extra charge will apply.
8. All permits are the responsibility of the purchaser.
9. After completion and an accurate measurement, if greater or lesser footage is found to have been supplied and erected than quoted, same will be charged for or credited, at a unit price for material and the charge for erection.
10. Barb wire overhang (if applicable) will point out from the fenced property, and the fence line will be erected 1 foot inside the given property lines to accommodate unless advised otherwise in writing by the purchaser.
11. **All powder coated material and any special/custom order materials are non-cancelable.** Changes to contract are subject to a \$150.00 change order charge, plus additional cost of time and materials.
12. Ownership of all materials supplied hereunder shall remain the property of Rite-Way Fencing (Kamloops) Inc. until payment in full has been made (inclusive of any charges for extras), and it is agreed, in the event of non-payment Rite-Way Fencing (Kamloops) Inc. shall have the right to enter upon the customer's premises at any time, for the purpose of removing the materials supplied, whether or not the said materials are affixed to the customer's property. Rite-Way Fencing (Kamloops) Inc. is not responsible for any damages that might be caused to the customer's property as a result of the removal of such fencing. The removal of such fencing shall be without prejudice, to any additional rights which may have accrued to Rite-Way Fencing (Kamloops) Inc. prior to the date of removal and to any additional legal proceedings which Rite-Way Fencing (Kamloops) Inc. may take against the customer to enforce the terms of this Contract.

Customer accepts and understands these conditions and acknowledges that they are an important part of the contract between the customer and Rite-Way Fencing (Kamloops) Inc.

Authorized signature _____ Date _____

Print Name _____

Rite-Way Fencing (Kamloops) Inc.
405 Chilcotin Road
Kamloops BC V2H-1G3
P: 250.314.9569
E: kamloops@ritewayfencing.com

fr:

100 Mile House Flying Club

Box 465

100 Mile House, BC

V0K 2E0

March 05 / 2025

to:

The District of 100 Mile House

Box 340

100 Mile House, BC

V0K 2E0

Attn:

Joanne Doddridge

Director of Economic Development

hello Joanne,

On behalf of the 100 Mile House Flying Club , please allow us to express our full and sincere support for the following proposed improvements on the 100 Mile House airport CAV3 :

* re-painting of runway markings, and updated runway numbers

* secure chain link fencing and access gates

The 100 Mile Flying Club has been in continuous operation on the airfield since its incorporation in 1961.

Our current membership consists of 26 active pilots , all of whom currently fly either the Flying Club's Cessna 172 aircraft , or their own personal aircraft.

Grant funding approvals for the above projects will certainly enhance the viability of our local airport in terms of safety and security.

Many unfortunate instances of un-authorized pedestrians and vehicles, as well as vandalism, have been reported in the past.

The 100 Mile House community is fortunate to have an airport within easy walking distance to local services such as overnight accommodations, grocery and parts stores , and several food outlets.

The airport is frequented by several rural residents who fly into town for local shopping and business.

It is also a popular stopover destination for many pilots on flights to and from Alaska.

The 100 Mile Flying Club and its membership pledges support for many of the improvements outlined in the Airport Master Plan.

Sincerely,
100 Mile House Flying Club
per:
Frank Schlueter, Director
250-706-9005 cell

Jack Dekens
8575 Skyline Dr.
70 Mile House, BC V0K 2K1

February 14, 2025

Joanne Doddridge
Director of Economic Development & Planning
District of 100 Mile House
Box 340, #1-385 Birch Avenue
100 Mile House, BC V0K 2E0

Dear Joanne:

I understand the District of 100 Mile House is preparing grant funding applications to the BC Air Access Program for the following safety improvements at 100 Mile House Airport:

1. The installation of runway holding position signs, runway holding position paint markings, and the repainting of the runway designation markings; and
2. The installation of 580 m of chain link fencing and new access gates.

As one of the owner of one of the hangers at the airport and flying in and out of the airport I would like to endorse and encourage these applications to The Province for above stated safety upgrades .

The runway holding position improvements will enhance operational awareness and aviation safety for based and visiting pilots. The security fencing will hopefully address several ongoing safety concerns that have been raised by the hangar owners. My own hanger has been broken into four times with a number of items being stolen out of my airplane and hanger. The thieves broke windows to gain access. I gave up reporting it to the RCMP as they could not stop it. Obviously, I had to do a very thorough inspection to ensure that they had not sabotaged the airplane in any way That is somewhat disconcerting.

As well , pedestrian traffic through the airport grounds should be guided fencing so all remain safe including planes . Lack of vehicle restrictions accessing the runway can cause a hazard safety.

I'm a volunteer Fire Fighter for Watch Lake North Green Lake volunteer fire department. I have on occasion flown into the airport from the lower mainland ,where I also live ,in order to attend fire practises and on two occasions , when the Green Lake area was evacuated ,and I was down south I came up for those periods of time to assist. The Airport is very much needed and appreciated .

These investments by the Province will help to ensure the safety and long-term viability of 100 Mile House Airport for the betterment of the community and will assist with the implementation of the recently completed Airport Master Plan.

Sincerely,

