

**Meeting Minutes - CAPTG Planning Meeting**  
Morrison Hershfield Office, Calgary, Alberta  
March 20-21, 2012

**March 20, 2012**

**Attendees:**

<b>Name</b>	<b>Organization</b>
Geoff Petzold	Morrison Hershfield
George Nowak	Hatch Mott MacDonald
Ken Fyvie	SNC Lavalin
Sandy Brown	Asphalt Institute
Chris Stewart	GTAA
Andre Leclerc	Transport Canada
Leanne Whiteley-Lagace	Stantec
Rico Fung	Cement Association of Canada
Faustin Habiyaremye	Ministry of Transport Quebec
Marla Hughesman	DND
Myron Thiessen	DND

**Welcome:**

- 1) **Marla Hughesman** opened the meeting @ 08:40 by welcoming everyone to the meeting.
- 2) A special welcome to new members on the Board, Rico Fung and Leanne Whiteley-Lagace, and to general members Faustin Habiyaremye and Ken Fyvie who are in attendance to help with the planning.

**Review of Previous Meeting Minutes**

- 3) **Myron Thiessen** reviewed the minutes from the annual general meeting (AGM) held in September 2011.
- 4) **Marla Hughesman** moves that we adopt the minutes as read. **Geoff** seconds the motion.  
**CARRIED.**

**10<sup>th</sup> ICCP Conference Workshop**

- 5) **Myron Thiessen** reviewed the administrative details for the workshop:
  - a. Date is set for the morning of Wednesday, July 11, 2012.
  - b. Workshop length is 4 hours including a 30 minute coffee break. This leaves 3.5 hours of presentation time, although we have the flexibility to reduce and end a little early if

we want. Presentation length should be 40 minutes (5 presentations = 3 hours 20 minutes) or we could do six 35-minute presentations (6 presentations = 3.5 hours).

- c. The title/theme of the workshop is set: “Case Studies on Design and Construction of Concrete Airfield Pavements”.
  - d. We currently have 3 presentations confirmed:
    - Toronto – Taxi Delta (Stan Zelma)
    - Calgary – New Parallel Runway (George Nowak)
    - Trenton (DND) – Northwest Ramp (Myron Thiessen)
- 6) **Andre Leclerc** indicated that Montreal Airport (Elie El Hindy) may be willing to do a presentation. CAPTG needs to send a formal invite. **Myron Thiessen** to draft formal invite and send.
- 7) **Rico Fung** indicated that Gary Mitchell from ACPA could do a presentation on the P-501 spec or some other related topic. Another possibility would be Peter Smith from Fort Miller who could talk about a case study using precast concrete.
- 8) **Sandy Brown** suggested we could do a review of Canadian concrete specs to set the theme and gives everyone a bit more time in their presentation. Everyone agreed that this would be a good idea since it would set the stage for the workshop. It should be done as the first presentation so we can weave the content into each presentation that follows. Rico volunteered to take this on, focusing on the evolution of design and specs in Canada; looking at regional differences across the country; possible title “Overview of the Canadian Airfield Concrete Experience”.
- 9) Backup topics:
  - a. EBA has done recent work in Edmonton, Winnipeg, Halifax.
  - b. Hatch has done some work at Vancouver – concrete restoration using high early strength concrete
- 10) **Andre Leclerc** will moderate the session giving a brief introduction in French and English.
- 11) Advertising
  - a. It was agreed that a 1-pg advertising brochure would be a good marketing tool. **Marla Hughesman** will solicit proposal for brochure design.
  - b. It was also agreed that we should have an advertising poster with sustaining member logos (similar to CAPTG Workshop at SWIFT). Marla to solicit proposal for advertising poster as well. **Myron Thiessen** will talk to ICCP about printing and where to post.
  - c. Should also have membership forms available. **Myron Thiessen** to arrange and bring to workshop.
  - d. Is it possible to have CAPTG logo and advertising for SWIFT in Banff on computer screen between presentations? **Myron Thiessen** to discuss with the ICCP planning committee.

