



BROCKVILLE
CITY OF THE 1000 ISLANDS



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday November 26, 2013

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the September 24, 2013 Meeting**
- 2. Disclosure of Interest**
- 3. Brock Air Services September & October Monthly Report (attached)**
- 4. Summary of 2013 Air Traffic Movements (attached)**
- 5. Summary of 2013 Airport Revenues (attached)**
- 6. Summary of 2013 Airport Fuel Revenue (attached)**
- 7. Final 2014 Operating Budget (attached)**
- 8. Complaint (attached)**
- 9. Request to Amend Agricultural Lease Agreement (attached)**
- 10. Request for a Lease Agreement from Community Patient Transfer Group (attached)**
- 11. Action Item Update**
- 12. New Business**

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 **SEPTEMBER 2013**

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 records.

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
744 (1608)	902 (858)	12 (22)	50 (30)	0 (12)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
10656 (11808)	5271 (4822)	182 (186)	630 (450)	20 (42)

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: 1 DND 424 Sqn. Search and Rescue, 1 Hydro One and 1 unknown business.

Fixed Wing: 2 Cessna 177 (Prestige Air), 1 Troy Manufacturing and 1 Decaria Engineering

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. Nil report

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. September 3, Kids Kreations Brockville very kindly agreed to donate a new, wooden storage shed to the Airport. The shed will be used by the Royal Canadian Air Cadets to safely secure their equipment in while providing glider familiarization flights at the Airport.
2. September 12, the Airport Manager conducted a scheduled inspection of the NonDirectional Beacon facility. Routine function tests indicated that all of the transmitter's systems were operating normally. Brush was cut and removed from the area around the building.
3. September 18, the City's insurance provider visited the Airport and visually inspected the City's buildings.
4. September 18, Steve Kotack, an Enforcement Inspector with Industry Canada/Measurements Canada inspected the City's aviation fuel pumping system.
5. September 19, Brockville Fire Protection performed an annual inspection of the Airport's fire extinguishers.

GENERAL REMARKS

1. September 24, an aerial photography provider, hired by the City's Economic Development office, launched an unmanned aerial vehicle in order to document pictures of the Airport.

End of the September 2013 Airport Month End Report

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 2013**

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 records.

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
5040 (3720)	612 (610)	26 (18)	126 (62)	6 (8)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
15696 (15528)	5883 (5432)	208 (204)	756 (512)	26 (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: 3 DND 424 Sqn. Search and Rescue, 2 Hydro One, 2 OPP, 4 TransCanada Pipelines, 2 Ornge air ambulance and 1 unknown business.

Fixed Wing: 2 single-engine business (RBC), 2 American Iron & Metal (Pilatus PC-12) and 1 BE-10 (air ambulance)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. Oct. 17, the Airport Manager issued a NOTAM pertaining to soft field conditions on Rwy 16/34, the turf runway.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. October 16, the Airport Manager conducted a scheduled inspection of the NonDirectional Beacon facility. Routine function tests indicated that all of the transmitter's systems were operating normally. Brush was cut and removed from the area around the building.

GENERAL REMARKS

1. October 5, 6, 12, 13 and 14, the Royal Canadian Air Cadets conducted their autumn gliding program at the Airport. The Airport Manager issued NOTAMS advising of the circuit procedures being flown. All went well with no complaints being registered regarding the gliding activities.

End of the October 2013 Airport Month End Report

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



	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	YTD 2013
Training	7,094	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	15,696
Private	2,080	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	5,883
Business	262	270	322	410	458	432	458	444	484	194	208	248	280	224	208
Government	734	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	598	756
Air Ambulance														56	26
Total	10,170	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	22,569

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 Endridge counted as business
8. Effective Jan 1 2012 Air Ambulance counted separately

2013 Aircraft Movements

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Training	456	552	552	744	5,424	672	696	816	744	5,040			15,696
Private	276	368	421	524	652	552	620	956	902	612			5,883
Business	4	4	14	18	24	24	32	50	12	26			208
Government	24	38	126	52	60	80	110	90	50	126			756
Air Ambulance	4	0	2	0	6	0	4	4	0	6			26
Total	764	962	1,115	1,338	6,166	1,328	1,462	1,916	1,708	5,810	0	0	22,569

