



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday, December 17, 2019

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the October 15 Meeting (DRAFT COPY)**
- 2. Disclosure of Interest**
- 3. Brock Air Services October & November Reports (attached)**
- 4. Summary of November 2019 Air Traffic Movement (attached)**
- 5. Summary of November 2019 Airport Revenue (attached)**
- 6. Action Item Update**
 - a. Ogdensburg Approach Discussion**
 - b. Reticle Operations Discussion**
- 7. New Business**
 - a. 2020 City Council Delegation**
 - b. Terminal Repairs**



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

Tuesday, October 15, 2019

MEMBERS PRESENT

Mr. Colin Dyke – Chair.....cdyke@ripnet.com
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net
Mr. Brian Williams.....briwilliams401@gmail.com
Mr. Ron Gautreau.....roke@myhighspeed.ca

MEMBERS ABSENT

Mr. Wilsie Hatfield..... whatfie@myhighspeed.ca

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: Mike

Seconded by: Earl

THAT the minutes of the meeting of September 17 be approved
CARRIED

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services September 2019 Monthly Reports

A copy was attached to the agenda.

4. Summary of September 2019 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of September 2019 Airport Revenues

A copy was attached to the agenda.

6. Action Item Update

Ogdensburg Instrument Approach Procedure – No Updates

Reticle Operations Discussion – Dean notes that Brock Air has created a formal radio process for Reticle Staff when requesting to cross the runway to access the training area.

AC asks for an update on the construction of a Reticle access road. AC notes a safety concern, particularly with the increase in the number of crossings this fall. AC expresses concern that this road construction is not being pushed for urgently enough by the City. AC asks for Matt to provide a date at November meeting for road construction.

7. New Business

Pilot Issue – Kent discussed a reported airport incident that occurred on September 17. Kent notes that did not witness the incident, but spoke with several witnesses. A local pilot reportedly damaged another aircraft while taxiing his aircraft near the fueling area on the ramp. The AC noted that this pilot has previously had safety issues over the past several years. Kent asked various witnesses to file a CADORS Report with Transport Canada, but to his knowledge a report was not yet filed. The AC expresses concern that safety issues could continue with this pilot, and wants to communicate their concern to Transport Canada. Kent to engage Transport Canada on this item, either by letter or report. The AC asks Matt to report back with information on the City mechanism for removal or suspension of use of a City hangar or property for breaking aviation rules.

Radio Frequency – Matt introduces Dean's report recommending changing the airport frequency to 122.8. Colin notes that he has discussed with a number of resident and visiting pilots and responses have been overwhelmingly in favour of changing the frequency. The change to 122.8 would have Brockville on the same frequency as Ogdensburg, which would have local pilots sharing a frequency with potential overflying aircrafts from Ogdensburg. Mike proposes motion to change to 122.8. **AC votes unanimously in favour of changing the airport frequency to 122.8.** Brock Air to engage with Transport Canada to apply for a new frequency. **AC votes unanimously in favour of declaring the NDB Site surplus, and approving the sale of the land. The Airport Commission notes a recommendation to use the revenue from the sale of the land towards Airport infrastructure spending.**

NDB Site – Matt introduces item requesting that the AC vote on the whether the City should sell the NDB site, now that one year has passed since the site was decommissioned.

Line Painting – AC notes that runway numbers need to be repainted.

Anemometer Discussion – Dean notes the City's anemometer was reporting incorrect wind directions in the late summer. The vane had been replaced about one year earlier. Brock Air was quoted a new vane and sensor for \$300. Kent noted he had recently acquired an anemometer from another airport site no longer in use. The Brock Air owned anemometer has been installed and is working correctly.

Next meeting: October 15 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport
Meeting adjourned at 5:55 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 OCTOBER 2019

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
1560 (2268)	374 (436)	14 (14)	34 (24)	8 (4)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
14196 (15324)	3916 (4106)	180 (158)	186 (226)	86 (48)

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: 6 TransCanada Pipelines, 4 ORNGE air ambulance and 1 Canadian Coast Guard Bell 429

Fixed Wing: 4 Ontario Provincial Police (Cessna 206), 2 Transport Canada (Beechcraft King Air 90 turboprop) and 1 Toronto corporate (Beechcraft King Air 90 turboprop)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. October; the Reticle rifle range was active on 14 days.
2. Oct 29; Reticle requested and received approximately 30 authorizations, from the airport staff, to enter and then drive their vehicles along Rwy 04/22 in order to enter and exit its' training area. The first 2000' of Rwy 22 cannot be visually checked from the Airport Flight Office window. Clearly, "all season" access road is required. Cont'd.../2

