



**MINUTES OF MEETING**

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

**October 23, 2012**

**MEMBERS PRESENT**

Mr. Brian Williams, Chair.....briwilliams401@gmail.com  
Mr. Allan Dunn.....aldunn@propshopontario.com  
Mr. Wilsie Hatfield.....whatfie@ripnet.co  
Mr. Colin Dyke.....cdyke@ripnet.com  
Mr. Bob Huskinson.....rhuskinson@cogeco.ca  
Councillor Susan Prettejohn.....prettejohn@ripnet.com  
Ms. Heather Dale Flood.....hdflood@hotmail.com

**MEMBERS ABSENT**

Mr. Mike Bowen.....mwb@ripnet.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: Bob Huskinson  
Seconded by: Allan Dunn

THAT the Minutes of the meeting of August 28, 2012 be approved.  
Carried

**2. DISCLOSURE OF INTEREST**

No conflicts declared.

**3. Brock Air Services August and September 2012 Monthly Reports.**

Copies were attached to the agenda. It was requested that a notice for emergency situations at the

non-directional beacon (HDB) be posted on the door of the building.

**. Summary of Air Traffic Movements**

A copy was attached to the agenda.

**6. Summary of 2012 Airport Revenues**

A copy was attached to the agenda.

**7. Summary of 2012 Airport Fuel Revenue**

A copy was attached to the agenda.

**8. 2013 Budget**

Valerie Harvey provided copies of the airport 2008 facility audit - note attached document. Since the time of the audit no maintenance repair has occurred however she has been informed that the roofs are being inspected this year. Valerie Harvey has also requested that all other aspects of the facilities be inspected for possible capital budget allocations in 2014. Valerie Harvey also informed the commission that she has placed in the 2014 and the 2015 capital budget funds for consideration by City Council for the replacement of the fueling system

Valerie Harvey provided a copy of the 2013 airport budget that will be presented to Council on January 15, 2013. The current draft identifies the 2013 budget coming in at a -4.22% decrease over the 2012 budget. This is significantly below the 2013 budget guidelines of a maximum of a 2% increase. Copies of an incremental budget increase of \$4, 500 towards the airport reserve for future capital expenditures were also discussed. Discussions took place about the cost of having to replace the aging snow removal and grass cutting equipment. Members of the commission were reminded that the contractor Brock Air Services is responsible for providing this equipment under the terms of the contract.

Moved by: Wilsie Hatfield

Seconded by: Dale Flood

THAT the 2013 airport budget as presented today, or any other draft that falls within a 0% to a 2% increase over the 2012 budget be approved.

Carried

Moved by: Dale flood

Seconded by: Susan Prettejohn

THAT the request for a \$4500 incremental increase to the 2013 airport budget for a contribution from the current to the capital budget for future capital costs be approved.

Carried

## **9. Airport Emergency Plan & Safety Review Committee**

Valerie Harvey confirmed with the Director of Operations that the commission members have no personal liability. In the event of legal proceedings the members would be covered under the City's liability insurance.

Discussions took place again about updating the airport's emergency plan. All members were requested to bring any updates to the next meeting.

The safety review committee comprised of Colin Dyke, Mike Bowen, Wilsie Hatfield and Brock Air Services will review the plan as well as the facilities to ensure appropriate safety measures are in place.

## **10. Airport Logo Update**

Copies of the logo were provided at the meeting - note attachment. Brian Williams informed the meeting that the proposed airport logo of 3.5" x 5" will not fit properly on a ball but it will fit nicely on T-shirts. The company Promotional Concepts provided a quote of a \$90.00 fee for the embroidering logo set up and thereafter a fee of \$4.50 per item for embroidering. Shirts could be sold for \$20-\$25. If the project proceeds the shirts would be purchased out of the printed postage and stationary budget and sold on a full cost recovery basis. Brian Williams will bring in samples of these shirts to the next meeting.

Moved by: Wilsie Hatfield

Seconded by: Dale Flood

THAT the airport logo as presented be approved.

Carried

Valerie Harvey informed the members that funds could not be spent on this project until the 2013 budget has been approved. Brian Williams will be posting the logo on the airport website.