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT
2013 AIRPORT REVENUE
Excluding HST



	January	February	March	April	May	June	July	August	September	October	November	December	Total
Jet A1 - Fuel	\$756.00	\$450.00	\$9,906.00	\$2,290.00	\$5,603.44	\$9,240.96	\$13,009.92	\$4,947.96	\$2,565.64	\$6,928.60	\$3,969.00	\$0.00	\$59,667.52
100 LL - Fuel	\$719.68	\$1,354.54	\$1,469.59	\$2,620.16	\$6,429.38	\$3,476.22	\$6,412.56	\$10,195.38	\$5,684.48	\$4,939.96	\$1,407.02	\$0.00	\$44,708.97
Landing Fees	\$150.00	\$30.00	\$270.00	\$180.00	\$480.00	\$390.00	\$510.00	\$270.00	\$90.00	\$360.00	\$270.00	\$0.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.00	\$31.00	\$8.00	\$0.00	\$0.00	\$0.00	\$87.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00	\$45.00	\$195.00	\$15.00	\$0.00	\$0.00	\$0.00	\$315.00
Call-Outs	\$0.00	\$0.00	\$100.00	\$40.00	\$180.00	\$0.00	\$120.00	\$300.00	\$220.00	\$40.00	\$40.00	\$0.00	\$1,040.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$70.00
Hangar Fees													\$0.00
Terminal Fee													\$0.00
Total	\$1,625.68	\$1,834.54	\$11,745.59	\$5,130.16	\$12,752.82	\$13,137.18	\$20,145.48	\$15,939.34	\$8,583.12	\$12,308.56	\$5,686.02	\$0.00	\$108,888.49

2013 Airport Fuel Revenue
(purchase price includes aviation taxes, excludes HST)

	Jet A1 Fuel					Net Revenue
	Gross Revenue			Gross Expense		
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense	
January	378	\$2.00	\$756	\$1.10	\$416	\$340
February	225	\$2.00	\$450	\$1.10	\$248	\$203
March 1	4,953	\$2.00	\$9,906	\$1.10	\$5,448	\$4,458
March 22	0	\$2.00	\$0	\$1.08	\$0	\$0
April	1,145	\$2.00	\$2,290	\$1.08	\$1,237	\$1,053
May 1 - 13	1,883	\$2.00	\$3,766	\$1.08	\$2,034	\$1,732
May 14 - 31	957	\$1.92	\$1,837	\$1.01	\$967	\$871
June	4,813	\$1.92	\$9,241	\$1.01	\$4,861	\$4,380
July	6,776	\$1.92	\$13,010	\$1.02	\$6,912	\$6,098
August 1 - 12	810	\$1.92	\$1,555	\$1.02	\$826	\$729
August 13 - 31	1,731	\$1.96	\$3,393	\$1.05	\$1,818	\$1,575
September	1,309	\$1.96	\$2,566	\$1.06	\$1,388	\$1,178
October	3,585	\$1.96	\$7,027	\$1.06	\$3,800	\$3,227
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$55,797		\$29,952	\$25,844

	100 LL Transient					Net Revenue
	Gross Revenue			Gross Expense		
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense	
January	0	\$1.95	\$0	\$1.56	\$0	\$0
February	275	\$1.95	\$536	\$1.56	\$429	\$107
March 1	226	\$1.95	\$441	\$1.56	\$353	\$88
March 22	230	\$1.90	\$437	\$1.51	\$347	\$90
April	608	\$1.90	\$1,155	\$1.51	\$918	\$237
May 1 - 13	1,081	\$1.90	\$2,054	\$1.51	\$1,632	\$422
May 14 - 31	1,353	\$1.82	\$2,462	\$1.43	\$1,935	\$528
June	1,161	\$1.82	\$2,113	\$1.43	\$1,660	\$453
July	2,190	\$1.82	\$3,986	\$1.43	\$3,132	\$854
August 1 - 14	1,576	\$1.82	\$2,868	\$1.43	\$2,254	\$615
August 15 - 31	1,585	\$1.84	\$2,916	\$1.45	\$2,298	\$618
September	1,973	\$1.84	\$3,630	\$1.46	\$2,881	\$750
October	1,387	\$1.84	\$2,552	\$1.46	\$2,025	\$527
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$25,151		\$19,863	\$5,288

