



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

**Friday, April 8, 2022 - 9:00 AM**  
Airport/Virtual

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The Airport Commission meeting was called to order on Friday, April 8, 2022 - 9:00 AM, in the Airport/Virtual, with the following present:

**Present:** Member Colin Dyke, Chair, Member Brian Williams, Member Michael Bowen, Member Mark Ward, and Member Peter Glazier  
**Regrets:** Robert Kennedy, Earl Brayton  
**Others:** Nil.  
**Staff:** Phil Wood, Director of Operations, Matthew Locke, Supervisor of Transportation and Fleet Services, Travis Raison, Project Manager and Ingrid Doucette, Administrative Coordinator.

1. **CHAIR'S REMARKS**

Nil.

2. **DISCLOSURE OF INTEREST**

None.

3. **APPROVAL OF THE MINUTES**

Moved by: Brian Williams

Seconded by: Mike Bowen

THAT the minutes of the Airport Commission meeting dated March 11, 2022 be adopted as circulated.

**CARRIED**

4. **BUSINESS ARISING FROM THE MINUTES**

1. Airport Code of Conduct

The Commission reviewed the Code of Conduct and made revisions. Staff will formalize the document and have it reviewed by senior management.

2. Fuel System Upgrade

Staff notified the commission that an RFP is being prepared and will include the fuel types, the length of fuel reel, the card lock system, digital payment, additional lighting and electrical plug-ins. The inground tanks will remain in use for the immediate future. The inground piping will be replaced as it does not meet current

regulations. The tanks are tested yearly to meet insurance requirements and they are in adequate condition.

3. Welcome to Brockville signs at the Airport

A new sign is being drafted.

5. **DELEGATIONS AND PRESENTATIONS**

Nil.

6. **NEW BUSINESS**

Nil.

7. **ADJOURNMENT**

Moved by: Member Ward

Seconded by: Member Williams

THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for Friday May 6, 2022 at 9:00 a.m.

**CARRIED**

*The meeting adjourned at 10:38 a.m.*