



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

## **Agenda**

Thursday, September 30, 2021 – 9:00 a.m.

Virtual

### **Chair's Remarks**

### **Disclosure of Interest**

### **Approval of the Minutes**

2 - 3

### **Delegations and Presentations**

Nil.

### **Business Arising from the Minutes**

1. Airport Management Contract Review

### **New Business**

4 - 7

1. Review of By-Law Number 066-2009 and Terms of Reference for Airport Commission

### **Adjournment**

*THAT the Airport Commission meeting be adjourned until its next regular meeting.*



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

**Thursday, September 16, 2021 - 9:00 AM**  
Virtual

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The Airport Commission meeting was called to order on Thursday, September 16, 2021 - 9:00 AM, in the Airport/Virtual, with the following present:

**Present:** Colin Dyke, Chair; Member Brian Williams; Member Robert Kennedy; Member Michael Bowen.

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

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

1. **CHAIR'S REMARKS**  
Nil.

2. **DISCLOSURE OF INTEREST**  
Nil.

3. **APPROVAL OF THE MINUTES**  
The minutes of the previous meeting (held 18Feb2020), were not available.

4. **BUSINESS ARISING FROM THE MINUTES**  
Nil.

5. **NEW BUSINESS**

1. Brock Air Service Reports (2020) 2020 Air Traffic Movement and Airport Revenue

The commission reviewed the reports.

2. Airport Management Contract

The procurement process for the Airport Management Contract has concluded. The Contract is being prepared.

3. Instrument Approach Procedure Update

The Instrument Approach Procedure is to be updated every four years. The Attestation Process is every year. City staff discussed

the requirement for tree clearing surrounding the airport grounds and runway.

4. Airport Commission Terms of Reference Review Discussion

The Commission will review and discuss at the next meeting.

5. Runway Asphalt Crack Filling

City staff noted that the City of Brockville's annual ACPM (Asphalt, Concrete Paving and Milling) process is underway in various locations. Staff will follow up to develop the scope of the project as the site could potentially benefit from cost savings.

6. Fuel Pump Calibration

Fuel is the biggest revenue generator. Selling fuel around the clock using a key card system would benefit the airport, similar to a system used in Smiths Falls. The City had originally budgeted \$154,000 to upgrade the aging fuel system, which staff believes was for tank replacement. The feedback from the Airport Commission and airport user groups is that pump replacement is much more pressing. Precision seal testing and cathodic protection testing is currently underway. A new calibration test is being sought. City staff stated that an assessment of the tanks is required to determine if the tanks are suitable to remain, and if the project scope can be revised to focus on pumps only.

7. Brockville Airport Letter of Support from Ornge.ca

This organization is Ontario's provider of air ambulance and related services. The letter expressed support for instrument approaches at the Brockville Airport.

6. **ADJOURNMENT**

The meeting adjourned at 10:15 a.m.

# THE CORPORATION OF THE CITY OF BROCKVILLE

## By-Law Number 066-2009

### *BY-LAW TO ESTABLISH AN AIRPORT COMMISSION OF THE CORPORATION OF THE CITY OF BROCKVILLE AND RESCIND BY-LAW 281-89.*

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WHEREAS Section 70 of the Municipal Act, 2001, authorizes the Council of a Municipality to establish an Airport Commission to operate an Airport on its behalf;

AND WHEREAS it is desirable that such a Commission be established and known as the Brockville Airport Commission for the purpose of organizing, maintaining and operating a field and facilities as an Airport;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS;

1. MEMBERS

THE COMMISSION SHALL BE COMPOSED OF:

- a) The Mayor of the City of Brockville in each current year shall be an ex-officio member.
- b) One member of Elizabethtown-Kitley shall be appointed annually by Elizabethtown-Kitley.
- c) Six (6) persons, each of whom shall be appointed by Council.
- d) The Director of Operations or his/her delegate is a member of the Commission as Secretary. He/she will not have voting privileges.

