

Meeting Minutes - CAPTG Planning Meeting

Stantec Office, Winnipeg, Manitoba
February 9-10, 2011

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Attendees:

Name	Organization
Cliff Beck	CBR Technology Inc.
Surinder Brar	PWGSC
Sandy Brown	Asphalt Institute
Ray Clement	DND
Gord Drysdale	CBR Technology Inc.
Ken Fyvie	SNC Lavalin
Marla Hughesman	DND
Graham Karlowsky	Transport Canada
Alice Krol	Transport Canada
Andre Leclerc	Transport Canada
Jared Mitchell	DND
George Nowak	Hatch Mott MacDonald
Geoff Petzold	Associated Engineering
Tim Smith	Cement Association of Canada
Chris Stewart	GTAA
Dick Stilwell	Government of Yukon
Myron Thiessen	DND
Leanne Whiteley-Lagace	Stantec

Welcome: **Marla Hughesman** opened the meeting @ 08:10 by welcoming everyone to the meeting.

Review of Previous Meeting Minutes

- 1) **Myron Thiessen** reviewed the minutes from the annual general meeting (AGM) held in September 2010.
- 2) **Marla Hughesman** moves that we adopt the minutes as read. **Surinder Brar** seconds the motion. **CARRIED.**

SWIFT Conference Update

- 3) **Marla Hughesman** has been serving on the SWIFT Conference Committee as the CAPTG representative. **Myron Thiessen** will fill in at the next SWIFT planning meeting 1-2 March 2011, when **Marla** is on maternity leave.

- 4) **Marla Hughesman** reviewed the preliminary details for the 2011 conference in Montreal:
- a. 2011 is an equipment show year, which will be held at the airport on the Tuesday.
 - b. Meeting space is available at the airport for the CAPTG Executive meeting and the AGM.
 - c. SWIFT will not be providing French content or translation services. All presentations will be in English and there will be no translation of the website.
 - d. Charitable donations will be given on behalf of the speaker in lieu of individual speaker gifts. The speaker will be able to choose the charity. A small token, such as a bottle of maple syrup, may be given to the speaker as well.
 - e. CAPTG is responsible for finding moderators for technical sessions.
 - f. SWIFT is planning a friction panel for the Wednesday morning. They are hoping that CAPTG can provide a presentation on gravel runway friction immediately after the friction panel.
 - g. The American Society of Civil Engineering (ASCE) airfield pavements group will hold meetings in conjunction with SWIFT. ASCE members have submitted 3 abstracts for our technical sessions.
 - h. YVR indicated that the Russian delegation at the Olympics was impressed with the condition of their pavements. They may have some interest in CAPTG. The Chinese delegation was also interested.
 - i. SWIFT still has sponsorship opportunities available. They are open to other suggestions but don't want any duplicates.
 - j. SWIFT has agreed to remove the website link pointing to the technical committee and will redirect to the CAPTG website.
 - k. SWIFT 2012 will be held in Banff, AB at the Banff Springs Hotel. SWIFT will not be providing buses to and from Calgary.
 - l. The TAC conference is at the same time as SWIFT this year. **Tim Smith** and **Sandy Brown** both won't be able to make it to the conference, but may be able to make it for the Thursday workshop.

2011 CAPTG Workshop Planning

- 5) **Myron Thiessen** gave a brief review of the Sunday workshop from this past September.
- a. There were 63 registrants (including speakers) and 63 attendees.
 - b. A total of 35 evaluation forms were submitted. In general, the comments were very positive. The biggest complaints were with the room being too cold and that the bottom of the screen was hard to see from the back of the room.
 - c. Suggested topics for next year's workshop included rubber removal, the effect of de-icing chemicals on airfield pavements, gravel runway design methods, drainage design, conventional HMA vs. RAP, innovative or cutting edge paving materials and technologies, and airfield standards/certification.
- 6) Suggested topics/themes for the 2011 workshop were solicited from the group. The following ideas were brought forward:

- a. The effect of climate change on pavements; the adaptation of design and construction to climate change; this could include panel session with experts in this field; possible presentation topics could include crack repair, asphalt binder selection
 - b. Sustainability; possible presentation topics could include RAP, recycled concrete, full-depth reclamation, stabilization of gravel runways, LEED certification.
- 7) Based on these ideas, a theme centred on “Designing and Constructing Sustainable Airfield Pavements” was selected.
- 8) The following presentation topics to fit this theme were suggested:
- a. RAP
 - b. Recycled concrete pavements
 - c. Optimization of concrete mixtures
 - d. Use of Portland limestone cement and SCMs
 - e. Asphalt Binder Grade selection
 - f. LEED criteria for horizontal works
 - g. Infrared analysis (thermography) for asphalt quality assessment
 - h. Impact of binders on friction
 - i. Evolution of specifications
 - j. Adapting State Highway specs for general aviation airports
 - k. Long-life pavements – 40 yr design life
 - l. Full depth reclamation
 - m. Stabilization of gravel runways
 - n. Constructing gravel runways using local materials
- 9) From these suggested presentation topics, a general framework for the workshop was developed as follows (*Suggested Speaker*→ **Person responsible to contact speaker**):

07:30-08:00 Registration/Breakfast

08:00-08:10 Opening Remarks

08:10-08:50 Sustainability and LEED Certification for Airfield Paving Projects →
Speaker: TBD → **Ken Fyvie**

08:50-09:30 Using a Sustainability Matrix: A Look at the Calgary/Los Angeles/Chicago
Experience → *Speaker: TBD* → **George Nowak**

09:30-10:00 Coffee Break

10:00-10:40 Long Life Pavements (20 to 40 yr design life) → *Speaker: Jeff
Gagnon/Gary Mitchell* → **Tim Smith/Myron Thiessen**

10:40-11:20 The Evolution of Airfield Pavement Specifications in Terms of
Sustainability → *Speaker: Ludomir Uzarowski* → **Sandy Brown**

11:20-12:50: Lunch (off-site location to be determined)

12:50-13:30 The Use of Supplementary Cementing Materials and Portland Limestone
Cement in Concrete Pavements → *Speaker: Gary Mitchell* → **Tim Smith**

13:30-14:10 *Stabilizing Gravel Runways – Doing More with Less (e.g. using fibres,
local materials)* → *Speaker: TBD* → **Ray Clement/Surinder Brar**

14:10-14:40 Coffee Break

14:40-15:20 Designing Sustainable Asphalt Mixes (RAP, Warm Mix, etc.) → *Speaker:
Vince Aurillio* → **Chris Stewart**

15:20-16:00 Proper Selection of PG Binders → *Speaker: Sandy Brown* → **Sandy
Brown**

16:00-17:00: Networking Hour (2 Drinks paid for by CAPTG)

- 10) Deadline to confirm speakers is 31 March 2011.
- 11) Networking hour should be kept from 1600 to 1700 to allow for late flights out. Consider providing some “finger” food during this time. **Dick Stilwell** to check on prices. Perhaps we serve food at the networking hour and not during the afternoon coffee break.
- 12) Breakfast – the food at the Delta hotel in Montreal is significantly cheaper than it has been in previous years. For the same price or cheaper, we can get a hot breakfast buffet. It was

decided that a hot breakfast would be provided for a cost of \$19.50/person. Breakfast buffet to be set-up inside the meeting room to prevent non-attendees from thinking this was for everyone.

