

## Meeting Minutes - CAPTG Annual General Meeting

The Westin Hotel, Calgary Alberta  
September 14, 2010

### Attendees:

Name	Organization
Ernie Heymsfield	University of Arkansas
Michael M <sup>ac</sup> Kay	LVM Inc.
Susan Tighe	University of Waterloo
Alberto Valencia	GTAA
Leanne Whiteley-Lagace	Stantec
Jared Mitchell	DND
Lance Gelinas	DND
Graham Karlowsky	Transport Canada
Gord Drysdale	CBR Technology Inc.
Brian Duguay	Government of Nunavut
Daniel Qian	EBA
Art Johnston	EBA
Justen M <sup>c</sup> Arthur	AECOM
Chris Sulma	AECOM
Stan Zelma	GTAA
George Nowak	Hatch Mott MacDonald
Chris Stewart	GTAA
Dick Stilwell	Government of Yukon
Sandy Brown	Asphalt Institute
Tim Smith	Cement Association of Canada
Alice Krol	Transport Canada
Andre Leclerc	Transport Canada
Ray Clement	DND
Marla Hughesman	DND
Myron Thiessen	DND

**Welcome:** **Marla Hughesman** opened the meeting @ 14:20 by welcoming everyone to the meeting.

### Review of Previous Meeting Minutes

- 1) **Marla Hughesman** reviewed the minutes from the meeting held in February 2010.
- 2) **Marla Hughesman** moves that we adopt the minutes as read. **Dick Stilwell** seconds the motion. **CARRIED.**

## Review of Sunday Workshop

- 3) **Myron Thiessen** gave a brief review of the Sunday workshop. There were 63 registrants (including speakers) and 63 attendees.
- 4) 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.
- 5) 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) The move to a Thursday Workshop next year was preferred with 22 of 35 voting for this option.

## Financial Report

- 7) **Myron Thiessen** gave an overview of the current financial situation:
  - a. Account balance as of 1 September 2010 was \$20,507.95, up from \$17,267.32 a year ago.
  - b. Revenues from the workshop are anticipated to be \$6,270 (44 paying attendees x \$150 minus GST). Although final costs are not yet known, estimated costs for this year's workshop/conference are \$8,000.

## By-Laws

- 8) **Myron Thiessen** reviewed the proposed changes to the By-Laws. The changes include a major shift in the membership and board structure. In summary:
  - a. The category of "Associate Membership" was eliminated as all private industry reps, including consultants, suppliers, contractors and academia will be allowed participation as part of the "General Membership".
  - b. A second Vice-Chair position was added with the two positions renamed "Public Vice-Chair" and "Industry Vice-Chair". The Public Vice-Chair is to be filled by a representative from a government agency or airport authority. The Industry Vice-Chair is to be filled by a representative from academia or private industry.
  - c. The position of "Advisory Officers" was eliminated. To account for this change, an additional three (3) "Officer" positions were created.
  - d. With these changes, the Board shall include the Chair, Public Vice-Chair, Industry Vice-Chair, Secretary, Treasurer and seven (7) Officers.
  - e. A Nominations Committee was created.
  - f. The roles and responsibilities of each member of the Board were clarified.

- 9) **Marla Hughesman** moves that we adopt the new By-Laws as read. **Sandy Brown** seconds the motion. **CARRIED.**

### Elections

- 10) **Chris Stewart** described the procedures that would be used for the elections.
- 11) **Marla Hughesman** was the only nominee for the Chair position. **Chris Stewart** called for other nominations from the floor but with no other candidates nominated, Marla was appointed CAPTG Chair by acclamation. The length of the term is one year.
- 12) **Dick Stilwell** was the only nominee for the Public Vice-Chair position. **Chris Stewart** called for other nominations from the floor but with no other candidates nominated, Dick was appointed CAPTG Public Chair by acclamation. The length of the term is two years.
- 13) **Myron Thiessen** was the only nominee for the Secretary position. **Chris Stewart** called for other nominations from the floor but with no other candidates nominated, Myron was appointed CAPTG Secretary by acclamation. The length of the term is two years.
- 14) **Chris Stewart** called for nominations from the floor for the Treasurer position but with no candidates nominated, the position was left vacant.
- 15) **Gord Drysdale, George Nowak, and Leanne Whiteley-Lagace** were previously nominated for the Industry Vice-Chair position. **Chris Stewart** called for other nominations from the floor but with no other candidates nominated, the election process went ahead. By way of secret ballot, **George Nowak** was voted in as the CAPTG Industry Vice-Chair. The length of the term is two years.
- 16) **Sandy Brown, Gord Drysdale, Chris Olidis, Tim Smith and Leanne Whiteley-Lagace** were previously nominated for the Officer positions. **Chris Stewart** called for other nominations from the floor but with no other candidates nominated, the election process went ahead. By way of secret ballot, **Sandy Brown, Tim Smith, and Leanne Whiteley-Lagace** were voted in as the CAPTG Officers. The length of their terms is one year.

### Promotion/Advertising of CAPTG

- 17) The idea of preparing a one page flyer to promote CAPTG was discussed and in general was well received. This flyer could be sent to airport managers or be distributed at other conferences like TAC.
- 18) CAPTG will be looking at sponsoring/organizing a workshop/seminar at the International Society for Concrete Pavements (ISCP) 10<sup>th</sup> International Conference in Quebec City (July 8-12, 2012). Everyone is encouraged to solicit papers from their contacts for this event.

## February Planning Meeting

- 19) The 2011 planning meeting will be held in Winnipeg and hosted by DND. **Marla Hughesman** reminded the group that it is open to everyone, not just the CAPTG Board. Dates to be confirmed later this year. Marla will contact Winnipeg Airport's Authority to see if they are willing to co-host.

## Other

- 20) It was agreed that the best way to disseminate information was via the website. Other suggestions included:
- Send an email to the general membership when the website is updated, or at least quarterly.
  - If possible, post our workshop case studies, including solutions in the technical library.
  - Reorganize our technical library to make it easier to find information.
- 21) It was suggested that we should consider webinars for future workshops. **Sandy Brown** cautioned, however, that although they can work well, they are costly and a lot of work to set up. Video or teleconference should be considered for future meetings. There are also some free internet sites that might allow a web meeting.
- 22) There was some general discussion on current airfield projects in Canada:
- Lance Gelinas** – indicated there has and will likely continue to be a greater emphasis on military operations in the North
  - Susan Tighe** – is currently working on a braking availability testing device which will be designed to measure the amount of braking power/capacity available on a contaminated runway surface; work is being done in conjunction with Team Eagle with the proof of concept to be completed this winter.
  - George Nowak** – Calgary's parallel runway will be 14,000ft code F, making it the longest runway in Canada; earthwork to start in spring of 2011.
  - Sandy Brown** – advised that the AAPTP will be publishing a report on non-load related distress on airfield pavements; the AAPTP has many other reports as well, including proper construction of asphalt longitudinal joints.
  - Brian Duguay** – indicated that they have done some GPR testing in Iqaluit to investigate possible deterioration of the permafrost

**Adjournment:** **Marla Hughesman** moves that the meeting be adjourned. **Myron Thiessen** seconds the motion. **CARRIED.** Meeting was adjourned at 15:50.