



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

**Tuesday, February 20, 2018**

**MEMBERS PRESENT**

Mr. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com  
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net  
Mr. Wilsie Hatfield.....[whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)

**MEMBERS ABSENT**

Mr. Allan Dunn.....info@1000islandsdocks.com  
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**

Minutes Moved by: Al  
Seconded by: Wilsie

THAT the minutes of the meeting of December 19, 2017 and January 24, 2018 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 2017 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**

Non-Directional Beacon Maintenance Discussion – Matt had send an email to all commission members in advance of the meeting stating the City’s recommendation is to decommission the NDB, and asked for a vote at the meeting. Vote was unanimous to decommission the NDB. Matt and Dean to contact Transport Canada to move forward with this process.

By-Law Establishing Airport Commission Review – Matt proposed to begin sending meeting minutes to Clerk’s Office for Council circulation within 7 days of meeting. Matt to propose an amendment to the By-Law to update the language discussed by Dean and Colin at the January meeting, in order to more accurately reflect the current function of the Commission. Matt clarified regarding conflict resolution, stating that the Commission has the option of making a delegation directly with City Council if in a situation where they do not agree with a staff decision.

Ogdensburg Instrument Approach Procedure – No update this month. Item to remain as a monthly Action Item.

**8. New Business**

Reticle Request to address Airport Commission – Matt to contact Reticle staff to invite them to March meeting to give 15 minute delegation

January 27 Runway Incursion Discussion – On January 27 there was a runway incursion made by a contracted employee of Reticle, who had inadvertently entered the restricted slope area on an ATV. Matt noted that written notice was issued to Reticle immediately. Kent notes that there have been 5 runway incursions since October of 2016. Matt to create an updated runway figure that highlights the restricted area. Figure to be posted in airport terminal and distributed to all hangar owners and land lease holders. Kent has implemented a new mandatory training session for any Reticle staff member coming to the airport. Kent to propose that new stop signs be put in place adjacent to the Reticle taxiway. Airport Commission recommends that Reticle staff be warned that a Transport Canada violation has occurred, and note the fines they are subject to. Matt to discuss further with City staff.

Runway Closures Discussion – Kent notes that due to the runway length, Brock Air does

not have adequate resources to ensure that no Foreign Object Debris (FOB) remains on the runway after a runway closure. Al notes that 2018 closures being proposed are well in advance of the date, which should leave time to find alternate arrangements away from the airport. Colin notes that he would like clarification from City staff, either in an email or in a meeting, to clarify the use of the runway year, where staff overruled the Commission decision. Commission calls for a vote to not allow use of runway for driver training in 2018, vote is carried unanimously. Commission notes that a number of safety concerns previously discussed still stand with regard to use of runway for non-aviation purposes, such as: FOB, uncontrolled airspace, NOTAM's not being read, etc. Matt proposes a meeting between City Staff and Commission chair to further discuss.

In Camera Discussion – Discussion withheld from public minutes.

**Next meeting: March 27, 2018 @ 4:00 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 5:35 pm

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