



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday, February 18, 2020

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

1. Minutes of the January 21 Meeting (DRAFT COPY)
2. Disclosure of Interest
3. Brock Air Services January Report (attached)
4. Summary of January 2020 Air Traffic Movement (attached)
5. Summary of January 2020 Airport Revenue (attached)
6. Summary of 2019 Revenues and Expenses
7. Action Item Update
 - a. Radio Frequency Change
 - b. Reticle Operations Discussion
8. New Business
 - a. Gliding Operations
 - b. Measurement Canada Violation Warning



Minutes of Meeting
BROCKVILLE - 1000
ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING

Tuesday, January 21, 2020

MEMBERS PRESENT

Mr. Colin Dyke – Chair..... cdyke@ripnet.com
Mr. Mike Bowen – Vice Chair..... mwb@ripnet.com
Mr. Ron Gautreau..... roke@myhighspeed.ca

MEMBERS ABSENT

Mr. Earl Brayton, Elizabethtown Council Rep..... earlbrayton@bell.net
Mr. Brian Williams..... briwilliams401@gmail.com

ALSO, PRESENT

Mr. Dean Glover – Brock Air Services..... brockair@kingston.net
Mr. Kent Wharton - Brock Air Services.....kentwharton1@gmail.com
Mr. Matthew Locke – City of Brockville..... mlocke@brockville.com

1. Minutes

Minutes Moved by: Earl
Seconded by: Mike
THAT the minutes of the meeting of October 15 be approved
CARRIED

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services December 2019 Monthly Reports

A copy was attached to the agenda.

4. Summary of December 2019 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of December 2019 Airport Revenues

A copy was attached to the agenda.

6. Action Item Update

Ogdensburg Instrument Approach Procedure – Dean notes that the proposed airport frequency change will have Brockville and Ogdensburg on the same frequency. The frequency change will ensure that Brockville bound pilots are hearing any flights approaching Ogdensburg to increase airport safety.

Once frequency change is approved by Transport Canada, the Airport Commission will be writing a letter to COPA to note the changes. Matt will be creating a form letter noting the change to be issued to all resident pilots and posted in the airport terminal.

Reticle Operations Discussion – Kent gave an overview of the Reticle event that had taken place on January 17th using a drone as part of the operation. The airport was closed to all non-emergency aircraft during the event. Kent noted that at 2pm a recreational aircraft (Cessna 172) came in and landed at the runway without first making radio contact. Kent called the pilot on the radio once on the runway to ask if he was aware that the runway was closed to non-emergency aircraft. The pilot noted that he was unaware, and noted that he will be leaving immediately, and then immediately departed.

Kent noted that there was a violation of controlled airspace by two school buses during the event. Two school buses entered airspace on the taxiway without any permission to do so. Kent spoke with Reticle staff to inform them of the violation.

Two pilots issued complaints to Brock Air on January 17th. Both complainants noted that they had booked instructors two weeks in advance for this date. They had checked NOTAMs in advance of the event and did not see anything for this date. In both cases they were not made aware of the airport closure until the morning of the event and were forced to cancel training, flights and flying club aircraft rental at the last minute.

Colin notes that the closure cost the City and Flying Club revenue by grounding potential flights and fuelling stops that day.

Dean notes that current Transport Canada regulations allow Registered Aerodromes to self regulate drone usage. Dean notes that by allowing drone usage at the airport, even if restricted to a specific area and elevations, there is still a risk particularly to trainee pilots landing at the airport. Ron asks the City to clarify if members of a Committee of Council can be held liable for decisions made by that committee. Matt notes that a response will be given at the next meeting.

7. New Business

Airport Commission By-Law – Dean notes that the AC by-law (1989 version) notes a requirement to have a Councillor on staff. Dean asks if there is now a newer version of the

by-law. Dean also asks if a new version notes that terms are to be four years, as the 1989 version notes three years, but the current council term is four. Matt to provide update at the next meeting.

Next meeting: February 18 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport
Meeting adjourned at 5:15 pm

Minutes prepared by: Matthew Locke
Supervisor of Transportation, City of Brockville

BROCKVILLE 1,000 ISLANDS REGIONAL

TACKABERRY AIRPORT

<http://www.brockvilleairport.com>

Our Mission Statement:

"Attract new business to the Brockville region, provide air ambulance/search and rescue facilities while maintaining a public destination facility that reflects well on the local community."