- 13) Lunch – it was agreed that lunch off-site is still preferred since it is cheaper and gives everyone a chance to stretch their legs. Options are as follows:
 - a. Cage au Sport – sports bar at the Molson Centre; Marla has tentatively reserved a room.
 - b. Baton Rouge – **Andre Leclerc** to check availability and prices.
- 14) Question about Quebec sales tax (QST) was raised. Does CAPTG have to pay the QST on food/AV etc.? **Ray Clement/Myron Thiessen** to confirm with the SWIFT committee.
- 15) Various advertising options were discussed including:
 - a. ASCE – **Myron Thiessen** will check with Ernie Heymsfield to see what kind of advertising they are doing to promote the ASCE committee meeting
 - b. CSCE
 - c. ACPA
 - d. CAC – **Tim Smith** will check to see if a link from their website to ours can be added.
 - e. Sustaining member websites.
- 16) Speaker gifts – it was decided that CAPTG will follow the lead of SWIFT and make a charitable donation on behalf of each speaker in lieu of a gift. Question was raised whether speakers for both the workshop and the SWIFT conference technical sessions get two donations – **Myron Thiessen** to confirm.
- 17) The USB stick give-a-ways last year (to all workshop attendees) was very well received. If we decide to provide a promotional item again this year, it would have to be something useful/practical. Some ideas include toques, scarves, pens, flashlights, water bottles, and coffee mugs. USB sticks (2 GB) from last year were about \$13/each.
- 18) All CAPTG speakers will be asked to submit PowerPoint copies of their presentations by 1 August 2011.

SWIFT Agenda – CAPTG Technical Track

- 19) CAPTG will again organize their own technical track during the SWIFT conference. There are currently a total of 12 presentation slots (approx. 40 minutes each) to fill with the distribution as follows:
 - a. Monday PM – 4 slots
 - b. Wednesday AM – 4 slots
 - c. Wednesday PM – 4 slots
- 20) Suggested topics for the CAPTG track during the SWIFT Conference were solicited from the group. The following presentation topics were suggested:

- a. Pavement management using real-time traffic data at Hartsfield-Jackson International Airport
 - b. Pavement design and construction of Taxilane “S” to Accommodate New Large Aircraft at LAX
 - c. Implementing Conductive Concrete with Renewable Energy to Develop Anti-Icing Airfield Runways
 - d. Adopting State Hwy specs for General Aviation airfields
 - e. Concrete Overlay of R06 – Montreal
 - f. Recycling success at GTAA
 - g. Mactrotexture in mixes/friction for new hot-mix asphalt mixes
 - h. Full-depth reclamation
 - i. Using Infrared technology (thermography) to assess hot-mix asphalt quality
 - j. Calgary Runway Project
 - k. The effect of de-icing chemicals on Concrete/ASR
 - l. Airport criteria for reporting runway firmness
 - m. Runway end safety areas
 - n. Update on FAA specs P401/P501
 - o. Deer Lake runway extension
 - p. Measuring friction on gravel runways
 - q. Overview of PaveAir
 - r. How to design for frost/permafrost in the north
 - s. Warm mix asphalt – Logan International Airport Case Study
 - t. Small community airport case study
 - u. Gravel runways
- 21) From these topics, the following were selected for inclusion in the conference program, provided a speaker could be confirmed: (Suggested *Speaker* → **Person responsible to contact speaker**):
- a. Pavement management using real-time traffic data at Hartsfield-Jackson International Airport → *Richard Boudreau or Quintin Watkins* → **Ernie Heymsfield**
 - b. Pavement design and construction of Taxilane “S” to Accommodate New Large Aircraft at LAX → *Katie Chou* → **Ernie Heymsfield**
 - c. Implementing Conductive Concrete with Renewable Energy to Develop Anti-Icing Airfield Runways → *Ernie Heymsfield or Panneer Selvam* → **Ernie Heymsfield**
 - d. Adopting State Hwy specs for General Aviation airfields → *Monte Symons* → **Sandy Brown**
 - e. Concrete Overlay of R06 – Montreal → *Elie El Hindy* → **Andre Leclerc**
 - f. Recycling success at GTAA → *Hatch Mott MacDonald* → **George Nowak**
 - g. Using Infrared technology (thermography) to assess hot-mix asphalt quality → *Speaker: TBD* → **Andre Leclerc**
 - h. The effect of de-icing chemicals on Concrete/ASR → *Gary Mitchell* → **Tim Smith**
 - i. Overview of PaveAir → *FAA/Jeff Gagnon* → **Myron Thiessen**
 - j. How to design for frost/permafrost in the north → *Univ of Laval* → **Andre Leclerc**

