



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

Tuesday, February 21, 2017

MEMBERS PRESENT

Mr. Allan Dunn.....info@1000islandsdocks.com
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Mike Bowen.....mwb@ripnet.com
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net

MEMBERS ABSENT

Mr. Wilsie Hatfield – Chair..... whatfie@myhighspeed.ca
Mr. Brian Williams.....briwilliams401@gmail.com

ALSO PRESENT

Mr. Dean Glover - Brock Air Services.....brockair@kingstom.net
Mr. Kent Wharton - Brock Air Services.....kentwharton_brockair@sympatico.ca
Mr. Matthew Locke – City of Brockville.....mlocke@brockville.com

1. Minutes

Moved by: Allan Dunn
Seconded by: ALL
THAT the Minutes of the meeting of January 24, 2017 be approved.
Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services January 2017 Monthly Report

A copy was attached to the agenda.

4. Summary of January 2017 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of January Airport Revenue

A copy was attached to the agenda.

6. Summary of January 2017 Airport Fuel Revenue

A copy was attached to the agenda.

7. Summary of 2009-2016 Airport Expenses & Revenues

A copy was attached to the agenda

8. Action Item Update

Emergency Plans and Procedures Manual – A draft version of the manual was presented to the commission. Section 17 – Inventory of Resources on Site includes a figure displaying the location of fire extinguishers and first aid kits on airport property. This figure was reviewed for accuracy by the commission. Digital versions of the manual are to be distributed to the commission for review and comments or approval are to be issued at the March meeting.

Allegiant Air Schedule – The March schedule for Allegiant Air flights arriving and departing the Ogdensburg was distributed. Additional copies are available at the airport terminal.

New Airport Signage – New “Authorized Personnel Only” signs have been ordered for the airport. These signs will be located at the entry gates for the runway and for the entrance to the hangar area. These signs are consistent with signage used by other AMCO member airports.

9. New Business

New Vehicle Gate – Allan requests that the City provide a quote for the cost of installing an automatic security gate. This gate system would feature a FOB keypad so that only members/hangar renters could use this access, and all other persons would have report to airport staff. Matt is to provide cost estimate to airport commission members.

Fuel Tank Update – The City is currently evaluating configuration options for the proposed fuel tank replacement. Matt proposed tanks sizes of 20,000L for Jet fuel and 20,000 for 100 LL fuel. All members of the commission thought that this was a reasonable starting point for the discussion with tank manufacturers.

Defibrillator – The airport commission discussed purchasing a defibrillator to be kept at the airport in case of emergency. Kent is to research the cost of purchasing and maintaining a defibrillator as well as discuss with St. John’s Ambulance any programs in place to offset the purchase price.

Next meeting: March 21, 2017 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport
Meeting adjourned at 5:30 pm

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