



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

**December 13, 2011**

**MEMBERS PRESENT**

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

**ABSENT**

Ms. Hannelore Walther.....gwiz@sympatico.ca

**1. MINUTES**

Moved by: Dale Flood  
Seconded by: Bob Huskinson  
THAT the Minutes of the meeting of November 15, 2011 be approved.  
Carried

Moved by: Bob Huskinson  
Seconded by: Dale Flood  
THAT the IN CAMERA Minutes of the meeting of November 15, 2011 be approved.  
Carried

**2. DISCLOSURE OF INTEREST**

No conflicts declared.

**3. BROCK AIR SERVICES MONTHLY REPORT**

A copy was attached to the agenda. After a discussion what would be involved in reducing the

existing airport IFR approach minima the following motion was introduced:

Moved by: Bob Huskinson

Seconded by: Dale Flood

THAT Brock Air Services provide at the next Airport Commission meeting a cost estimate of the survey that would be required to reduce the IFR approach minima.

Carried

The above noted information could be utilized for future capital budget considerations.

The Airport Commission is in full agreement with the Royal Canadian Air Cadets replacing the airport storage shed that is only utilized by the cadets. As with the current one, airport staff would have the key to access it. As long as the shed is less than 9' x 9' a building permit is not required. The cadets will be responsible for everything associated with the project including dismantling the current shed and disposal costs.

#### **4. Summary of Air Traffic Movements**

A copy was attached to the agenda. Effective 2012 Brock Air Services was requested to identify OPP, RCMP and Coast Guard movements as government not business.

#### **5. Summary of Airport Revenues**

A copy was attached to the agenda.

#### **6. Airport Operations**

B. Huskinson stated that there is a net expense to operating the airport but the airport is a service just like snow plowing the streets, providing a transit system, operating the arenas, etc. are services provided to the community. Operating the airport is a required basic service if you want to exist as a relevant community. B. Huskinson stated that this facility is a fixed winged airport and provided the attached updated listing of the 27 aircraft housed at this location. The Airport Commission's mandate is to promote the airport not cut it back to a helipad operation. If we are considering doing that then all 27 aircraft owners at the airport should be invited to a meeting to speak about it. Everyone should also remember that some \$300,000 dollars of in-kind or cash donations was provided to the City by industry for the runway expansion of 2005.

#### **7. Action Item Update**

As approved by the Commission on December 1, 2011 the sale price of Jet A1 fuel was increased to \$1.96 + HST per litre.

A report was presented to the December 7, 2011 Finance and Operations Committee Meeting

recommending that Council accept the proposal from Brock Air Services Limited in the amount of One Hundred and Four Thousand Eight Hundred and Sixty Eight Dollars (\$104,868.00) excluding HST with an annual CPI adjustment for Contract 2011-23 for the Operation and Management of the Brockville 1000 Islands Regional Tackaberry Airport for a three (3) year period commencing January 1, 2012. The report was passed at committee level and it goes to Council tonight for ratification.

A report was presented to the December 7, 2011 Finance and Operations Committee Meeting indicating that the Commission supports the sale of Andy Bouchard hangar to the new purchaser. The report was passed at committee level and it goes to Council tonight for ratification. Valerie Harvey will send correspondence to Andy Bouchard regarding the outcome of Council meeting.

## **8. New Business**

Boards and Commissions are scheduled to do their 2012 budget presentations the evening of Tuesday, January 3, 2012. The Chair Brian Williams indicated that he will be away on holidays and not available for the meeting. Valerie Harvey was to check with Treasury to see if a airport representative was required in light of the fact that our budget is coming in at -6.46% over last year's budget.

The Chair Brian Williams indicated that he will also be away for the January meeting and requested that at the time of the meeting a member be nominated to chair the meeting that evening.

Valerie Harvey was requested to send a copy of the Airport Commission's term of reference to all members.

The Airport Commission Chairman reminded all members that In Camera sessions are confidential and any information from the In Camera session cannot be discussed with anyone except Airport Commission Members. Discussing information with other individuals violates policy and procedures.

**Next meeting: January 17 @ 4:45 p.m.  
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:55 PM

Minutes prepared by:  
Valerie Harvey  
Supervisor of Transportation Services

BROCKVILLE 1000 ISLANDS REGIONAL  
TACKABERRY AIRPORT

EMERGENCY PLANS AND PROCEDURES

APPENDIX D

AIRCRAFT BASED AT NL3

CITY HANGAR #1

Wally Desaulniers	613-345-0541
Mike Beverly	613-342-5512
David Trail	604-533-6133
<i>Mark Kisilewicz</i>	
Wayne Woods	613-925-5237
Trevor Lyons	613-258-6938
Gregory Moore	613-348-1263
<i>Mike Wilmer</i>	

CITY HANGAR #2

Heritage Kitchens	613-342-5800
	613-342-0330

B.F.C.

<i>Daniel Patry</i>	
<del>Allan Dunn</del>	
Ralph Birtch	613-923-1224
B.F.C. Richard Cook	613-498-1637
Byron Boone	613-342-4100
<del>Peter Edwards</del> <i>B. Williams</i>	613-345-3788
<i>UltraLight</i>	613-342-3920

BOUCHARD HANGAR

<del>Andy Bouchard</del>	
Bev Field	613-342-0336
Rod McLennan	613-925-4946
<i>John Laflamme</i>	613-345-5682

STEELE, DUNN, BOWEN HANGAR

Jack Steele	613-342-3096
Al Dunn	613-923-2056
Mike Bowen	613-342-6803
Gary Cutway	613-342-0032

JACKSON, SIMPSON HANGAR

Wayne Jackson	613-345-1296
John Simpson	613-342-2750
<del>Mark Kisilewicz</del>	613-342-8730

COLIN DYKE HANGAR

<i>Colin Phipps</i>	
Colin Dyke	613-342-8866
Brian Moore	613-342-8291
Brian Wagg	613-345-1458

*27 / Fixed wing.*