	100 LL Resident					Net Revenue
	Gross Revenue			Gross Expense		
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense	
January	416	\$1.73	\$720	\$1.56	\$649	\$71
February	473	\$1.73	\$818	\$1.56	\$738	\$80
March 1	282	\$1.73	\$488	\$1.56	\$440	\$48
March 22	62	\$1.68	\$104	\$1.51	\$94	\$11
April	872	\$1.68	\$1,465	\$1.51	\$1,317	\$148
May 1 - 13	353	\$1.68	\$593	\$1.51	\$533	\$60
May 14 - 31	820	\$1.60	\$1,312	\$1.43	\$1,173	\$139
June	852	\$1.60	\$1,363	\$1.43	\$1,218	\$145
July	1,519	\$1.60	\$2,430	\$1.43	\$2,172	\$258
August 1 - 14	977	\$1.60	\$1,563	\$1.43	\$1,397	\$166
August 15 - 31	1,765	\$1.62	\$2,859	\$1.45	\$2,559	\$300
September	1,268	\$1.62	\$2,054	\$1.46	\$1,851	\$203
October	1,474	\$1.62	\$2,388	\$1.46	\$2,152	\$236
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$18,158		\$16,293	\$1,865

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$55,797	\$29,952	\$25,844
100 LL Transient	\$25,151	\$19,863	\$5,288
100 LL Resident	\$18,158	\$16,293	\$1,865
Total	\$99,106	\$66,109	\$32,997

Value of Fuel in the Tanks as of the End of August 2013

	Litres of Fuel	* Cost/litre	* Fuel Value
	in Tanks	last purchase	in Tanks
Jet A1	9,285	\$1.06	\$9,842
100 LL	7,668	\$1.46	\$11,195
Total			\$21,037

* value of fuel in tanks based on cost/litre of last purchase

2014 Airport Budget

draft November 21/13

	Account #	Description	2013 Budget	2014 Budget
Revenues	01-4-285031-0401	Leases - land leases for private hangars \$7,717	(\$8,317)	(\$10,917)
		Leases - agricultural land \$3,200		
	01-4-285031-0406	Hanger Rental - hangar #1 \$13,935	(\$27,842)	(\$25,935)
		Hanger Rental - Heritage Kitchen \$12,000		
		Sub Total	(\$38,889)	(\$40,127)
Wages and Benefits	01-5-285101-1130	Wages	\$3,928	\$3,987
	01-5-285101-1199	Benefits	\$1,057	\$1,080
		Sub Total	\$4,985	\$5,067
Human Resources	01-5-285115-2200	Training & Development	\$287	\$290
	01-5-285115-2521	Fees Subscript/Memberships	\$375	\$380
		Sub Total	\$662	\$670
Office Expenses	01-5-285125-2510	Printing Postage&Stationery	\$582	\$590
	01-5-285125-2814	Telephone & Fax	\$1,300	\$1,300
	01-5-285125-2850	Insurance	\$5,586	\$6,620
	01-5-285125-2999	Corporation Waste	\$110	\$110
	01-5-285125-3010	Web Site Domain & Internet Service	\$590	\$599
	01-5-285125-3110	Auditing	\$132	\$134
	01-5-285125-3125	Actuarial	\$59	\$45
		Sub Total	\$8,359	\$9,398
Building Burden	01-4-285131-0609	Taxes Recovered	(\$7,848)	(\$6,404)
	01-5-285131-2810	Electricity	\$11,000	\$11,050
	01-5-285131-2998	Taxes on City Owned Lands	\$12,517	\$11,412
		Sub Total	\$15,669	\$16,058
Management Contract	01-5-285135-3010	Contracted Services (Brock Air) \$107,186 satellite TV \$359 other \$825		
		Sub Total	\$108,149	\$108,370
Fuel	01-4-285530-0476	Fuel & Energy Recoveries	(\$85,736)	(\$102,000)
	01-5-285530-2530	Fuel	\$59,064	\$73,155
	01-5-285530-3500	Bank Service Charges	\$1,900	\$1,900
		Sub Total	(\$24,772)	(\$26,945)
Field Maintenance	01-5-285531-2010	Materials & Supplies	\$848	\$860
	01-5-285531-3010	Contracted Services	\$1,771	\$1,798
		Sub Total	\$2,619	\$2,658
Terminal/Hangar Maintenance	01-5-285532-2010	Materials & Supplies	\$423	\$429
	01-5-285532-3010	Contracted Services	\$2,645	\$2,685
		Sub Total	\$3,068	\$3,114
Navigational Aids	01-5-285533-2010	Materials & Supplies	\$741	\$752
	01-5-285533-3010	Contracted Services	\$3,471	\$3,520
		Sub Total	\$4,212	\$4,272
Contracted Services	01-4-285534-0602	Airport-Call Outs Recovery of Expense	\$0	\$0
	01-5-285534-3010	Airport-Call Outs Contracted Services	\$0	\$0
		Sub Total	\$0	\$0
TOTAL			\$84,062	\$82,535