Aerodrome Safety & Aerodrome Security cont'd

3. Oct 24, Brock Air Services provided the City of Brockville with a blank, Transport Canada "Aeronautical Assessment Form for obstacle note and assessment". It is the legal responsibility of any prospective building owner to complete and submit such a form, to Transport Canada, prior to the placement of any structure on or near airport property. Transport Canada can then determine if the location of the structure is acceptable and will advise the prospective builder with regard to what, if any, special paint markings and/or lighting will be required on that structure.
4. Oct 30, two local hunters made application to hunt White Tail Deer on the airport property. The Airport Manager processed their paperwork and reviewed the airport safety requirements. The removal of large wildlife, from the airport property, is a key component of the airport's Wildlife Management Program. Animals on the airport runway pose a significant hazard to landing and departing aircraft.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. Oct 2, the UNICOM radio, in the Flight Office failed to receive. The Airport Manager issued a NOTAM to that effect. The City of Brockville was also notified and Mr. Nand Romijn, a local radio technician, made the necessary repairs. Although its' range was limited, the portable VHF radio was used during the outage.
2. Oct 5, Falcon Security repaired the alarm keypad and sensor that had been damaged during a passing thunderstorm.
3. Oct 16, the Airport Manager paid a site visit to the NDB facility. No issues were found.
4. Oct 30, a staff member of L. A. Knapp Construction inspected the holes in the taxiway and the main apron in preparation for a quotation to repair

GENERAL REMARKS

1. Oct 28 – 31, work continued on the construction of a berm to better contain noise within the Reticle training area.

BROCKVILLE 1,000 ISLANDS REGIONAL

TACKABERRY AIRPORT

<http://www.brockvilleairport.com>

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Airport Month End Report for NOVEMBER 2019

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
912 (960)	360 (314)	14 (10)	18 (2)	10 (2)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
15108 (16284)	4276 (4428)	194 (168)	204 (228)	96 (50)

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: 4 TransCanada Pipelines, 1 Enbridge Pipelines, 5 ORNGE air ambulance, 2 O.P.P. and 1 Transport Canada (Bell 412).

Fixed Wing: 1 corporate (Cirrus SR22 visiting Brockville General Hospital), 1 corporate (Cessna Citation jet - G.Tackaberry & Sons Construction Ltd.) and 1 O.P.P. (C206)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. November 4, one White Tailed deer was removed by a hunter authorized to be on the property. A second buck was removed on November 17.
2. The Airport Staff faxed 17 Runway Surface Condition reports to the NAV CANADA NOTAM office during the month of November.

Cont'd..../2

Aviation Safety & Aerodrome Security cont'd

3. November 25, NAV CANADA issued a NOTAM amending its' aviation publications...
"RWY DATA: RCR TO READ: OPR RWY 16/34 NO WIN MAINT, MAY BE EXTREMELY SOFT
DUR SPRING OR AFTER HVY RAIN. PLR". It is expected that the Canada Flight
Supplement will be updated accordingly in time for its' next publication.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. November 1, the Airport staff submitted, to the City of Brockville, a cost/benefit proposal for the reinstatement of the City of Brockville's altimeter setting equipment. It was noted that the current, altimeter setting and detailed weather observation is readily available through the Ogdensburg AWOS (via VHF radio broadcast and telephone). That information is available at no cost to the City of Brockville. Certification of the City's altimeters would bear both annual and bi-annual costs estimated at \$152.20 and \$382.20 respectively. It is estimated that only a 40' altitude reduction would be applied to the Instrument Approach Procedures if a Brockville altimeter setting was provided. The Airport staff recommended that the reinstatement not be undertaken and that such cost savings be diverted to other repairs or upgrades to the visual navigation aids (eg. wind tee and MALSF strobes).
2. November 11, the Airport Manager paid a site visit to the NDB facility. No issues were discovered. The building and security fencing were secure.
3. November 28 & 29, L.A. Knapp Construction resurfaced holes in the main apron and taxiways. The Airport Manager issued a NOTAM, through NAV CANADA, advising of the presence of workmen and paving equipment on the airside. The APM monitored their progress and no safety issues were encountered.

