

**Canadian Airfield Pavement Technical Group
Minutes of Planning Meeting
Cement Association of Canada Office, Ottawa, Ontario
February 17-18, 2010**

February 17, 2010

8:15 a.m.

Present:

Name	Organization
Marla Hughesman	DND
Myron Thiessen	DND
Dick Stilwell	Government of Yukon
George Nowak	Hatch Mott MacDonald
Chris Stewart	GTAA
Tim Smith	Cement Association of Canada
Leanne Whiteley-Lagace	Stantec
Melvin Main	Midwest Industrial Supply
Alice Krol	Transport Canada
Andre Leclerc	Transport Canada
Daniel Qian	EBA

- 1) **Marla Hughesman** opened the meeting by welcoming everyone to the meeting and thanking the CAC for hosting.
- 2) **Myron Thiessen** reviewed the minutes from the General meeting held in September 2009. **Marla Hughesman** moves that we adopt the minutes as read. **Tim Smith** seconds the motion. **CARRIED.**
- 3) John Emery, Surinder Singh, Felipe Salgado, and Sandy Brown all send their regrets for not being able to attend the meeting. Suggestion was made to consider video or teleconferencing in the future to allow participation by those who do not have funding to travel.

SWIFT Conference/CAPTG Workshop – General Discussion

- 4) Starting at this year's conference, the SWIFT committee has decided not to run a SWIFT sponsored session on the Thursday morning. This leaves the CAPTG sponsored technical session on its own for this time period.
- 5) Concern was raised as to why CAPTG was not involved in this decision or given time to consider other scheduling options. Although it is understood that SWIFT has made

arrangements for a room for this CAPTg session, there is concern that other support such as A/V, continental breakfast (which is typically provided on the Thursday) and coffee break may not be provided. **Myron Thiessen/Ray Clement** to confirm.

- 6) The consensus among the group is that if we had known about this change earlier, we would have pushed to move our Sunday Workshop to the Thursday and scheduled it in place of the standard Thursday morning session.
- 7) In spite of these concerns, it was agreed that CAPTg would honor the current commitment to SWIFT and carry on with the Thursday session. The workshop would also remain on the Sunday for the 2010 conference in Calgary.
- 8) It was agreed that we approach the SWIFT committee to have this schedule changed for the 2011 conference in Montreal (i.e. No workshop on Sunday – move it to Thursday and cancel the standard technical session for that day only).
- 9) It was agreed that the SWIFT committee be asked to provide continental breakfast and coffee as they have in year's past, since the Thursday is still part of the SWIFT conference (i.e. it is not a separate CAPTg event like the workshop is). **Myron Thiessen/Ray Clement** to raise request at upcoming SWIFT meeting in March.

CAPTg 2010 Workshop

- 10) Suggested topics/themes for the workshop were solicited from the group. The following ideas were brought forward:
 - Design/construction of gravel runways
 - Northern airport issues
 - Construction techniques/issues
 - Best practices for airfield pavement design and construction
 - New pavement technologies
 - Case studies – i.e. Dedicate whole day to project case studies
 - Panel discussion/open forum
 - Environmental sustainability
- 11) Based on these ideas a theme centered on “Practical Experience in Airfield Pavement Design and Construction” was chosen. Presentations throughout the day are to highlight best practices using experience gained from a variety of case studies. Presentations are to outline why the project was done (need); what was done and why (design); and what worked or didn't work in the field (construction/performance).
- 12) It was suggested that we start the workshop later than we have in years past and allow more time for questions in each presentation (i.e. try to incorporate more of the format of the Case Studies Session throughout the day).