- k. Warm mix asphalt – Logan International Airport Case Study → *Stantec* → **Leanne Whiteley-Lagace**
 - l. Gravel runways → *Melvin Main/Univ of Alaska* → **Myron Thiessen**
- 22) Primary back-ups were selected as follows: (*Suggested Speaker* → **Person responsible to contact speaker**):
- a. Calgary Runway Project → *Associated Engineering* → **George Nowak**
 - b. Deer Lake runway extension → *Hatch Mott MacDonald* → **George Nowak**
 - c. Full-depth reclamation → *Speaker: TBD*
- 23) SWIFT Give-A-Way/Promotional Item – it was agreed that CAPTg should provide a small item to be included in all SWIFT delegate packages. Some ideas were:
- a. Magnet
 - b. Ruler
 - c. Brochure with CAPTg information – provides better exposure than a magazine advertisement.
- Promotional brochure was chosen
- 24) General consensus was that a promotional brochure was the best way to advertise. **Tim Smith** moves that we fund this initiative to an upset limit of \$1000 (for design and printing). **Myron Thiessen** seconds the motion. **CARRIED. Marla Hughesman** to solicit a proposal from Andrew for the design/layout work.

Adjournment: **Marla Hughesman** moves that the meeting be adjourned. **Myron Thiessen** seconds the motion. **CARRIED.** Meeting was adjourned at 16:10.

February 10, 2011

Welcome: **Marla Hughesman** opened the meeting @ 08:10 by welcoming everyone to the second day of the meeting.

Elections

- 25) **Marla Hughesman** reviewed the elections necessary for 2011:
 - a. Chair
 - b. Officers – all seven (7) positions
- 26) Concern was raised over the potential for limited continuity resulting from electing all seven officers in the same year. It was agreed that we need continuity and an election model that works for the long-term. It was suggested that we need to keep a minimum of three (3) Officers each year by staggering the elections.
- 27) **Leanne Whiteley-Lagace** reminded everyone that we need to consider the fact that getting public/airport representatives has been difficult and may become even more so in the future.
- 28) **Sandy Brown** suggested that the Chair, Vice-Chair, Secretary and Past-Chair not be elected positions. Membership would elect the Board and the Board would appoint suitable people to these positions from within.
- 29) **Ken Fyvie** posed an election model (similar to that used by CTAA) option based on automatic progression from Secretary → Vice-Chair → Chair → Past-Chair. Concern was raised over the fact that this forces people to become Chair when they may not want that level of involvement.
- 30) This left us three options to consider:
 - a. Status Quo – leave as is, but amend the election dates to better stagger the turnover
 - b. Board Election
 - c. Automatic Progression
- 31) After reviewing the various options, consensus was to keep the status quo. Elections would be staggered as follows:
 - a. Chair – Election in 2011, 2 year term.
 - b. Public Vice-Chair – Election in 2012, 2 year term.
 - c. Industry Vice-Chair – Election in 2012, 2 year term.
 - d. Secretary - Election in 2012, 2 year term.
 - e. Officers
 - From Public/Airport Sector (i.e. **Chris Stewart, Andre Leclerc, Surinder Brar, Alice Krol**) – Election in 2011, 2 year term

- From Private Sector (i.e. **Leanne Whiteley-Lagace, Tim Smith, Sandy Brown**)
– Election in 2011, 1 year term.

32) **Myron Thiessen** indicated the By-Laws will need to be amended to account for these election changes. **Myron Thiessen** to draft changes and distribute prior to the elections at the AGM in September.

Advertising

33) TAC Foundation Donation – **Marla Hughesman** indicated that an actual scholarship would require a \$5000/yr commitment for 3 years. After a brief discussion, **Marla Hughesman** moves that we maintain our \$1000 donation for 2011. **Tim Smith** seconds the motion.
CARRIED.

34) **Chris Stewart** indicated that printing costs for the brochure (from a Toronto printing company) would be as follows:

- a. 1000 copies - \$350
- b. 1500 copies - \$395
- c. Perforations - \$55 extra

Marla Hughesman to check with Manitoba printers on costs before making a decision.

