



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

Tuesday January 28, 2014

MEMBERS PRESENT

Mr. Wilsie Hatfield..... whatfie@myhighspeed.ca
Mr. Allan Dunn.....aldunn@propshopontario.com
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Mike Bowen.....mwb@ripnet.com
Ms. Heather Dale Flood.....hdflood@hotmail.com
Councillor Susan Prettejohn.....prettejohn@ripnet.com

MEMBERS ABSENT

Mr. Bob Huskinson.....rhuskinson@cogeco.ca
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
Mr. Dean Glover - Brock Air Services.....brockair@kingston.net

As the Chair was absent from the meeting, Susan Prettejohn chaired the meeting.

1. Minutes

Moved by: Colin Dyke
Seconded by: Allan Dunn
THAT the Minutes of the meeting of November 26, 2013 be approved.
Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services November & December 2013 Monthly Reports

Copies were attached to the agenda.

4. Summary of 2013 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of 2013 Airport Revenues

A copy was attached to the agenda.

6. Summary of 2013 Airport Fuel Revenue

A copy was attached to the agenda.

7. Election of the Commission Chair

The annual election for the position of Chair was held. Wilsie Hatfield accepted a nomination from the floor for the position and the vote was unanimously supported by all members of the commission present at the meeting.

No election occurred for the position of Vice Chair. In the event that the chair cannot attend a meeting, one member at the meeting will fill the position for the day.

8. Action Item Update

The 2014 budgets have been conditionally passed by Council. Valerie Harvey was requested to bring a copy of the 2013 budget and actual expenditures to the next meeting

9. New Business

Kent Wharton informed the members that the Kingston Flying Club hangar in Kingston has been condemned. This could potentially mean more leases at our airport.

National Defence has contacted the airport about holding an exercise on-site during February. All of the exercise will occur on the air side of the facility. This exercise should increase fuel sales substantially during the month.

Brian Williams is the only airport commission member that has access to the airport website and Brian is away. Colin Dyke and Wilsie Hatfield have agreed to work with Brian so that they to have the ability to amend information on the site.

Valerie Harvey informed the commission that she is retiring at the beginning of May 2014.

Allan Dunn questioned Kent Wharton why up eight military staff were recently on the roof of the terminal when it's clearly signed no access due to the poor condition of the roof and the city's liability. Kent informed the members that they were already on the roof when he arrived at the airport. After discussing the matter with the military, Kent permitted 2 individuals to remain on the roof. Kent should not have permitted anyone on the roof. Kent was directed to not permit anyone on the roof no matter what the circumstances.

Susan Prettejohn announced that she would be on vacation from April 23 to May 11, 2014. Wilsie Hatfield announced that he will be on vacation during March of 2014.

**Next meeting: Tuesday February 25, 2014 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:00 PM

Minutes prepared by:
Valerie Harvey
Supervisor of Transportation Service