GENERAL REMARKS

1. November 1, a very active cold front passed through Eastern Ontario during the early morning hours. When the Airport Manager reported for duty, he discovered that Reticle's stacked sea canisters had collapsed, presumably as a result of the high winds. The APM notified Reticle Ventures Canada staff and also the City of Brockville. Fortunately, there were no personal injuries or other damage reported.

General Remarks cont'd

2. November 5, an Inspector from the Ontario Ministry of Labour visited the Reticle site and investigated the circumstances that led to the collapse of its' sea canisters.
3. November 11, Mr. Nick Taylor, a Civil Aviation Inspector with Transport Canada, telephoned the Airport Manager with reference to T.C.'s requirement to approve Reticle's stacking of sea canisters on the airport property. The APM directed Mr. Taylor to Matthew Locke, of the City of Brockville. Reticle had previously been made aware that Transport Canada would require the submission of an "Aeronautical Assessment Form for obstacle note and assessment" prior to the erection of any structures on or near the Brockville airport. Following Mr. Taylor's warning, Matt Locke and the Brock Air staff discussed the steps needed to ensure compliance. Further details will be provided during the next meeting of the Airport Commission.
4. November 15, 20 and 21, Reticle conducted live fire training exercises at its' range.
5. November 15 & 16, Reticle hosted a training exercise for the Canadian Red Cross in its' training area.

End of the November 2019 Airport Month End Report

From the staff at Brock Air Services our very

*Best Wishes for a Merry Christmas and
a Happy and Healthy New Year!*



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	15,108
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	4,276
Business	270	322	410	458	432	458	444	484	194	208	248	280	224	254	320	246	254	158	176	194
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	96
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	19,878

2019 Aircraft Movements

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Training	480	648	1,176	1,056	4,080	1,200	1,392	1,200	1,404	1,560	912		15,108
Private	128	234	402	350	488	478	414	508	540	374	360		4,276
Business	12	10	6	18	34	42	16	18	10	14	14		194
Government	36	12	36	12	12	10	6	12	16	34	18		204
Air Ambulance	8	8	0	6	14	8	16	12	6	8	10		96
Total	664	912	1,620	1,442	4,628	1,738	1,844	1,750	1,976	1,990	1,314	0	19,878

Notes:

1. In 2001, the events of September 11 had an enormous impact on air movements throughout North America.
2. In 2003, air movements were down as a result of the loss of the flying school and unfavorable weather conditions throughout the summer.
3. In 2004, the airport runway was closed for construction of the extension from September 27, 2004 to November 05, 2004 (6 weeks).
4. In 2005, the airport runway was closed for construction of the extension from May 16, 2005 to June 03, 2005 (3 weeks).
5. Air traffic movements are only recorded daily between the hours of 7:30 a.m. to 4:30 p.m.
6. Effective Jan 1 2012 OPP, RCMP, MNR, DND and Coast Guard counted government
7. Effective Jan 1 2012 Hydro One and Endbridge counted as business
8. Effective Jan 1 2012 Air Ambulance counted separately



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	\$1,758.75	\$54,940.77	
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	\$827.54	\$46,950.74	\$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	\$90.00	\$3,600.00	\$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	\$2,676.29	\$105,667.91	\$103,500.00



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

2018 AIRPORT REVENUE

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Budget
Jet A1 - Fuel	\$3,546.88	\$2,718.84	\$1,215.69	\$3,704.25	\$15,992.00	\$11,009.25	\$8,104.34	\$6,541.92	\$14,973.66	\$3,276.00	\$1,249.20	\$3,078.00	\$75,410.03	
100 LL - Fuel	\$914.64	\$856.64	\$2,398.62	\$1,875.02	\$5,514.01	\$3,016.55	\$3,203.80	\$3,234.44	\$5,414.79	\$4,341.37	\$2,975.08	\$1,405.31	\$35,150.27	\$100,000.00
Landing Fees	\$210.00	\$120.00	\$180.00	\$180.00	\$720.00	\$420.00	\$300.00	\$270.00	\$480.00	\$180.00	\$150.00	\$180.00	\$3,390.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00	\$0.00	\$16.00	\$8.00	\$15.00	\$8.00	\$8.00	\$0.00	\$71.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	\$180.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$4,671.52	\$3,695.48	\$3,794.31	\$5,759.27	\$22,242.01	\$14,650.80	\$11,624.14	\$10,149.36	\$20,923.45	\$7,805.37	\$4,382.28	\$4,703.31	\$114,401.30	\$103,500.00