## **11. Glider Training**

Another complaint was received regarding the recent glider training event. Brian Williams indicated that as previous decided he has sent out correspondence to the Township and residents on this matter. Dale flood indicated that over the course of the day the pull plane crept out of the industrial area closer to the residential area. The resident still wants to know why this has to be done on a long weekend when families are outside trying to enjoy their property. Long weekends are most appropriate for the training as the students come in from a distance and all three days are required to accommodate the number of participants. Kent Wharton will ensure that he reminds the group at each event that they must stay over the industrial area. In addition to this they will be installing 4 blade propellers on the pull plane which will significantly reduce the noise. As the commission chair

Brian Williams will once again write a letter to the Township and directed to the complaint about all the positive attributes of the program. A copy of this correspondence will be attached to the agenda of the next meeting.

## **12. Action Items Update**

Brian Williams informed the commission that he has sent out the letters of thank you to those organizations supporting the funding application for the taxiway and hangar development.

The new airport information card has been completed and is now available for distribution.

## **13. New Business**

Dean Glover is to purchase a mailbox of some type and he is to place it outside the front door of the terminal. The mailbox will be used for the airport information card so it is available to anyone at any time regardless if staff is at the airport or not.

Andy Bouchard, a former member of the airport has passed away. Due to his contribution to the facility the commission will be doing something in his remembrance. Kent Wharton is to relay any pertinent information on this matter to the commission members.

**Next meeting: November 27, 2012 @ 4:00 p.m.  
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:30 PM

Minutes prepared by:  
Valerie Harvey  
Supervisor of Transportation Services and

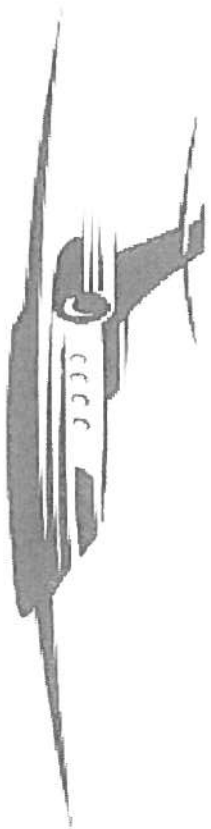


**MECHANICAL/ELECTRICAL  
AIRPORT TERMINAL**

BUILDING DESCRIPTION	SYSTEM DESCRIPTION	NOTES/RECOMMENDATIONS	Service Life	Approximate Age	2008 to 2012	2013 to 2017	2018 to 2022	2023 to 2027	2028 to 2032	TOTALS
<b>MECHANICAL</b>										
<b>PLUMBING</b>										
Sanitary Service	Unknown		50							
Storm Service	Unknown		Note 1.							
Domestic Cold Water	Served by a well, through jet pump and pressure tank located in the Mech Room.		50							
Domestic Hot Water	Electric storage water heater (40 gal) located in the Mech Room.		Note 1.	15						2,000
Fixtures	Electric storage water heater (40 gal) located in the Mech Room. Washroom with WC and LA		25	15						2,000
			35	35+						800
<b>FIRE PROTECTION</b>	None									
<b>HVAC</b>										
Systems	Electric heat (see below)									
Electric	Electric unit heaters and baseboard heaters located throughout.	Building does not have cooling or ventilation system. Complete retrofit of building HVAC system is recommended.	25							12,000
Ventilation	No ventilation system.	Proper ventilation to be part of retrofit above.								
<b>ELECTRICAL</b>										
MAIN SERVICE	200 amp, 120/208 volt, 3 phase service.		50							
DISTRIBUTION	Main electrical panel.		Note 1.							
EMERGENCY GENERATOR	None		50							
	None		Note 1.							
GENERAL LIGHTING	Incandescent light fixtures.	Complete lighting study and retrofit is recommended	20	35+						3,750
EXIT & EMERGENCY LIGHTING	No exit and emergency lighting	Complete exit and emergency lighting system is recommended.	20							1,000
FIRE ALARM SYSTEM	None									
<b>SUB-TOTALS</b>					17,350	4,000	0	0	0	21,350

NOTES:  
1. Main building services have been given an age, however, they are assumed to be part of the building fabric. They are expected to have a normal life, which is concurrent with the life of the building.

DEFINITIONS:  
HVAC - Heating, Ventilating and Air Conditioning  
PTAC - Packaged Terminal Air Conditioner  
WC - Water Closet; UR - Urinal; LA - Lavatory



**CNL3**

**BROCKVILLE-10000 ISLANDS  
REGIONAL TACKABERRY  
AIRPORT**