- 13) A general framework for the workshop was developed as follows (*Suggested Speaker*→
Person responsible to contact speaker):

08:00-08:30: Registration/Breakfast

08:30-08:40: Opening Remarks

08:40-09:40: Gravel Runway Design and Construction – Fort Yukon Alaska → *Jim Farenbacher* → **Melvin Main**

09:40-10:00: Coffee Break

10:00-11:00: Concrete Airfield Pavement Design and Construction
Gary Mitchell → **Tim Smith**

11:00-12:00: Asphalt Airfield Pavement Design and Construction - GTAA
Chris Stewart

12:00-13:30: Lunch (off-site location to be determined)

13:30-14:30: Best Practices in Composite Airfield Pavements – Runway 05-23 GTAA
George Nowak

14:30-15:00: Bagotville Runway 11-29
Marla Hughesman

15:00-15:30: Coffee Break

15:30-16:30: Life Cycle Management of Gravel Airfields
Bill Chappel → **Melvin Main**

16:30-17:30: Networking (2 Drinks paid for by CAPTG)

- 14) Deadline to confirm speakers is 17 March 2010.
- 15) It was agreed that the cost of the workshop @ \$150/person is reasonable and should stay the same for 2009. Breakfast, lunch, and coffee breaks are to be included in the cost. **Melvin Main**, on behalf of Midwest Industrial Supply, Inc. volunteered to sponsor the continental breakfast. Will confirm support shortly. Sponsorship of other parts of the workshop is open to everyone.

- 16) Having lunch off-site has worked well the last few years and is preferred. We went to the Barley Mill Restaurant two years ago in Calgary and everyone agreed this should be our first choice again. **Myron Thiessen** to make bookings.
- 17) We need to do a better job of promoting the workshop. It was suggested that we send a general email to the membership in April once we have a good first draft of the agenda. **Myron Thiessen** to action.

SWIFT Agenda – CAPTG Technical Track

- 18) CAPTG will again organize their own technical track during the SWIFT conference. There are currently a total of 16 presentation slots (approx. 40 minutes each) to fill with the distribution as follows:
 - Monday PM – 4 slots
 - Wednesday AM – 4 slots
 - Wednesday PM – 4 slots
 - Thursday AM – 4 slots (possibly 5 if we choose to shorten presentations)
- 19) Suggested topics for the CAPTG track during the SWIFT Conference were solicited from the group. The following presentation topics were suggested:
 1. Full depth reclamation
 2. Gravel runway condition assessments – Alaska
 3. Edmonton Airport – Joint Load Transfer and Joint Sealants - EBA
 4. Warm mix asphalt – Boston Logan
 5. Multilayer elastic analysis and remaining service life to evaluate rehab alternatives – Moncton Airport
 6. Concrete – optimized mix designs
 7. SCMs/ Portland Limestone cement
 8. Pavement subdrains
 9. What goes under pavements – subgrade/subbase/base
 10. EMAS
 11. Graded areas/RESA design
 12. QA/QC in Trenton
 13. Two layered concrete paving
 14. Paverstone construction
 15. Improving local gravels for use on airfields
 16. Surface friction in regards to mix design
 17. Anti-icers, de-icers, rubber removal
 18. Life cycle assessment
 19. Asset management
 20. Environmental sustainability, recycling for small airports
 21. Design standards for new aircraft (geometrics, landing gear)
 22. Jacmel Airfield – Haiti

23. Kandahar Airfield
24. Applicability of various airfield design programs in Canada (FAARFIELD, LEDFAA, PCASE)
25. PG Binder experience – does it work?
26. Rubberized HMA
27. Rutting/Shoving
28. Effect of sealant on CIP/HIP
29. PCN/PLR evaluation
30. Automated pavement evaluation
31. Material related damages
32. Evaluation of surface strength – non-invasive tests on gravel runways
33. Effect of higher tire pressures on pavements

20) The suggested presentations were then grouped into common themes in order to formulate sessions with similar presentations. These themes included Environmental Sustainability, Pavement Evaluation, Pavement Design, Panel Topics and Other. Based on this exercise, the following sessions and presentations were proposed (Suggested *Speaker* → **Person responsible to contact speaker**):

Monday PM – Environmental Sustainability

- Warm Mix Asphalt – Practical Experience at Boston/Frankfurt (*Stantec* → **Leanne Whiteley-Lagace**)
- Optimizing Concrete Mix Designs/Supplementary Cementing Materials (*Gary Mitchell, ACPA* → **Tim Smith**)
- Full-Depth Reclamation in Quebec (**Andre Leclerc**)
- Life Cycle Cost Analysis/Assessment (**Tim Smith**)