## **2012 CAPTG Workshop**

- 12) **Myron Thiessen** gave review of 2011 Workshop:
  - a. Theme was sustainability.
  - b. 72 registrants; 60 attendees. Not certain why we had so many no shows but it may have been the timing at the end of the conference.
  - c. Interest seemed to wane over the course of the day, possibly because the workshop was at the end of the conference instead of at the beginning.
  - d. We need to be careful not to duplicate content
  - e. Room wasn't ideal – actually too big; A/V not great
  - f. Lunch location/service wasn't great. Rain made it rather unpleasant to walk.
  
- 13) **Rico Fung** (CAC) has approached CAPTG with a proposal to organize a tour of the new Calgary Runway, if possible.
  - a. General concept would be a short presentation session the morning followed by a tour of the runway project.
  - b. The three presentations would be made by reps from the Calgary Airport, Design Team (Hatch, AE), and the Construction Manager Joint Venture (PCL, Dufferin, PB).
  - c. Need to allot 1.5 hours for travel to Calgary (each way).
  
- 14) We essentially have 3 options for scheduling:
  - a. Vendor Day (Wednesday) – plan to be back for late afternoon so people can still tour trade show and be present for grand prize draws.
  - b. Post-conference (Friday) – will we be able to keep people (note concern from last year in Montreal)?
  - c. Workshop day – replace traditional format with tour; no additional coordination with SWIFT required.
  
- 15) After some discussion, it was agreed that the best option would be to do it on our scheduled workshop day. This poses the least disruption to the conference and limits the logistical challenges somewhat.
  
- 16) It was agreed that we cannot make special accommodations for those wanting to join the group at the airport for the tour. Anyone wanting to take the tour needs to be on the bus leaving Banff.
  
- 17) There are some significant logistical issues that will need to be sorted out:
  - a. Safety/liability – Does everyone need to take the company safety briefing/course? Does everyone need PPE (boots, hard hats, vest)?
  - b. We need concurrence from the Airport and the construction joint venture.
  - c. How do we do lunch? Consider bringing bag lunches on the bus.
  
- 18) **Rico** stated that the CAC and industry are prepared to cover the cost of two buses and the lunch. To streamline things, a boxed lunch that would be available on the buses would

make sense. The Fairmont Banff Springs can provide boxed lunches, but we may be able to get a cheaper rate elsewhere. **Rico** to investigate.

- 19) CAPTG would cover the cost of breakfast and coffee break. Since we are not doing a hot lunch, it was decided that we should do a hot buffet for breakfast. Only coffee/juice required for coffee break, although it would be good to provide “to-go” cups for the coffee. **Dick Stillwell** to make the necessary arrangements.
- 20) **Geoff Petzold** suggested that a tour of Lafarge’s Exshaw cement plant near Canmore would be another option. Everyone agreed that this was an excellent idea and would fit with the theme and provide a bit of a back-up plan.

21) Tentative schedule for the day:

0730-0800	Breakfast/Registration
0800-0930	Presentations – Calgary Airport, Design Consultant, Contractor
0930-1000	Coffee Break/Board Buses

Bus 1:

1000-1030	Travel to Cement Plant
1030-1200	Tour to Cement Plant
1200-1300	Travel to Airport – Boxed Lunch
1300-1500	Tour Runway
1500-1630	Travel to Banff

Bus 2\*\*:

1000-1130	Travel to Airport – Boxed lunch (or after tour)
1130-1330	Tour Runway
1330-1430	Travel to Cement Plant
1430-1600	Tour Plant
1600-1630	Travel to Banff

\*\*If a 2-bus approach doesn’t work, we will need to be flexible and have everyone go on one itinerary. **Rico** to take lead on coordinating tours; **Geoff** to assist as needed.

- 22) Until details are finalized, advertise workshop with “Technical Tour”. **Rico** to give update on status of tour(s) mid-April.
- 23) Registration will need to be done on a first-come first-served basis. Depending on feedback from the airport, we may need to limit our numbers to two buses max.
- 24) It was agreed that the rate for this year’s workshop will be \$185 plus GST. The tentative theme/title for the workshop is: “Airfield Concrete Paving: A Work in Progress”.