Airport Month End Report for JANUARY 2020

CURRENT MONTH END AIRCRAFT MOVEMENTS:

(Recorded visually from 07:30 to 16:30 and via Unicom, radio reception playback from 16:31 to 07:29)

Statistics inside brackets refer to the previous year's recorded take-offs and landings.

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
624 (480)	200 (128)	16 (12)	12 (36)	8 (8)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
624 (480)	200 (128)	16 (12)	12 (36)	8 (8)

Effective Jan 1st, 2012: Business aircraft will include Hydro One and pipeline patrol helicopters

Government aircraft will include; OPP, RCMP, MNR, DND and Canadian Coast Guard

The Current Month's Aircraft Movements of Interest

Helicopters: 5 TransCanada Pipelines, 2 Enbridge Pipelines, 1 RCAF Search & Rescue and 4 ORNGE air ambulance.

Fixed Wing: 1 TBM 700 turbo-prop (Toronto)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. January 16, City staff instructed the Airport Manager to close the airport, by NOTAM, between the hours of 10:00 a.m. on Jan 17 and 9:00 p.m. on Jan 18. Air Ambulance aircraft were exempt. The purpose was to allow a Reticle drone to film students participating in an exercise in the Reticle training area without any conflict to manned aircraft. During the closure, there were 2 drone flights of 40 minute duration. An Air Ambulance aircraft used the airport and one aircraft landed unannounced and then departed quickly after being advised, by radio, that the airport was closed. Cont'd.../2

Aviation Safety & Aerodrome Security cont'd

2. January 17, two school buses drove past a sign prohibiting unauthorized vehicles from entering the airside of the airport. The drivers were positioning to pick up the students returning from the Reticle exercise in its' training area.
3. The Airport Staff faxed 34 Runway Surface Condition reports to the NAV CANADA NOTAM office during the month of January.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. January 16, the Airport Manager paid a site visit to the NDB facility. The building door, its' pedestrian gate and security fencing were in good condition. No issues were noted.
2. January 24, one of the airport tenants stopped and turned around an unauthorized vehicle whose driver had opened a signed gate and was proceeding onto the airside.
3. January 29, an Inspector from Measurement Canada visited the airport for an unscheduled review of the City's aviation fuel pumps. The Inspector completed and left a report, with the Airport Manager, for his follow-up with City staff. The APM will provide more details during the A/P Commission meeting.

GENERAL REMARKS

1. The Reticle shooting range was active on January 7, 14, 21, 22 and 28.

End of the January 2020 Airport Month End Report



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT
SUMMARY OF AIR TRAFFIC MOVEMENTS



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Training	7,358	6,019	7,916	5,694	2,944	3,748	7,584	12,251	14,088	14,308	16,488	18,100	16,416	16,824	14,344	10,392	11,232	10,559	16,860	15,900
Private	2,420	2,602	3,576	2,664	2,691	3,110	4,944	4,283	3,987	5,116	5,520	6,176	6,462	6,595	6,571	4,192	4,120	4,255	4,678	4,626
Business	270	322	410	458	432	458	444	484	194	208	248	280	224	254	320	246	254	158	176	204
Government	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	598	892	654	212	200	133	246	204
Air Ambulance													56	34	62	96	70	86	52	108
Total	10,794	9,763	12,906	9,502	7,005	8,386	14,166	18,938	20,299	22,336	25,100	26,390	23,756	24,599	21,951	15,138	15,876	15,191	22,012	21,042

2020 Aircraft Movements

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Training	624												624
Private	200												200
Business	16												16
Government	12												12
Air Ambulance	8												8
Total	860	0	0	0	0	0	0	0	0	0	0	0	860

Notes:

1. Air traffic movements are only recorded daily between the hours of 7:30 a.m. to 4:30 p.m.
2. Effective Jan 1 2012 OPP, RCMP, MNR, DND and Coast Guard counted government
3. Effective Jan 1 2012 Hydro One and Endbridge counted as business
4. Effective Jan 1 2012 Air Ambulance counted separately



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

2020 AIRPORT REVENUE

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2020 Budget
Jet A1 - Fuel	\$3,718.75	\$3,554.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,273.10	
100 LL - Fuel	\$702.10	\$353.28	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,085.38	\$100,000.00
Landing Fees	\$270.00	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$480.00	\$3,000.00
Parking Fees	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$4,698.85	\$1,343.78	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,072.63	\$103,500.00