Wednesday AM - Other

- Panel Discussion – Pavement Design – A Look at What Lies Underneath {e.g. subdrains and drainage issues, utilities, base/subbase/stabilized base, subgrade issues, stabilization of graded areas} (*Dave Anderson* → **Myron Thiessen**, *Jim Hall/Dave Hein* → **Marla Hughesman**, *Richard Kohler/Art Johnstone* → **Daniel Qian**, *George Nowak*)
- Multi-Layered Analysis of Remaining Service Life – Moncton Airport (*Stantec* → **Leanne Whiteley-Lagace**)
- Engineered Materials Arrestor Systems – (*Ernie Heymsfield* → **Myron Thiessen**)

Wednesday PM – Pavement Evaluation

- Update on gravel runway condition assessment (*Clark Milne/David Barnes* → **Melvin Main**)
- Evaluation of Gravel Surface Strength Using Non-invasive Methods (*Clark Milne/David Barnes* → **Melvin Main**)
- Evaluation of Jacmel Airport, Haiti (*Ray Clement* → **Myron Thiessen**)
- Automated Pavement Evaluation (*John Emery* → **Marla Hughesman**)

Thursday AM – Pavement Design

- Improving Local Gravels for use on Airfields (**Melvin Main**)
- Joint Load Transfer and Joint Sealants – Edmonton Airport (*EBA* → **Daniel Qian**)
- Applicability of various airfield design programs in Canada (FAARFIELD, LEDFAA, PCASE) (*Dave Hein* → **Marla Hughesman**)
- Design Standards for New Aircraft (*George Nowak*)

21) Deadline to confirm speakers is March 17, 2010.

22) It was agreed that scheduling of our annual meeting is OK during the Tuesday Vendor Day. The Exec Meeting will be from 09:00 to 10:00. The Annual General Meeting will be from 14:15 to 16:15.

23) CAPTG will provide prizes at the Thursday session. You must be in attendance to win. Prizes will be VISA gift cards as follows: 3 x \$100 cards; 1 x \$200 card.

24) Northern Airports Group Meeting will be scheduled for Thursday 13:00 to 14:00.

Adjournment: Meeting was adjourned at 5:00 p.m. To reconvene the following day at 8:00 a.m.

February 18, 2010

8:00 a.m.

Present:

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Marla Hughesman	DND
Myron Thiessen	DND
Dick Stilwell	Government of Yukon
George Nowak	Hatch Mott MacDonald
Chris Stewart	GTAA
Tim Smith	Cement Association of Canada
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Andre Leclerc	Transport Canada
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Review of By-Laws

- 25) **Marla Hughesman** reviewed the issues discussed at the last meeting.
- 26) **Myron Thiessen** outlined the proposed changes to the by-laws as written in the current draft but stressed that further discussion is needed at this meeting.
- 27) It was agreed that the current format of the Board which does not allow industry reps to serve as Chair, Vice-Chair, Secretary or Treasurer needs to be changed so that CAPTG can be sustainable in the long term.
- 28) It was agreed that we should eliminate the Associate Member category and make General Membership open to everyone.
- 29) **Tim Smith** suggested the creation of two vice-chair positions: 1) Public (government/airport agencies); and 2) Industry (consultants/suppliers/contractors/academia). After a lot of discussion it was agreed that this approach makes sense.
- 30) It was agreed that to be elected as Chair, you must first serve as Secretary or Vice-Chair. To be elected as Vice-Chair, you must first serve as Secretary, Treasurer, or Officer.
- 31) It was agreed that the Chair must be from a government agency or airport authority.
- 32) To be elected as Chair, you must first serve as Secretary or Vice-Chair. To be elected as Vice-Chair, you must first serve as Secretary, Treasurer, or Officer.
- 33) It was agreed that the current distinction between General Officers and Advisory Officers would no longer apply given the changes in membership categories. After a lot of

discussion, it was decided that a total of 7 Officer spots be part of the Board. These Officers could be drawn from airports, government, or industry with the stipulation that a minimum of 3 officers be drawn from airports and/or government.

