

Mr. Scott Hainsworth
Manager of Procurement, Risk and Real Estate | Financial Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

12 January 2026

Dear Scott,

I am writing to request a Letter of Support from the City of Courtenay for a new Airpark project for which an application will be submitted to the Government of BC by the end of this week under the 2025/26 BC Air Access Program (BCAAP).

The Airpark Association is requesting Council support for a solar power project at the Airpark. The installation will include an upgrade to the power distribution system for the pilot lounge, hangar lines and external power receptacles. The project directly supports key policy directions in the City of Courtenay Official Community Plan (OCP) and the 2023-2026 Strategic Plan. As you know, the OCP includes policies to generate, procure, and help others access clean energy, and prioritizes renewable energy as part of municipal infrastructure planning. This Airpark project will contribute effectively to the City's goal of energy efficiency and emissions reduction.

The approximate cost of the BCAAP project is \$55,000.00 to \$60,000.00. If the project is approved by the BCAAP, the Airpark Association will be responsible for 10-15% of the cost.

The Airpark Board of Directors is unanimous in its support for the project, and contingency funds have been set aside to cover the Airpark's share.

For your information, a sample Letter of Support from the City Council for our 2026/2027 BCAAP application is enclosed.

Sincerely,

Ray Henault
President
Courtenay Airpark Association
Phone: (250) 465-0086

E-mail: rhenault@hotmail.com

Attachment: Sample Letter of Support for use in confirming the City of Courtenay's support from City Council for the Courtenay Airpark's 2026/27 BCAAP Application.

Mayor's Office 830 Cliffe Avenue
Courtenay, B.C. V9N 2J7

January XX, 2026

Ray Henault, President
Courtenay Airpark Association
#1 - 11 O 20th Street, Courtenay,
BC V9N 8B1
Sent via email only: rlhenault@hotmail.com

Dear Ray Henault:
Re: Letter of Support - Courtenay Airpark Association BC Air Access Program Grant

On behalf of our City Council, I am pleased to write you in support of the Courtenay Airpark Association's application to the BC Air Access Program grant.

At its xx January, 2026 meeting, Courtenay Council passed the following resolution:

THAT Council direct staff to provide a letter of support to the Courtenay Airpark Association for the 2026/2027 BC Air Access Program.

The City of Courtenay recognizes the importance of the services provided by the Courtenay Airpark and supports the application to install solar power at the Airpark. The proposed project will enhance the electrical grid serving the Airpark and reduce electrical costs for Airpark infrastructure, in direct support of key policy directions in the City of Courtenay Official Community Plan (OCP) and the 2023-2026 Strategic Plan to prioritize renewable energy as part of municipal infrastructure planning.

Yours truly,

Bob Wells, Mayor
City of Courtenay

cc. (Name), City Manager (CAO)