2. TERM OF OFFICE

- a) Members shall hold office for a maximum term of four (4) years. Members, at the discretion of Council, may be appointed for a second term.
- b) Appointments shall be made effective each December 1 and all appointments and re-appointments of members to the Commission shall be for a term of four years.
- c) In the case of a resignation of a Commission member or for any other

reason a Commission member is not able to serve his/her term of office, the Mayor may appoint a replacement to complete his/her term of office.

3. REMUNERATION

The members of the Commission shall serve without remuneration.

4. CHAIRMAN

The Commission shall at the first meeting held each year elect one of the voting members as Chairman. The Chairman shall not serve more than two (2) consecutive years.

5. FIRST MEETING

The first meeting of this Commission shall be held in January in the year following appointment of said Commission.

6. AUTHORIZATION

The Airport Commission shall perform its duties in accordance with Terms of Reference prepared by the City of Brockville Council and attached hereto as Schedule "A".

7. CITY POLICIES AND LIAISON WITH CITY ADMINISTRATION

- a) The Recording Secretary will forward copies of the minutes of every meeting within seven (7) days to the Chief Administrative Officer for circulation to members of Council.
- b) The Recording Secretary will forward a copy of the Annual Report to the Chief Administrative Officer for circulation to members of Council.
- c) i) The Board shall operate within the same policies and procedures as apply to regular City Departmental operations, including from time to time the application of operational audits. As well, the City's Budgetary guidelines and accounting practices will be utilized by the Boards.

- ii) Personnel policies and practices, as well as observation of tendering procedures and purchasing practices, shall be observed as may be adopted and amended from time to time.
- iii) The City's Fleet Division contains a budgetary process for providing the City Departments and Boards with required vehicles and operating equipment. The operation of the Boards shall include participation in the City's Fleet practices.

8. DISCRETIONARY POWERS OF COUNCIL

Council shall be subject to but not limited to the provisions of this By-Law and may at its discretion extend time limits.

- 9. Should this Commission be dissolved by Council, all documents referred to in Section 4 of the Terms of Reference attached as Schedule "A", shall be forwarded to the City Clerk to be handled under the records management program.
- 10. THAT By-Law 281-89 is hereby rescinded.

Given under the Seal of the  
Corporation of the City of Brockville  
and passed this 23<sup>rd</sup> Day of June, 2009

  
Acting Mayor

  
Clerk

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SCHEDULE "A"

AIRPORT COMMISSION

TERMS OF REFERENCE

SUBJECT to such limitations and restrictions as Council may from time to time impose by by-law, resolution or otherwise, the Commission may:

1.     a)     fix the times and places for meetings of the Commission and the mode of calling and conducting them and make regulations governing the conduct of its members;
  - b)     elect a Chairman and Vice-Chairman all of whom shall hold office for not more than two (2) consecutive years.
  2. The majority of the Members of the Commission constitutes a quorum.
  3. No Member of the Commission, or of Council, shall have any contract with the Commission or be pecuniary interested, directly or indirectly, in any contract or work relating to the operations or function of the Commission.
  4. The Commission shall keep minutes of its meeting and books, papers, and documents used in, and pertaining to the business of the Commission, and all such minutes, books, papers and documents shall be open to the members of Council and to any other person or persons appointed for that purpose by Council.
  5. The Commission shall on or before the first day of September in each year prepare and submit to Council an estimate of its requirements for the next ensuing year through the submission of a financial budget detailing revenues and expenditures in the format approved by Council and recommend capital expenditures to ensure the safe operation of the facility and potential for increased business.
  6. Review and recommend property control acquisitions.
  7. Review and recommend terms of reference for the fixed base operator and any users of airport property.
  8. To ensure that the operation and property conforms to the regulations of the Department of Transport and the Ministry of Transportation and Communications.
  9. If a member of the Airport Commission is absent for four (4) consecutive meetings for reasons other than illness or unavoidable absence, they be removed from the Commission.
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