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

2019 AIRPORT REVENUE

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Budget
Jet A1 - Fuel	\$4,015.80	\$1,621.68	\$1,164.06	\$3,488.70	\$5,832.30	\$9,537.44	\$6,001.60	\$8,734.88	\$5,011.23	\$3,324.06	\$4,450.27	\$3,680.25	\$56,862.27	
100 LL - Fuel	\$221.01	\$2,426.60	\$2,459.08	\$3,130.71	\$7,225.92	\$4,448.32	\$6,193.08	\$6,359.52	\$5,605.88	\$5,764.91	\$2,288.17	\$2,150.24	\$48,273.44	\$100,000.00
Landing Fees	\$300.00	\$210.00	\$60.00	\$360.00	\$540.00	\$420.00	\$480.00	\$300.00	\$240.00	\$270.00	\$330.00	\$360.00	\$3,870.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$15.00	\$30.00	\$0.00	\$0.00	\$0.00	\$75.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00	\$1.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.40	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$4,536.81	\$4,258.28	\$3,683.14	\$6,979.41	\$13,598.22	\$14,504.76	\$12,684.08	\$15,432.40	\$10,887.11	\$9,358.97	\$7,068.44	\$6,190.49	\$109,182.11	\$103,500.00

Summary of 2019 Airport Revenues and Expenses

	Budget	Actual
Airport Leases	-27,300	-24,116
Airport Hangar Rentals	-26,671	-24,579
Landing Fees	-3,200	-4,260
Parking	-300	-114
Tax Recoveries	-6,807	-8,003
Fuel Sales	-100,000	-109,109
Call Outs	0	-40
Revenue Total	-164,278	-170,220

	Budget	Actual
Administrative and Management Costs	132,276	129,156
Office Expense	4,278	9,457
Building Expenses	48,741	46,350
Field Maintenance	2,200	4,924
Fuel Expenses	71,700	73,539
Terminal and Hangar Maintenance	3,800	10,687
Navigational Aid Maintenance	5,000	3,280
Facility Maintenance	3,470	35
Expense Total	271,465	277,429

2019 Airport Operating Expense

\$107,187 \$107,209

8a New Business – Gliding Operations

----- Original Message -----

Subject:Gliding Operations at Brockville Airport

Date:2020-02-09 9:04 pm

From:"george.domaradzki@sympatico.ca" <George.domaradzki@sympatico.ca>

To:"cdyke@ripnet.com", "mwb@truespeed.ca", <kentwarthon1@gmail.com>

Hello,

My name is George Domaradzki. I am the president and chief flight instructor at Rideau Valley Soaring. Mark Ward, our AME, informed me that you could possibly let us have gliding operations this April at Brockville Airport. In recent years we have had delays in starting our gliding operations in the spring at our airfield because of wet conditions. In the spring we first have our annual checkouts of our instructors and members. I am asking if you would allow our plane to tow gliders out of Brockville Airport. This would greatly help in getting our members ready for the gliding season back at our airfield.

We plan on using one or two gliders to carry out the checkouts. We expect to carry out operations mostly on weekends from 10 AM to 5 PM. We have about 40 members, but I suspect maybe half would come to Brockville Airport – 5 to 10 per day. There are four instructors, 30 regular members with glider pilot licence and 6 members with student pilot permits (Note that these student pilots are typically 30 to 65 years of age and most are at solo stage with over 50 flights.) We would like to checkout as many members as possible. There are a few members that have not yet been checked out for solo and will require dual flight instruction at all times. A few of our members have PPL licence as well, and some own airplanes. Many of our members have flown cross-country and have landed their gliders at other airports and fields. We are in constant radio contact with ground and other aircraft. We operate with other power planes at our airfield.

All our glider pilots need to belong to our club in order to be towed. This gives us an advantage in that no glider pilot operates independently and all must adhere to Club rules and instruction. All glider pilots are monitored by the instructors. The Club's prime consideration is safety. Our gliders and tow plane are equipped with *Flarm* collision avoidance system. This system broadcasts the glider position to other gliders, but also receives ADS-B and transponder Mode-C/S receiver signals from all other aircraft. The system will also sound an alarm and visually indicate the position of another aircraft based on a collision prediction algorithm.

So, I am hoping that you will be able to accommodate us. We will observe any condition you may put in place.

Regards,
George Domaradzki