35) Ideas on what should be in the brochure were discussed:

- a. Details on general and sustaining membership
- b. Website address.
- c. CAPTG goals/mission.
- d. Logos of all sustaining members.
- e. A list of participating member organizations.
- f. Photographs of recent workshops and construction projects (gravel, asphalt, concrete)
- g. Details on annual conference/workshop.

A brochure put out by CTAA can be used as a guide.

36) Suitable photographs are to be sent to **Myron Thiessen** by April 30 for inclusion in the brochure.

ISCP Conference

37) **Tim Smith** is the Chair of the International Society for Concrete Pavements (ISCP) conference organizing committee. The 2012 conference will be in Quebec City in July and presents an excellent opportunity for CAPTG to get involved. The conference draws between 300-500 people. Conference fees are usually \$700-900. Exact figures to be determined shortly. Conference speakers would still be expected to pay the full conference fee.

38) **Tim Smith** described the various options we as CAPTG have to be involved:

- a. Sponsor a workshop on airfield pavements. The workshop would be 3 hours long and involve presentations only. Sponsorship rate likely in the neighbourhood of \$5000. Involvement would include organizing agenda and speakers.
 - b. Help with a paper session on airfield pavements. The session would be 3 hours long but require submission and acceptance of written papers. Abstracts are due 30 April 2011 and submissions are open to everyone. Involvement would include review of abstract/paper submittals. **Leanne Whitely-Lagace, Geoff Petzold, Marla Hughesman** and **Myron Thiessen** all indicated they would be willing to help in this capacity.
 - c. Co-sponsor a workshop on airfield pavements with the FAA or perhaps even the ASCE.
- 39) Given the sponsorship fee, it appears as though we may not be able to sponsor and host our own session. **Tim Smith** to confirm sponsorship requirements and check with FAA to see if they are willing to work together on a workshop or if they want their own.
- 40) **Myron Thiessen** motions that we provide sponsorship of a conference workshop in the amount of \$2500. **Marla Hughesman** seconds the motion. **CARRIED.**
- 41) Preferred theme for the workshop would be practical experience in airfield pavement design and construction with emphasis on real case studies (e.g. Calgary runway).

Other

- 42) **Ken Fyvie** indicated that he is the liaison between CAPTG and CTAA. The 2011 CTAA conference is in Quebec City and the 2012 conference is in Vancouver.
- 43) **Gord Drysdale** reminded the group that the Northern Air Transportation Association (NATA) is meeting in Yellowknife, 11-13 April 2011. Although the meetings focus on the airline operators perspective, CAPTG members should consider participation. **Ray Clement** indicated DND would be sending a representative.
- 44) **Ken Fyvie** indicated that tax on memberships are generally paid in the province of residence. No one is sure how this will effect CAPTG sustaining memberships.

Website

- 45) General consensus within the group is that we need to move forward on website modifications in order to give CAPTG a true identify.
- 46) The first step would be to move the site off the SWIFT website. **Geoff Petzold** indicated that web hosting costs typically range from \$20 to \$40 per month, depending on storage requirements. We have a fair amount in our technical library but probably no more than a few gigabytes. **Geoff** volunteers to investigate costs further. Moving to a new web host

would have the added benefit of unique CAPTG emails for those wishing to contact the executive.

- 47) **Ken Fyvie** motions that an upset limit of \$750 be budgeted for website hosting fees for 2011. **Dick Stilwell** seconds the motion. **CARRIED.**
- 48) **Tim Smith** motions that \$1000 be budgeted for redesign of the website by Notion Design (Winnipeg). **Leanne Whiteley-Lagace** seconds the motion. **CARRIED.** (**Marla Hughesman** abstains.)
- 49) **Geoff Petzold** to contact Notion Design and work with them to develop a suitable proposal. Ideas for the redesign and example screenshots to be brought back to the group for feedback as required.

Adjournment: **Marla Hughesman** moves that the meeting be adjourned. **Myron Thiessen** seconds the motion. **CARRIED.** Meeting was adjourned at 11:15.