



Minutes of Meeting

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

Tuesday November 26, 2013

MEMBERS PRESENT

Mr. Brian Williams, Chair.....briwilliams401@gmail.com
Mr. Wilsie Hatfield..... whatfie@myhighspeed.ca
Mr. Allan Dunn.....aldunn@propshopontario.com
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Mike Bowen.....mwb@ripnet.com

MEMBERS ABSENT

Mr. Bob Huskinson.....rhuskinson@cogeco.ca
Ms. Heather Dale Flood.....hdflood@hotmail.com
Councillor Susan Prettejohn.....prettejohn@ripnet.com

ALSO PRESENT

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

1. Minutes

Moved by:

Seconded by:

THAT the Minutes of the meeting of September 24, 2013 be amended to indicate that Brian Williams was not present and that Wilsie Hatfield chaired the meeting be approved.

Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services 2013 September & October Monthly Report

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. Final 2014 Operating Budget

A copy was attached to the agenda.

8. Complaint

A copy of the complaint regarding evening air traffic was attached to the agenda. Kent Wharton indicated that he reviewed previous aircraft radio transmission and on average 2 to 3 aircraft were recorded each evening after 4:30 PM. Mike Bowen indicated that he lives near the person making the complaint and he believes it's commercial aircraft beginning their approach to Ottawa and Montréal. He will pay particular attention to the aircraft during the time the complainant indicates it flying by to try to identify the type of aircraft and its origin/destination. The chair Brian Williams also responded by e-mail to the complainant. Note attached e-mail.

9. Request to Amend Agricultural Lease Agreement

The Airport Commission agreed to include area M in the agricultural land lease with Scott Berseth. Access to area M will be at no additional cost to the current lease agreement as it is beneficial to the airport to have the land cleared. A provision must be made to ensure that if at any time airport expansion extended into area M that it would be removed from the lease agreement and taken back under the control by the airport.

10. Request for a Lease Agreement from Community Patient Transfer Group

Kent Wharton informed the members that the Patient Transfer Group has entered into a five-year agreement with the Brockville General Hospital for patient transfer. The firm is looking for a place to park their ambulances and they are interested parking them at the airport maintenance building under the overhang. There could be up to three ambulances and they would like to be able to plug their block heaters in during the winter. Colin Dyke indicated that he would research the electrical costs of running a block heater and distribute the information to the commission members. Any lease agreement would have to allow for amendments if electrical costs go up significantly, amendments by mutual agreement, have provisions that no work is undertaken on the ambulances under the overhang and that snow removal would be carried out per the usual practice. As such, the city would not be responsible if the laneway

was not plowed and ambulances required.

Moved by: Allan Dunn
Seconded by: Wilsie Hatfield

THAT a 5 year lease agreement for parking ambulances at the airport with the Patient Transfer Group at a lease rate of \$200 per month plus electrical charges for each vehicles block heaters be approved.

Carried

Valerie Harvey is to draft the lease agreement once Colin Dyke has confirmed electrical charges for the block heaters.

11. Action Item Update

The airport altimeters have still not been calibrated as locating a certified company to complete the calibration has proven problematic. If it is not completed it is not a big issue for our airport

12. New Business

Kent Wharton informed the members that the Royal Canadian Regiment and the Brockville Rifles would like to utilize airport property in January 2014 to carry out a winter warfare exercise. As they will only be staging at the airport and will not be utilizing any buildings or the runway it will be provided free of charge.

The Chair Brian Williams will be away during the month of January 2014 so Wilsie Hatfield will chair the meeting. Nominations and elections for the new Airport Commission Chair will take place during the January meeting.

No airport commission meeting will be held during the month of December 2013. The next meeting will be in January.

**Next meeting: January 28, 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