



MINUTES OF MEETING

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

June 21, 2011

MEMBERS PRESENT

Ms. Hannelore Walther.....gwiz@sympatico.ca
Ms. Heather Dale Flood.....hdflood@hotmail.com
Mr. Brian Williamsbriwilliams401@gmail.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

ABSENT

Mr. Dean Glover - Brock Air Services.....dean@brockair.com
Mr. Bob Huskinson, Chair.....rhuskinson@cogeco.ca
Mr. Allan Dunn.....aldunn@propshopontario.com

As the Chair was absent, Hannelore Walther acted as the Chairperson for the meeting.

1. MINUTES

Moved by: D. Flood
Seconded by: S. Prettejohn

THAT the Minutes of the meeting of May 10, 2011 be approved
Carried

2. DISCLOSURE OF INTEREST

No conflicts declared

3. STATUS OF ACTION ITEMS

Item	Details	Status	Date
1.	Sale of surplus property in the Village of Lyn. Steps initiated per By-Law 103-2005 Procedure For Sale of Municipal Land. V. Harvey to investigate for the next meeting.	Pending	May/2010
2.	A private air flight training school will only come to the airport if land is available to purchase for hangers & classrooms. This item is to be removed from the action list.		

4. BROCK AIR SERVICES MONTHLY REPORT

A copy was attached to the agenda.

The runway needs to be repainted. If the city is able to utilize the same contractor that did the street line painting the cost of the paint for the runway numbers would be about \$700. The availability of the contractor is still not known at this time and V. Harvey is to follow up. To complete painting for the entire runway the cost will be in the thousands and V. Harvey recommends placing it as a 2012 capital budget request.

For the next airport commission meeting K. Wharton is to obtain three quotes to knock down trees at the end of the grass landing strip.

5. Summary of Air Traffic Movements

A copy was attached to the agenda.

6. Summary of Airport Revenues

A copy was attached to the agenda.

7. Emergency Plan

Updated copies were provided to Commission Members present at the meeting. S. Prettejohn is to distribute copies to Elizabethtown-Kitley Township and the Elizabethtown-Kitley Fire Department. K. Wharton is to distribute copies to Flight Services, OPP, RCMP, Transport Canada and members of the commission not present at the meeting. V. Harvey is to distribute copies to City of Brockville Police Chief, Fire Chief, the County of Leeds in Grenville E. M. S. and the Brockville General Hospital.

8. Web Site

Airport Commission Member B. Williams volunteered to maintain the newly created airport website. J. Peters of the City's MIS department will be contacted regarding B. Williams training.

9. Airport Commission Terms of Reference

An election will be held at the July 19, 2011 Airport Commission meeting for the position of Chairperson.

10. Sale of Airport Property

V. Harvey is to investigate the requirements of selling property that the City owns in Lyn that was originally purchased for the installation of an airport tower. As the tower was never installed this is surplus land and the revenue from the sale could possibly be credited to the airport budget.

11. New Business

The sale of additional Airport property for hangers as well as the sale of the land that is currently leased for hangers could potentially generate significant revenue for the airport. V. Harvey is to bring to the next commission meeting the airport Master Plan that depicts future subdivision development for hangar installation.

V. Harvey is to invite Mayor Henderson to and Airport Commission Meeting.

Repairs to the asphalt taxiway in front of the Dunn hanger was been completed by Tackaberry Construction at a cost of just over \$700.

The Brockville Flying Club will be hosting a fly in breakfast on September 11, 2011.

V. Harvey is to ask Conal Cosgrove, the Director of Operations if the city would entertain leasing the roofs of the city owned hangers at the airport to the company that is interested in installing solar panels under Hydro One's micro-fit program.

K. Wharton informed the commission that all seven spots in the city-owned hangar are now rented and that 3 new keytrol agreements for the purchase of fuel have been signed.

**Next meeting: July 19, 2011@ 4:45 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:45's PM

Minutes prepared by:

Valerie Harvey

Supervisor of Transportation Services