



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

**Tuesday, March 28, 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  
Mr. Wilsie Hatfield – Chair..... [whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)

**MEMBERS ABSENT**

Mr. Brian Williams.....briwilliams401@gmail.com

**ALSO PRESENT**

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

**1. Minutes**

Moved by: Colin Dyke  
Seconded by: Mike Bowen  
THAT the Minutes of the meeting of February 21, 2017 be approved.  
Carried

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services February 2017 Monthly Report**

A copy was attached to the agenda.

**4. Summary of February 2017 Air Traffic Movements**

A copy was attached to the agenda.

**5. Summary of February Airport Revenue**

A copy was attached to the agenda.

**6. Summary of February 2017 Airport Fuel Revenue**

A copy was attached to the agenda.

**7. Action Item Update**

Overhead Flights – A NOTAM was issued on the United States side of the border by the FAA at the request of Transport Canada on March 10, setting the minimum altitude at 3000 feet when using the Ogdensburg IFR approach. Matt spoke with Rick Abbott, Civil Aviation Inspector for Transport Canada on March 13<sup>th</sup>, Rick Abbott confirmed that a formal investigation of the approach procedures are underway. Matt formally requested that Transport Canada engage the FAA to amend the approach away from Brockville Regional Tackaberry Airport airspace.

Overhead Door in City Hangar – Contract awarded to Draper Doors. New overhead doors to be installed Spring 2017.

Security Gate – Burchell Fencing provided a quote for the installation of a security gate at the hangar area vehicle entrance. Cost is approximately \$15,000. Kent to continue to discuss the security gate with additional suppliers and look for quotes.

Defibrillator – Kent acquired cost estimate from St John’s ambulance to provide a defibrillator at the airport. Initial cost is approximately \$2000 and requires new pads every two years (\$75) and new batteries every four years (\$210). Matt noted that these units typically are not provided by the City for buildings not staffed by City employees. The commission asked Matt to discuss with City staff the funding of this unit for liability reasons.

**8. New Business**

Instrument Approaches – Dean reported that the AMCO group tender to award an external design organization for instrument approaches has been won by IDS North America. Pricing for design and modification of instrument approach procedures will be available next month.

**Next meeting: April 18, 2017 @ 4:00 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 5:00 pm

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