



Minutes of Meeting

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

Tuesday June 25, 2013

MEMBERS PRESENT

Mr. Brian Williams, Chair.....briwilliams401@gmail.com
Mr. Mike Bowen.....mwb@ripnet.com
Mr. Wilsie Hatfield.....whatfie@ripnet.com
Ms. Heather Dale Flood.....hdflood@hotmail.com

MEMBERS ABSENT

Mr. Bob Huskinson.....rhuskinson@cogeco.ca
Councillor Susan Prettejohn.....prettejohn@ripnet.com
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Allan Dunn.....aldunn@propshopontario.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

1. Minutes

Moved by: Wilsie Hatfield
Seconded by: Dale Flood

THAT the Minutes of the meeting of May 21, 2013 be approved.
Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services 2013 Monthly Report

Copies were attached to the agenda.

4. Summary of 2013 Air Traffic Movements

A copy was attached to the agenda. Training traffic movements are down from last year as one private training school's contract has gone out west and cadet glider training has been reduced from 2 to 3 weekends per year.

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. Aircraft Repairs in Hangers & Insurance Policies

Valerie Harvey is to send letters to the lessees in the city hanger reminding them of no repairs to their aircraft is permitted inside the hangar and also to request that they provide us certificates of insurance.

8. Taxiway Quote

A copy was attached to the agenda. The taxiway extension will be submitted to Council as a 2014 capital budget request.

9. Draft Form of Agreement Intent to Lease Property

A copy of the draft lease was attached to the agenda. The intent to lease property agreement is intended to demonstrate to Council during the 2014 capital budget process that individuals are committing to build hangars and that revenues will be generated by hangar lease agreements if the taxiway is constructed.

Moved by: Wilsie Hatfield

Seconded by: Dale Flood

THAT the draft Form of Agreement Intent to Lease Property be approved.

Carried

10. Action Item Update

Earle Moore, Facility Supervisor indicated that due to a staffing shortage maintenance personnel have not been out to the airport yet to repair the fascia.

11. New Business

The Brockville Flying Club will be submitting correspondence shortly requesting authorization for their Fly-in Breakfast on September 8, 2013.

Kent Wharton passed along a request from Cogeco to use the roof of the terminal during the Fly-in Breakfast. Valerie Harvey stated that due to the structural integrity of the roof the request should be denied and all members concurred. Dale Flood suggested that they use a cherry picker.

Dean Glover informed the commission that every year the airport altimeters have to be certified by qualified technicians. Certification alternates annually between technicians servicing the units at the airport and shipping the units to their facility. This year the certification is at the airport. The firm that has done the certifications in the past is no longer providing the service and Dean Glover is organizing the certification with the firm Aeroneuf Instruments Ltd.

There will be no Airport Commission meeting in July of 2013.

**Next meeting: August 27, 2013 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 4:45 PM

Minutes prepared by:
Valerie Harvey
Supervisor of Transportation Service