- 25) Given the proposed agenda, it was agreed that we would have to forgo our traditional “Networking Hour”. **Rico** to check with the bus line to see if we could do something on the return trip back to Banff.
- 26) We need a rain-day back-up plan. Some options include:
  - a. Reduce length of day by doing morning presentations and the cement plant tour only.
  - b. Add a few presentations to the morning schedule and proceed with the cement plant tour in the afternoon. Gary Mitchell from ACPA could step in with a back-up presentation if needed.
- 27) Speaker gifts – it was agreed that we should again use the same speaker gifts that SWIFT uses (i.e. donations in-kind). **Myron Thiessen** to make arrangements through SWIFT.
- 28) Audio/visual requirements need to be sorted out. Given the shape of the room, consider using multiple screens or a sideways room set-up. **Dick Stillwell** to make the necessary arrangements.
- 29) It was agreed that we should again do a promotional “Give-A-Way”. Some options include:
  - a. travel mugs
  - b. rulers
  - c. memory sticks
  - d. toques

Given the nature of the workshop and the need for travel to the airport, the idea of the travel mugs, which could be used immediately on the trip, makes a lot of sense. **Myron Thiessen** motioned that a \$1500 budget (i.e. 100 mugs @ \$15/each) be established for purchase of these mugs. **Marla Hughesman** seconds the motion. **CARRIED. Myron** to investigate travel mug options.

- 30) **Rico Fung** suggested that Industry may be able to provide memory sticks with some concrete pavement literature. Rico to confirm.
- 31) Similar to previous years, a poster showing the workshop agenda and one for our sustaining members needs to be created. **Marla Hughesman** to solicit proposal for design.
- 32) It was also suggested that another poster highlighting key contributors to the tour (e.g. CAC, Calgary Airport, Joint Venture) be created as well. However it was agreed that we need written confirmation from all parties to use their names as “Sponsors” or “Supporters”. **Rico** to investigate.
- 33) In order to show our support for those involved, it was agreed that each of the speakers at the workshop should be given complimentary rooms at the Banff Springs for the night of

September 16. We should book these now and cancel if we don't need them. **Marla Hughesman** to make arrangements.

### **SWIFT Conference**

- 34) **Myron Thiessen** provided a brief overview on the SWIFT agenda. SWIFT is planning two sessions that may be of interest to CAPTG members:
- a. Runway Surface Friction Reporting
  - b. Runway Surface Friction Management Practices

It was agreed that the friction management session would be of greater interest than the friction reporting session, especially considering we joined in on the reporting session last year.

- 35) This leaves a total of 12 presentation slots to fill as follows:
- a. Tuesday, Sept 18, AM – two (2) 30 minute slots
  - b. Tuesday, Sept 18, PM – four (4) 40 minute slots
  - c. Thursday, Sept 20, AM – two (2) 40 minute slots
  - d. Thursday, Sept 20, PM – four (4) 40 minute slots
- 36) The following topics were suggested as possible presentations at SWIFT:
- a. Halifax airport project - EBA
  - b. Asphalt/concrete patching products; Best practices in asphalt maintenance - Crafc
  - c. Concrete repair products, sealants; best practices in concrete maintenance - Teknika
  - d. Northern airports; permafrost, drainage case study - Golder
  - e. Runway firmness testing - CBR Tech
  - f. Best practices for Airport Concrete Pavement Construction
  - g. Pavement management – U of Alberta
  - h. Level of service for pavement vs. Traffic
  - i. Management of gravel runways
  - j. Management of pavement drainage infrastructure – GTAA
  - k. Permafrost construction – managing drainage issues
  - l. Concrete pavement restoration (fast track techniques) – Vancouver case studies (Hatch)
  - m. Flexible pavement preservation – crack sealing, patching
  - n. Rigid pavement preservation – joint sealing, patching
  - o. Warm mix asphalt – still too early to report back
  - p. Transportation of material and quality control
  - q. MSCR (multiple stress and creep recovery) testing for asphalt
  - r. Late season/cold weather paving
  - s. FAA – current research initiatives; FAARFIELD focus on background, inputs, how it works, and new updates, other?
  - t. HMA mix optimization for airports
  - u. USAF topic – possibly something on northern airfields, case studies; other?

