



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

**Tuesday, December 19, 2017**

**MEMBERS PRESENT**

Mr. Wilsie Hatfield – Chair..... [whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)  
Mr. Mike Bowen.....mwb@ripnet.com  
Mr. Colin Dyke.....cdyke@ripnet.com  
Mr. Allan Dunn.....info@1000islandsdocks.com

**MEMBERS ABSENT**

Mr. Allan Dunn.....info@1000islandsdocks.com  
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net  
Mr. Brian Williams.....briwilliams401@gmail.com

**ALSO PRESENT**

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

**1. Minutes**

Minutes Moved by: Colin Dyke  
Seconded by: Mike Bowen  
THAT the minutes of the meeting of December 19, 2017 be approved.  
Carried

**2. Meeting Disclosure of Interest**

No conflicts declared.

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

A copy was attached to the agenda.

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

A copy was attached to the agenda.

## **5. Summary of November Airport Revenue**

A copy was attached to the agenda.

## **6. Summary of November 2017 Airport Fuel Revenue**

A copy was attached to the agenda.

## **7. Action Item Update**

Request about Taxiway Lighting – Commission discussed the use of retroreflective markers at the airport. The use of these markers has been discussed amongst resident pilots as a proposed option along the taxiways. These markers cost approximately \$64/marker. Commission notes that very few pilots land after dark, noting that it is difficult to justify costs in comparison to other items, as it would only benefit 2-3 pilots regularly. Dean notes that installing any non-Transport Canada approved lights may open up the airport to legal risk. Commission suggests updating Canada Flight Supplement in the meantime to note “Taxiways not lighted”. Matt to receive a quote for line painting the taxiway the next time the runway line painting contract is tendered.

Ogdensburg Instrument Approach Procedure – Commission reviewed proposed update to approach procedure into Ogdensburg issued by the FAA. Dean explained the proposed alignment cuts just south of Mac Johnson Conservation Area pond. Dean notes that if approaching RWY09 or doing circuits into RWY22 are at a height of 1400’ and just north of this pond. This means that there is only 500’ of vertical separation and little horizontal separation on this approach, which creates a safety hazard to BRTA pilots. Colin notes that if barometer pressures change and altimeter in a recreational aircraft can be off by several hundred feet. Dean notes that the approach plate does not list BRTA or the BRTA radio frequency. Dean notes there is approximately 0.5 miles between the proposed approach and existing BRTA circuits. Mike recommends an adjustment by the FAA to keep the route entirely to the south side of Canadian airspace to create sufficient separation between BRTA and Ogdensburg approaching flights. Dean recommends contacting the Ogdensburg Port Authority to alert them of this safety concern, with the request coming through Brockville senior staff. Colin recommends also including Minister of Transport Marc Garneau on any correspondence. Commission recommends that City staff request a meeting with Ogdensburg Airport staff to discuss safety concerns. Al recommends this item stay on the Commission agenda until resolved, which the commission agrees with.

## **8. New Business**

Airport Commission Chair – Colin Dyke to become Chair of Airport Commission, effective January 1, 2018. Mike Bowen to become Vice-Chair, effective January 1, 2018. The commission thanks Wilsie Hatfield for his time as Chair of the Commission.

Brock Air Contract Extension – The City of Brockville and Brock Air have extended the

Airport Management Contract for an additional 3 years beginning on January 1, 2018.

Airport Hunting Discussion – The airport property was hunted by two local residents during the deer season in November, as administered by Kent as well as Reticle Ventures (the hunting took place on Reticle leased land). There were some difficulties in effectively sharing the trail with neighboring parties. As such, Airport staff arranged for a Conservation Officer from the Ministry of Natural Resources to review the airport hunting practices. The Conservation Officer confirmed that the current practices are within regulations and that the buffer area provided currently is sufficient. Moving forward the City will be hiring a surveyor to install permanent markings along the northern boundary of the airport, and then undergo additional tree clearing in this area to ensure that the airport boundary is made clear to all parties.

Hangar Leases Update – Currently two vacancies in the City hangar. Airport staff is actively looking for new tenants for this hangar.

In Camera Discussion – The Airport Commission had an in camera discussion from 5:15pm – 5:30pm. No notes from this discussion are to be made public.

**Next meeting: December 16, 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