% budget change

-1.82%

From: Betty Gibson [mailto:mail@elizabethtown-kitley.on.ca]
Sent: Wednesday, November 06, 2013 10:45 AM
To: Valerie Harvey
Subject: FW: Brockville Municipal Airport concern.

Hello Valerie:

I thought it best if I forward this email to the Airport Commission to respond to Mr. Mannella's concerns.

Thank you and have a nice day!

Kind Regards,

Betty Gibson, Deputy Clerk

Township of Elizabethtown-Kitley

6544 New Dublin Road

R.R. 2

Addison, ON K0E 1A0

Tel. 613-345-7480

1-800-492-3175

Fax: 613-345-7235

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From: Mike Mannella [mailto:michael.mannella@cogeco.ca]

Sent: Tuesday, November 05, 2013 6:52 PM

To: mail@elizabethtown-kitley.on.ca

Cc: 'Mike Mannella'

Subject: Brockville Municipal Airport concern.

Hello;

I was wondering if you could direct me to someone who could answer some questions regarding airplane traffic at the Brockville Municipal Airport. Specifically, there has been a huge increase in planes taking off in the area since this summer and they all go directly over the Tincap Subdivision. Of particular concern is that between 10:30 and 11:30 p.m. no matter when I go to bed there is an airplane every 10-15mins almost as if they're practicing take-off and landing every night of the week. I can't imagine there is that much traffic that passes through the airport at that time of the night. I understand emergency requirements, and even the weekend Air Cadets / Gliders all day long, but it's really an inconvenience at night. It may be that the planes used to take off in a different direction as well. Short of contacting Transport Canada I don't know where to voice this concern.

I'd really appreciate some direction to follow-up on this concern.