v. Low volume/municipal airports (seal coats/CIP)

- 37) From these suggested presentation topics, 12 primary topics were selected as follows (*Suggested Speaker* → **Person responsible to contact speaker**):
- a. Halifax airport project – *Richard Kohler, EBA* → **Myron Thiessen**
  - b. Best practices in asphalt maintenance – *Tim Morris, Crafc* → **Myron Thiessen**
  - c. Best practices in concrete maintenance – *Hakan Ekim, Teknika* → **Myron Thiessen**
  - d. Northern airports case study (permafrost, drainage) – *Ludomir Uzarowski, Golder* → **Myron Thiessen**
  - e. Runway firmness testing – *Gord Drysdale, CBR Technologies* → **Myron Thiessen**
  - f. Best practices for Airport Concrete Pavement Construction – *Gary Mitchell, ACPA* → **Rico Fung**
  - g. Concrete pavement restoration (fast track techniques) – Vancouver case studies – *Rep from Hatch Mott MacDonald* → **George Nowak**
  - h. Late season/cold weather paving → **Sandy Brown**
  - i. FAA – current research initiatives, FAARFIELD, other (check to see what they can provide in terms of topics) – *Rep from FAA* → **Myron Thiessen**
  - j. HMA mix optimization for airports – *Vince Aurilio* → **Sandy Brown**
  - k. USAF topic– possibly something on northern airfields; case studies - *Benny Benedyk* → **Myron Thiessen**
  - l. Low volume/municipal airports (seal coats/CIP) – *Jean Croteau* → **Sandy Brown**

\*\*Post meeting note - Primary backup presentation is Re-profiling of Runway 05-23\15R-33L at Pearson – *Kevin Chee* → **Chris Stewart**

- 38) Meeting schedule was set as follows:
- a. Executive meeting – Sept. 19, 8:30 to 10:00 (Angus Room)
  - b. AGM – Sept 19, 14:00 to 15:00 (Ivor Petrak Room)
- 39) Positions up for election at the AGM in September include: Public Vice-Chair, Industry Vice-Chair, Secretary, Treasurer and 3 Industry Officers. **Chris Stewart** to solicit nominations and organize election process.
- 40) The process for presentation submissions was discussed. It was suggested that in future years we solicit abstract submissions for review.
- a. Announce new requirements at AGM and in subsequent email blasts.
  - b. **Leanne Whiteley-Lagace** volunteered to be contact person for abstracts and technical program; Leanne to draft up some guidelines for submission and critical dates.
- 41) Need to get our advertising brochure printed in advance of SWIFT so they can be included with the SWIFT delegate packages.

**Adjournment:** **Marla Hughesman** moves that the meeting be adjourned. **Myron Thiessen** seconds the motion. **CARRIED.** Meeting was adjourned at 16:00.

### **March 20, 2012**

- 42) **Marla Hughesman** opened the meeting @ 08:45. Faustin Habiyaemye sends his regrets.
- 43) **Marla Hughesman** reviewed the discussion points from the previous day:
  - a. SWIFT speakers to be confirmed by end of May.
  - b. ICCP speaker names and topics need to be confirmed by end of March; abstracts by end of April.
  - c. Official request needed for Elie El Hindy to speak at ICCP; **Myron Thiessen** to send formal request.
- 44) Elections – **Chris Stewart** will send out call for nominations, aiming for May/June timeframe. A few general questions arose:
  - a. Do we need to limit number of terms you can serve?
  - b. Should we consider having a progression through the executive?

Further discussion on these items required at a later date.

