



# **Brockville 1000 Islands Regional Tackaberry Airport Commission Agenda**

Thursday, January 6, 2022 - 9:00 AM  
Airport/Virtual

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## **Chair's Remarks**

## **Disclosure of Interest**

## **Approval of the Minutes**

2 - 3      *THAT the minutes of the Airport Commission meeting dated November 25, 2021, be adopted as circulated.*

## **Delegations**

## **Business Arising from the Minutes**

1. City Staff Update on Various Projects

## **New Business**

1. Brockville Official City Plan
- 4      2. Letter from Transport Canada
3. Airport Code of Conduct
4. Lease Rate and Landing Rates for the Airport Hangar

## **Adjournment**

*THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for February 4, 2022.*



# **Brockville 1000 Islands Regional Tackaberry Airport Commission Minutes**

**Thursday, November 25, 2021 - 9:00 AM  
Virtual**

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The Airport Commission meeting was called to order on Thursday, November 25, 2021 - 9:00 AM, Virtual, with the following present:

**Present:** Member Colin Dyke, Chair; Member Mike Bowen; Member Mark Ward; Member Robert Kennedy; Member Peter Glazier and Member Brian Williams.

**Regrets:** Earl Brayton, Elizabethtown Council Representative.

**Staff:** Phil Wood, Director of Operations; Matthew Locke, Supervisor of Transportation and Fleet Services, and Ingrid Doucette, Administrative Coordinator.

1. **CHAIR'S REMARKS**

Nil.

2. **DISCLOSURE OF INTEREST**

Nil.

3. **APPROVAL OF THE MINUTES**

Moved by: Brian Williams Seconded by: Colin Dyke

THAT the minutes of the Airport Commission meeting dated October 28 be adopted and circulated as read.

**CARRIED**

4. **BUSINESS ARISING FROM THE MINUTES**

1. Runway Approach Progress  
The trees surrounding the runway have been cut back. Brock Air was on-site with an inclinometer to ensure there was enough clearance. City staff will do regular maintenance within their scope of expertise, annually.
2. Fuel Dispensing System  
The fuel tanks have been tested by Triangle Pump Service Limited.
3. Line Painting  
Runway painting is a high priority for early spring of 2022. A long term plan will be established.
4. Airport Management.

Before the end of the year, the formal agreement with Brock Air will be completed in writing and the contract will be in place.

5. Heritage Kitchens Hangar  
Heritage Kitchens are interested in renewing the lease. City staff seek lease conditions from the Commission. It is a two-year lease, plus the option to renegotiate for a third year. The renewed lease will communicate that trucks are not permitted on the tarmac due to weight restrictions.

## 5. **NEW BUSINESS**

1. Promoting the Airport from a Tourism Perspective  
The committee discussed the need for more effective marketing for the Airport, from a tourism perspective. The Tourism provider for the City will be invited to the next meeting.
2. Airport Budget  
The operating budget, including User Fees, is going to Council in December. The Commission can assist with a long term plan for capital projects for items such as tree clearing and line painting. The committee discussed initiatives to increase fuel sales.
3. Airport web-site  
The map information is out of date. In the new year, the page will be integrated into the City website, instead of having a separate site.
4. Airport Incident: Runway Approach Lights Damaged  
A pilot hit the lights on a landing, on August 6. The incident was reported to Transport Canada, but unfortunately not reported to the airport manager at the time.
5. Improper Use of Taxiway and Gate  
To prevent vehicles from driving on the grass to the hangars, a new gate or barrier is required. The pilots will be notified in writing.

## 6. **ADJOURNMENT**

*The meeting adjourned at 10:17 a.m.*

Moved by: Member Brian Williams. Seconded by: Member Michael Bowen

THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for Thursday December 16, 2021

**CARRIED**



Transport Canada Transports Canada

4900 Yonge Street  
4<sup>th</sup> Floor - PI  
Toronto ON M2N 6A5

Your file Votre référence

Our file Notre référence  
Z 5504-107285 P/B

January 4, 2022

Dear George Kolbe,

This letter is to advise you of the results of our investigation into your report dated August 17, 2020 regarding unsafe pilot practices on take-off at Brockville Airport on August 8, 2020.

In light of the available information, the investigator could not determine conclusively that an offence of *Canadian Aviation Regulations* s. 401.03(1), 602.01, and 602.136 were committed. As such, no further action will be taken.

We thank you for your interest in promoting Aviation Safety and for having brought this matter to our attention.

Sincerely,

Marc Bélanger  
Manager, Regional Enforcement Unit (PI)  
Transport Canada  
[TC.ONInvestigation-EnqueteON.TC@tc.gc.ca](mailto:TC.ONInvestigation-EnqueteON.TC@tc.gc.ca)