



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

**Tuesday, September 17, 2019**

**MEMBERS PRESENT**

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. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Allan Dunn.....info@1000islandsdocks.com  
Mr. Wilsie Hatfield..... [whatfie@myhighspeed.ca](mailto: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: Brian  
Seconded by: Ron  
THAT the minutes of the meeting of June 25 be approved  
CARRIED

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services May-August 2019 Monthly Reports**

A copy was attached to the agenda.

**4. Summary of May-August 2019 Air Traffic Movements**

A copy was attached to the agenda.

## **5. Summary of May-August 2019 Airport Revenues**

A copy was attached to the agenda.

## **6. Action Item Update**

Ogdensburg Instrument Approach Procedure – No Updates

Reticle Operations Discussion – Matt notes that Reticle has now received a Land Use Permit from NAV Canada for a 5<sup>th</sup> Sea Container. Matt notes that City staff and Brock Air are developing a more formal training process for airport safety requirements for future training events at the airport.

Drone Policy Discussion – Matt notes that the City's drone policy is to defer to Transport Canada's rule of not allowing drones within 5.6km of an airport. A one-time exception was made on June 27, as the City had not clarified its policy until the June 25 Airport Commission meeting and arrangements were already in place for that event.

## **7. New Business**

Radio Frequency – Report issued by Dean to AC members. Report to be discussed in October when chair returns.

NDB Site – Matt notes that the City owned NDB has now been decommissioned for over a year, and that City staff sees no need for the property at this time. Matt asks the AC to discuss if they are in favour or opposed to the sale of the property. Dean recommends the property be sold as is. AC to discuss further at next meeting.

Fuel Pumps – Mike asks for an update of the fuel pump project. Matt notes that he is working with suppliers to develop a cost estimate.

Ramp Discussion – Mike notes that the ramp is starting to show significant deterioration. Matt notes that he will need to research options for a condition assessment before determining or recommending an action of the ramp.

Ditching and Fence Discussion – Matt notes that City staff will reengage the ditch design. Kike asks if there is a plan to construct a fence or gate at the existing construction access. Dean notes that any access point needs to be gated and signed to be compliant. Matt notes he will need to discuss access points with Reticle to determine the long-term access plans. Matt notes that the City's long-term plan is to restrict access to one gated access point.

Fly In Breakfast – Mike notes 25 aircrafts attended and 350 breakfasts were served.

Washroom Discussion – Kent asks about the prospect of renting a porta-potty for afterhours use, particularly once the fueling system is available 24 hours a day. Matt to

provide an estimated cost for this item, and discussing with other departments.

**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