- 45) The issue of generating more interest in CAPTG was discussed. The following ideas were suggested:
  - a. Give 2 free workshop registrations to host airport. **Myron Thiessen** moves that this be implemented for 2012. **George Nowak** seconds the motion. **CARRIED. Myron Thiessen** to coordinate details with SWIFT.
  - b. Highlight SWIFT track presentations in emails.
  - c. Target smaller provincially run airports (Quebec, Manitoba, Saskatchewan)
  - d. Consider sending out a survey asking membership what they want.
  - e. Suggest focusing workshop on smaller airports one year/large airports the next.
  - f. Add a Northern Airports group meeting to SWIFT agenda. Wednesday from 1000 to 1100. **Andre Leclerc** to facilitate discussion.
  - g. Focus on airports in province of conference. Send letters to airport Head of Operations and/or Head of Engineering. Consider targeting airports that are already attending SWIFT.
  - h. Send email/advertising to aviation council groups.
  - i. Target people/companies in the IAAE directory.
  - j. Target ACAP airports (133 total).
  - k. Add testimonials on the website as to why they should join CAPTG or attend SWIFT and the CAPTG Workshop.
  - l. Consider offering free registrations or a discount to new attendees. There are some administrative issues with this – e.g. no shows, how do we handle “free” registrations in the on-line system. It was decided that for this year, don’t give a discount or free



registrations. This would be too complicated with the tours this year. Consider and plan for next year. Best would be to do registrations through website. This will need to be discussed with SWIFT organizers since changes to the website would likely be required.

- m. **Sandy Brown** volunteered to send out personalized emails to people we intend to target. These emails need to be sent out after registration goes live. Plan for end May/June. Include dates for next year's conference as well.
- n. CAPTG Workshop
  - It was agreed that we should give all speakers free registration to the workshop plus 1 complimentary for their respective organizations. **Myron Thiessen** to coordinate.
  - Need to cap registrations at 2 full buses (100??).

46) Website – suggested improvements:

- a. Send new construction pictures to **Geoff Petzold** so that the home page can be updated.
- b. Put testimonials on website – check back through surveys for comments
- c. Change “Technical Library” to “Technical Resources”
- d. Add scrolling bar to highlight workshop and conference
- e. Add CAC, ACPA publications – **Rico Fung** to provide documents.
- f. Add info on ICCP workshop including link to website for registration.
- g. Have a survey or comments/questions section.

47) TAC Donation

- a. We didn't do the donation in 2011. There seems to be a disconnect in terms of administration. We never got a renewal invoice in 2011. **Leanne Whiteley-Lagace** will investigate to find the proper contact person.
- b. Not sure if we get a lot of recognition because we just contribute to a pool of money.
- c. Are there other organizations to donate to? Suggestion was to give to provincial aviation associations – give a scholarship each year? Offer in province where conference is being held. Suggest we look into this first and then decide. Maybe offer it for airport operations/management. **George Nowak** will investigate further to find out if they have scholarship programs. We can only do a one year commitment because we are moving from province to province.
- d. It was suggested that we again donate \$1,000 to the TAC Foundation in 2012. **Myron Thiessen** moves that this be implemented. **Leanne Whiteley-Lagace** seconds the motion. **CARRIED.**

48) SWIFT

- a. Golf is being organized for the Friday after SWIFT. This will not be tournament style but SWIFT will be group booking a bunch of tee times. Details will be included with the on-line registration.
- b. Our sustaining members are doing a great job of supporting SWIFT through sponsorships. There are still some opportunities available for anyone who is interested.

- 49) Magazine advertising
- a. It was agreed that we are better off doing a focused email distribution list with our brochure than getting a magazine ad.
  - b. If we want exposure in relevant magazines, consider submitting an article. **Chris Stewart** to investigate further.

**Adjournment:** **Marla Hughesman** moves that the meeting be adjourned. **Myron Thiessen** seconds the motion. **CARRIED**. Meeting was adjourned at 11:00.

**Post Meeting Note:** Primary back-up presentation for the SWIFT agenda (CAPTG Track) will be "Re-Profiling of Runway 05-23\15R-33L in Toronto" (Presenter: Kevin Chee).