



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday September 24, 2013

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the August 27, 2013 Meeting**
- 2. Disclosure of Interest**
- 3. Brock Air Services 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. 2014 Operating Budget (attached)**
- 8. Term of Airport Commission Chair (attached)**
- 9. Action Item Update**
- 10. 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 **AUGUST 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
816 (434)	956 (638)	50 (18)	90 (44)	4 (8)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
9912 (10200)	4369 (3964)	170 (164)	580 (420)	20 (30)

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 Augusta Model 139 (Ornge air ambulance),
1 A-Star (Airborne Sensing) and 1 A-Star (Great Lakes Helicopters / Poker Run)

Fixed Wing: 2 Cessna Citation Jet (Tomlinson, Ottawa), 15 Cessna 150 (Air Photo Services)
and 6 Cessna 177 (Prestige Air)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. Nil report

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. August 2, the City's below ground, Mogas tank was pumped dry by Mr. Gary Cutway with assistance provided by the Airport Manager.
2. August 7, a delivery truck struck and damaged a door of the City's hangar under lease to Heritage Kitchens. The door was repaired by Heritage Kitchens which, in turn, invoiced the trucking company for the cost of repairs.
3. August 14, the Airport Manager conducted a scheduled inspection at the NonDirectional Beacon facility. Function tests indicated that all of the transmitter's systems were operating normally.
4. August 16, Albert Septic Systems replaced the cracked lid on the Airport Passenger Terminal's septic tank.
5. August 26, City staff members and a representative of a local roofing company reviewed the work required to repair the roof of the Airport Passenger Terminal. A written report will be sent to the Secretary of the Airport Commission for consideration.

GENERAL REMARKS

1. Nil report.

End of the August 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	9,912
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	4,369
Business	262	270	322	410	458	432	458	444	484	194	208	248	280	224	170
Government	734	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	598	580
Air Ambulance														56	20
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	15,051

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, RCMIP, 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

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					9,912
Private	276	368	421	524	652	552	620	956					4,369
Business	4	4	14	18	24	24	32	50					170
Government	24	38	126	52	60	80	110	90					580
Air Ambulance	4	0	2	0	6	0	4	4					20
Total	764	962	1,115	1,338	6,166	1,328	1,462	1,916	0	0	0	0	15,051



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	\$3,441.76	\$0.00	\$0.00	\$0.00	\$49,646.04
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	\$3,128.24	\$0.00	\$0.00	\$0.00	\$35,805.75
Landing Fees	\$150.00	\$30.00	\$270.00	\$180.00	\$480.00	\$390.00	\$510.00	\$270.00	\$60.00	\$0.00	\$0.00	\$0.00	\$2,340.00
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	\$100.00	\$0.00	\$0.00	\$0.00	\$840.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00
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	\$6,753.00	\$0.00	\$0.00	\$0.00	\$89,063.79

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

Jet A1 Fuel						
	Gross Revenue		Gross Expense		Net Revenue	
	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			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$46,204		\$24,765	\$21,439

100 LL Transient						
	Gross Revenue		Gross Expense		Net Revenue	
	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			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$18,969		\$14,958	\$4,011

100 LL Resident						
	Gross Revenue		Gross Expense		Net Revenue	
	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			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$13,716		\$12,290	\$1,426

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$46,204	\$24,765	\$21,439
100 LL Transient	\$18,969	\$14,958	\$4,011
100 LL Resident	\$13,716	\$12,290	\$1,426
Total	\$78,889	\$52,012	\$26,877

2014 Airport Budget

draft Sept 17/13

	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)	(\$7,848)
	01-5-285131-2810	Electricity	\$11,000	\$11,050
	01-5-285131-2998	Taxes on City Owned Lands	\$12,517	\$12,517
		Sub Total	\$15,669	\$15,719
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	\$82,196

% budget change -2.22%

appointments and re-appointments of members to the Commission shall be for a term of three years.

- c) In the case of a resignation of a Commission member or for any other reason a Commission member is not able to serve his/her term of office, the Mayor may appoint a replacement to complete his/her term of office.

3. REMUNERATION

The members of the Commission shall serve without remuneration.

4. CHAIRMAN

The Commission shall at the first meeting held each year elect one of the voting members as Chairman. The Chairman shall not serve more than two (2) consecutive years.

5. FIRST MEETING

The first meeting of this Commission shall be held in January in the year following appointment of said Commission.

6. AUTHORIZATION

The Airport Commission shall perform its duties in accordance with Terms of Reference prepared by the City of Brockville Council and attached hereto as Schedule "A".

7. CITY POLICIES AND LIAISON WITH CITY ADMINISTRATION

- a) The Recording Secretary will forward copies of the minutes of every meeting within seven (7) days to the Chief Administrative Officer for circulation to members of Council.
- b) The Recording Secretary will forward a copy of the Annual Report to the Chief Administrative Officer for circulation to members of Council.
- c) i) The Board shall operate within the same policies and procedures as apply to regular City Departmental operations, including from time to time the application of operational audits. As well, the City's Budgetary guidelines and accounting