- 34) The Past-Chair only gets voting privileges if he needs to fill Chair or Vice-Chair position.
- 35) We need to do a better job of outlining duties of each member on the Board so that the workload is more evenly distributed.
- 36) The responsibilities of the Industry Vice Chair shall include:
 - Organization/coordination of the CAPTG Technical Track at the SWIFT Conference.
 - Recruitment of industry reps on the Board and within the General Membership.
- 37) The responsibilities of the Public Vice Chair to be responsible for:
 - Organization/coordination of the CAPTG Workshop.
 - Recruitment of airport and government reps on the Board and within the General Membership.
- 38) The Secretary will remain as the main point of contact for the SWIFT organizing committee. The duties for the 2010 CAPTG Workshop will slowly be passed off from **Myron Thiessen** to **Dick Stilwell**, who would fill the Public Vice-Chair position. The Industry Vice-Chair position would be determined by election at the Annual General Meeting.
- 39) Election terms should be staggered to allow for better continuity. It was agreed that the Chair and Officers will be grouped together for election in odd years while the Vice-Chair, Secretary, and Treasurer positions will be grouped together for election in even years.
- 40) 2010 Elections will include the Chair (1-year term only to get on the correct cycle), Vice-Chair, Secretary and Treasurer positions.
- 41) It was agreed that a Nominations Committee needs to be established. The responsibilities of this committee would include:
 - Organization/coordination of all CAPTG elections.
 - Solicitation/confirmation of nominations.
 - Counting ballots, as required, for each election and report results to Secretary.
- 42) The Nominations Committee will be comprised of three (3) Officers. **Chris Stewart**, **Andre Leclerc** and **Alice Krol** all agreed to serve on this committee. **Chris Stewart** will head this committee.
- 43) Secret ballot will be used where a vote is required to select one or more Board members from a pool of nominations.

- 44) Discussion of quorum - **George Nowak** suggested we need to have enough Board members so that we have a quorum of at least 50% + one. It was suggested that voting by proxy be allowed. Items that require voting should be sent to the Board by email prior to the vote.
- 45) Concern was expressed that the members of the board need to represent all pavement types (asphalt, concrete, and gravel). It was decided that although this requirement wouldn't be stipulated in the by-laws, the aim would be to get proper representation from each group. Nominations committee to consider this in the nomination process.
- 46) There is increasing concern that we have very few active members from airport authorities. We need to do a better job of recruiting. **George Nowak** to take lead on recruitment.
- 47) It was agreed that all CAPTG cheques need to be signed by the Treasurer and one of the following: Chair, Public Vice-Chair, Industry Vice-Chair, or Secretary.
- 48) Current By-Laws require an "annual business" plan be drafted. For clarity, this should be changed to "annual budget". Budget to be drafted by the Chair in conjunction with the Treasurer.
- 49) **Dick Stilwell** motions the proposed By-Law changes be accepted. **Myron Thiessen** seconds the motion. **CARRIED.**
- 50) **Myron Thiessen** to prepare draft of proposed By-Law changes and send to the Board for review.
- 51) Since we are creating several positions, approval of the By-Law changes at the next Annual General Meeting (AGM) will need to be done before the elections.
- 52) In advance of the AGM, we need to send letters stating the advisory officer positions will be terminated upon acceptance of the By-Laws at the AGM. **Myron Thiessen** to action.

CAPTG Website

- 53) Text on the website needs to be larger. It doesn't pop out at you.
- 54) Sustaining member logos should be placed on home page.
- 55) Text on the website needs to be bilingual. This is especially important as we look ahead to SWIFT 2011 in Montreal. CTA website would be a good example to follow. **Marla Hughesman** suggested a friend could do the translation. **Andre Leclerc** offered to review the translation before it is posted.

- 56) **Tim Smith** motions that Marla obtain quote for work. **Andre Leclerc** seconds the motion. **CARRIED. Marla Hughesman** to action.
- 57) **Andre Leclerc** suggested that we translate the CAPTG name and logo. The French name would be GTCCA – Groupe de Travail Canadien des Chaussées Aéroportuaires. **Chris Stewart** motions we get a quote for this work. **Tim Smith** seconds the motion. **CARRIED. Marla Hughesman** to action.
- 58) There is concern that we will need to use the SWIFT website manager to make our own changes. **Myron Thiessen** to confirm. Once confirmed, we need to seek proposal from web design firm.

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