



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

Tuesday, May 9, 2018

MEMBERS PRESENT

Mr. Colin Dyke – Chair.....cdyke@ripnet.com
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com
Mr. Wilsie Hatfield.....whatfie@myhighspeed.ca
Mr. Allan Dunn.....info@1000islandsdocks.com
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net
Mr. Brian Williams.....briwilliams401@gmail.com

MEMBERS ABSENT

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: Wilsie
Seconded by: Al
THAT the minutes of the meeting of March 27, 2018 be approved
CARRIED

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services April 2018 Monthly Report

A copy was attached to the agenda.

4. Summary of April 2018 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of April 2018 Airport Revenue

A copy was attached to the agenda.

6. Summary of April 2018 Airport Fuel Revenue

A copy was attached to the agenda.

7. Action Item Update

Non-Directional Beacon Maintenance Discussion – Matt notes the NDB alarm went off on May 2. Nand Romijn confirmed a PA module is broken and expensive to fix. Matt informed Kent to shut down the NDB. Kent issued a 90-day NOTAM to NAV CANADA noting the shutdown. Matt discussed how to decommission with Transport Canada. Matt to submit paperwork to Transport Canada to formally decommission NDB.

Ogdensburg Instrument Approach Procedure – Dean has been communicating with Airport Manager in Ogdensburg in regard to upcoming glider training NOTAM. Dean to speak with Airport Manager about inviting him to a commission meeting to discuss other safety issues.

Recover Garden Proposal – Matt has confirmed with Mr. Stinson the insurance requirements needed to start a garden. Flying Club has informed Matt that the grassed area south of the flying club hangar is an overflow parking lot, and is not in favour of the garden here. Commission notes the grassed area south of the maintenance garage is better suited. Matt to inform Mr. Stinson of new proposed location.

Parachuting Discussion – Matt notes clarification about Reticle lease agreement in regard to parachuting at the airport (specifics of lease not shared in minutes). Commission notes that if parachuting is proposed at the airport it requires further discussion. Colin notes the lack of mandatory frequency means that the City can't ensure that pilots flying over the airports have seen a NOTAM. Commission notes that they would like to discuss parachuting further before any event were to take place, and votes unanimously in favour of requiring this discussion.

8. New Business

Flying Club Events – Mike notes that a Transport Canada safety seminar was held on Saturday, May 5. The event was put on by CASARA and had 15 attendees. Mike notes the fly-in breakfast is scheduled for September 15.

Reticle Training – Matt notes that Reticle has given City staff and Flying Club notice that use of the training lands will increase over the summer months. Colin notes that the Commission would like to add a standing item to the agenda for discussion of Reticle items. Matt to add Reticle Operations Discussion to all future agendas.

CADORS Discussion – Kent explains the Civil Aviation Daily Occurrence Recording System (CADORS). Kent notes it is a system for aircraft owners, pilots and airport managers to share information with Transport Canada. All accidents are reported through CADORS using a formal process. Any incident can also be reported to CADORS in the form of a report. Dean notes any occurrence involving an aircraft when an unauthorized incursion or irregularity involving vehicles, persons, or animals are reportable. Brock Air staff notes they will be reporting all incidents at the airport through CADORS moving forward.

Next meeting: June 26, 2018 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport
Meeting adjourned at 5:15 pm

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