



Minutes of Meeting

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING**

Tuesday January 22, 2013

MEMBERS PRESENT

Mr. Allan Dunn.....aldunn@propshopontario.com
Mr. Wilsie Hatfield.....whatfie@ripnet.co
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Mike Bowen.....mwb@ripnet.com
Councillor Susan Prettejohn.....prettejohn@ripnet.com

MEMBERS ABSENT

Mr. Bob Huskinson.....rhuskinson@cogeco.ca
Ms. Heather Dale Flood.....hdflood@hotmail.com
Mr. Dean Glover - Brock Air Services.....brockair@kingston.net
Mr. Brian Williams, Chair.....briwilliams401@gmail.com

ALSO PRESENT

Ms. Valerie Harvey.....vharvey@brockville.com
Mr. Kent Wharton - Brock Air Services.....kentwharton_brockair@sympatico.ca

In the absence of airport Commission Chair Brian Williams, Mike Bowen chaired the meeting.

1. Minutes

Moved by: Alan Dunn
Seconded by: Wilsie Hatfield

THAT the Minutes of the meeting of November 27, 2012 be approved.
Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services November and December 2012 Monthly Report

Copies were attached to the agenda.

4. Summary of 2012 Year End Air Traffic Movements

A copy was attached to the agenda

5. Summary of 2012 Year End Airport Revenues

A copy was attached to the agenda.

6. Summary of 2012 Year End Airport Fuel Revenue

A copy was attached to the agenda.

7. Agricultural Land Lease

Moved by: Wilsie Hatfield

Seconded by: Colin Dyke

THAT the Agricultural Land Lease proposal from Scott Berseth in the amount of Three Thousand Dollars (\$3,000.00) plus HST per year, commencing March 1, 2013 and terminating February 28, 2018 be approved.

Carried

8. Emergency Plans and Procedures

Moved by: Colin Dyke

Seconded by: Wilsie Hatfield

THAT the updated Emergency Plans and Procedures January 11, 2013 version be approved.

Carried

An airport commission safety review was conducted on December 10, 2012 and attached is a copy of the minutes of the meeting. It was recommended that Airport Manager Kent Wharton contact Sandra Seale, City Clerk to discuss the possible installation of a defibrillator in the airport terminal building.

9. Action Items Update

The individual that previously expressed interest in pumping out the MOGAS from the fuel tank does not have the appropriate equipment. Kent Wharton and Mike Bowen indicated that they would look for other interested parties and would pump the fuel out themselves into appropriate storage drums prior to removal.

Commission Chair Brian Williams will bring samples of clothing for the application of the airport logo to the next meeting.

The Commission does not support The Upper Canada Charity Fun Fly at the airport due to the closure of the facility for two days over a long weekend and a request for participants to be able to can't in close proximity to the runway. However, they will be contacted by the Fun Day Committee to see if they would participate in some way during the 2013 Fun Day event.

Fun Day Committee Chair Susan Prettejohn set a meeting for February 6, 2013 at 10 AM.

10. New Business

Valerie Harvey informed the Commission that the 2013 Airport budgets have been approved.

Colin Dyke requested that the issue of an election for the Airport Commission Chair and Vice Chair be placed as an agenda item on the next meeting.

**Next meeting: February 26, 2013 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:00 PM

Minutes prepared by:
Valerie Harvey
Supervisor of Transportation Services

Minutes of Airport Commission Safety Review conducted Dec 10 2012

Present Colin Dyke airport commission
 Wilsie Hatfield airport commission
 Kent Wharton airport manager

The Emergency Plans and Procedures last updated May 10 2011 was reviewed and in principle accepted as complete . Revisions with new contact numbers is being released by the secretary.

The daily check list was reviewed in detail led by Kent Wharton including runway, fuel tanks, fire extinguishers and fuel pump maintenance.

The safety procedures in case of an accident were reviewed. The safety committee would like clarification for the members on the procedure for dealing with the media in the event of an accident. **Valerie Harvey**

The safety team recommends that the entire commission reviews the emergency plans and procedures on an annual basis. **The Commission**

The safety team would like to meet with the fire chief and the OPP on the annual meeting they have with the Airport Manager. **Kent Wharton**

The team discussed the lease agreements as they pertain to safety the airport has with the hanger leaseholders and Heritage Kitchens.