



Brockville 1000 Islands Regional Tackaberry Airport Commission Minutes

Friday, February 4, 2022 - 9:00 AM
Virtual

The Airport Commission meeting was called to order on Friday, February 4, 2022 - 9:00 AM, Virtual, with the following present:

Present: Member Colin Dyke, Chair; Member Mark Ward, Member Peter Glazier, Member Robert Kennedy, Member Michael Bowen
Regrets: Brian Williams, Earl Brayton.
Others: Nil.
Staff: Phil Wood, Director of Operations; Matt Locke, Supervisor of Transportation and Ingrid Doucette, Administrative Coordinator.

1. **CHAIR'S REMARKS**

Nil.

2. **DISCLOSURE OF INTEREST**

Nil.

3. **APPROVAL OF THE MINUTES**

Moved by: Member Glazier Seconded by: Member Kennedy.

THAT the minutes of the Airport Commission meeting dated January 6, 2022, be adopted as circulated.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

1. Tourism Opportunities for the Airport

A virtual meeting was held with members of the Airport Commission and the Tourism Office staff to discuss tourism initiatives and the Brockville Airport. Mr. Boone will liaise with Ms. Stobo from the Tourism office, to discuss content on the web-pages. The committee decided to have the Brockville Airport web-site be incorporated into the City of Brockville site - with the appropriate links to the Tourism web-site.

2. City Staff Update on Projects

Instrument Approach Procedures. City staff sent a submission to Nav Canada and a response is forthcoming.

Fuel Dispensing System. A tender will be sent out later this spring for a new fuel system and the scope of work is currently being developed. The Commission will provide feedback as to how to maintain the existing system during the installation of the new one.

Line Painting. This project will be put out for tender in the spring. The centre lines are a priority and the runway numbers. An alternate plan will be developed, using City resources, if the project is too costly.

Plug-in outlets for aircraft for winter use. The amount of use and the location of outlets was discussed.

De-icing. The demand for de-icing was discussed.

3. Airport Code of Conduct

The Civil Aviation Daily Occurrence Reporting System (CADORS) was discussed. It is the responsibility of the airport manager to document incidents using the CADORS system.

4. City of Brockville Official Plan update

The *Official Plan* is a planning document that sets zoning and development rules for the City. Since the Airport is located outside of Brockville city limits, it is not subject to Brockville planning rules, and so is not relevant to much of the *Official Plan* document. However, Planning staff noted they would make mention of the Airport in the introduction, as part of the City's Transportation Network.

5. Lease Rate and Landing Rates for the Airport Hangar
This item will be discussed at a future meeting.

5. **NEW BUSINESS**

1. Airport Manager Job Description Discussion
This item will be discussed at a future meeting.

2. Capital Budget Development for Future Improvements

The Airport Commission will compile a list of capital requirements for maintenance and improvements to the airfield. It will identify priorities; assist with capital projects for future and ensure that the assets are sustained. In addition, a list of every airport asset, its value and life expectancy will be required.

6. **ADJOURNMENT**

The meeting adjourned at 10:08 am.

Moved by: Member Glazier. Seconded by: Member Kennedy
THAT the Airport Commission meeting be adjourned until its next
regular meeting scheduled for March 11, 2022 at 9:00 a.m.