Sincerely,

Mike Mannella CET CIM

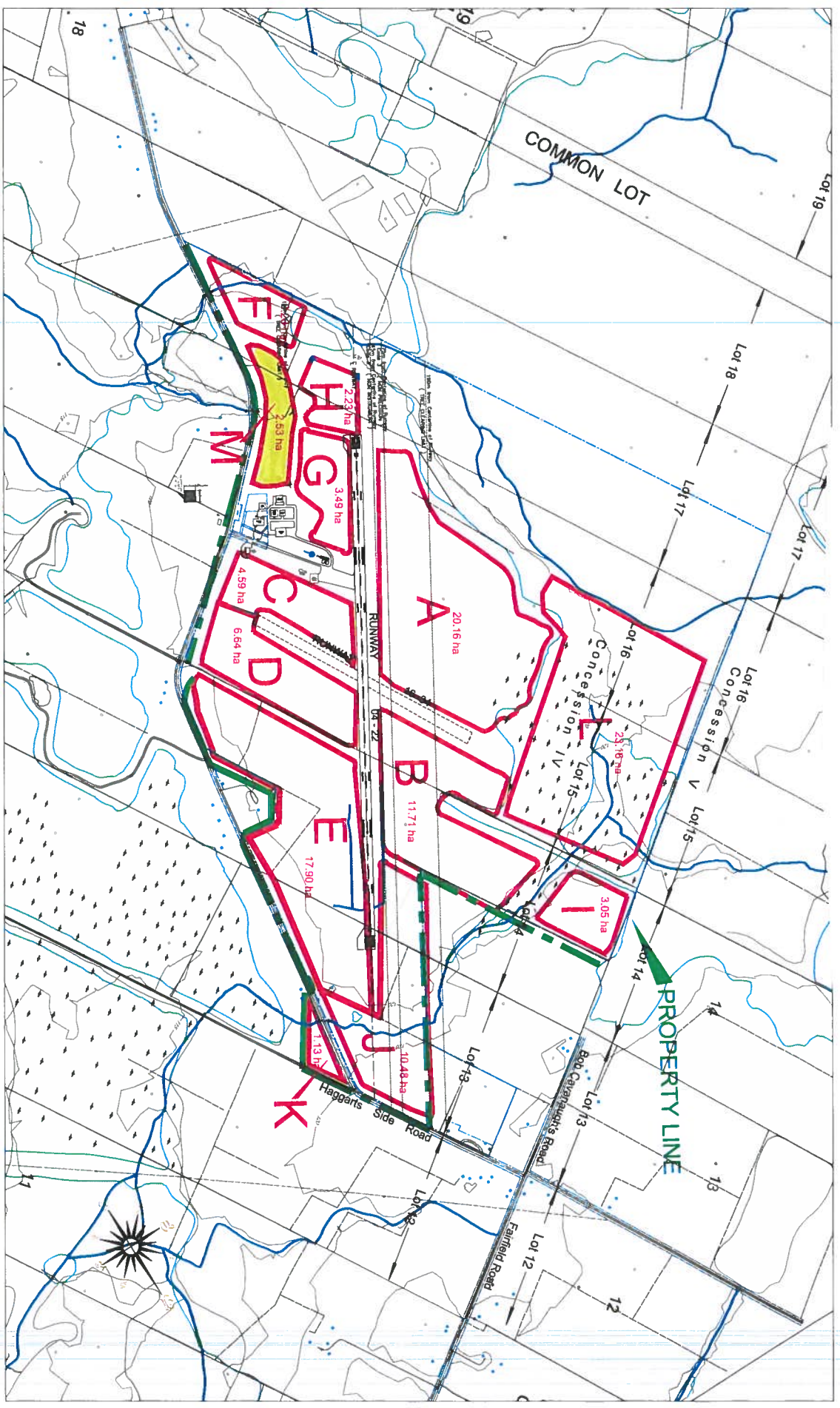
4508 Heather Crescent

Tincap, Ont.

K6T 1A2

613 342 2608

Scott Berseith is requesting an amendment to his agricultural land lease to include a new area M.



PLAN SHOWING AGRICULTURAL PROPERTIES

Brockville 1000 Islands Regional Takaberry Airport



DATE: 2017.10.15
SK2014-22a

current lease 66.4ha area M 2.53 ha

Valerie Harvey

Subject: FW: Airport Space

From: Kent Wharton [mailto:kentwharton_brockair@sympatico.ca]

Sent: Thursday, November 21, 2013 11:39 AM

To: Casey McNab; Valerie Harvey

Subject: RE: Airport Space

Casey

The only place we have that won't interfere with winter and summer maintenance is under the overhang, which can accommodate 4 ambulances with plug in's. All other spots will interfere with maintenance or don't have a plug in. We have a meeting on tuesday and the request will be discussed.

Thanks Kent

From: caseymcnab@me.com

Subject: Airport Space

Date: Tue, 19 Nov 2013 09:31:57 -0500

To: kentwharton_brockair@sympatico.ca

Good Morning Kent

I wanted to touch base with you regarding the space for the 1 vehicle at the airport. For the next 30-45 days I'm looking to keep the truck plugged in, but it does not have to sit under the overhang, as its just being placed their now as a back up and will not be going out on a regular basis. We don't need to take you up on the overhang space until the operation starts post 45 days, unless it makes no difference to you. (I figured you could use it more then us since the frequency of the vehicle going out immediately ail be low.)

Please work up a monthly rate for me, thanks again for your assistance! We would like to move 2 vehicle in place (total) by Jan 01, likely under the overhang at that point.

Casey McNab Paramedic EMT-P

Hospital Liaison

Community Patient Transfer Group

Dispatch 1-888-731-7008.

Call 1-905-650-7282

Fax 1-855-262-6769

casey@cptg.ca

www.communitypatienttransfer.com

CPTG: "Operator alliance, working together to provide the very best medical transportation in Ontario"

Members:

Niagara Patient Transfer

North Shore Medical Transport

NCT Canada

Sports Medic