



## **NOTICE AND AGENDA**

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

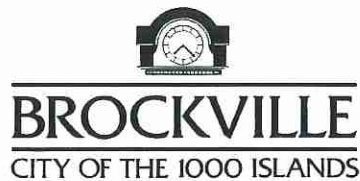
**Wednesday, May 9, 2018**

**4:00 PM**

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**

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1. Minutes of the March 27 Meeting (DRAFT COPY)
2. Disclosure of Interest
3. Brock Air Services March & April 2018 Reports (attached)
4. Summary of April 2018 Air Traffic Movement (attached)
5. Summary of April 2018 Airport Revenue (attached)
6. Summary of April 2018 Airport Fuel Revenue (attached)
7. Action Item Update
  - a. Non-Direction Beacon Maintenance Discussion Update
  - b. Ogdensburg Approach Discussion
  - c. Recovery Garden Discussion
8. New Business
  - a. Brockville Flying Club Events



**Minutes of Meeting**  
**BROCKVILLE - 1000**  
**ISLANDS REGIONAL TACKABERRY**  
**AIRPORT COMMISSION MEETING**

**Tuesday, March 27, 2018**

**MEMBERS PRESENT**

Mr. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com  
Mr. Wilsie Hatfield.....[whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)  
Mr. Allan Dunn.....info@1000islandsdocks.com

**MEMBERS ABSENT**

Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net  
Mr. Brian Williams.....briwilliams401@gmail.com

**ALSO PRESENT**

Mr. Dean Glover – Brock Air Services.....brockair@kingston.net  
Mr. Kent Wharton - Brock Air Services.....kentwharton\_brockair@sympatico.ca  
Mr. Matthew Locke – City of Brockville.....mlocke@brockville.com

**1. Minutes**

Minutes Moved by: Wilsie

Seconded by: Mike

THAT the minutes of the meeting of February 20, 2018 be approved

CARRIED

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services February 2018 Monthly Report**

A copy was attached to the agenda.

**4. Summary of February 2018 Air Traffic Movements**

A copy was attached to the agenda.

**5. Summary of February 2018 Airport Revenue**

A copy was attached to the agenda.

**6. Summary of February 2018 Airport Fuel Revenue**

A copy was attached to the agenda.

**7. Action Item Update**

Non-Directional Beacon Maintenance Discussion – Dean notes that Nand Romijn will be at the airport on May 1<sup>st</sup> to shut down the NDB on May 1. Matt to contact Transport Canada to confirm NOTAM language.

By-Law Establishing Airport Commission Review – Matt confirmed that minutes are now issued monthly to City Clerk and included in City Council reports every month.

Ogdensburg Instrument Approach Procedure – Dean presented current approach procedure for Ogdensburg. Dean notes that he has received a draft version of an approach issued to him by NAV CANADA. Dean notes a new version is to be implemented by the FAA on July 19. NAV CANADA did not have a copy of this procedure yet. Dean suggests a meeting with Ogdensburg Airport staff. Colin suggests setting up a meeting with Dean, Colin and Matt present. Matt to reach out to Airport Manager.

Runway Closures Discussion – Matt notes the City allowed driver training on Crocker Crescent on March 9<sup>th</sup> and that it was a success. Matt notes there are not current applications for use of the runway at this time. Commission asks to be notified if an application is made. Commission notes they are not in favour of any runway closures for non-aviation purposes.

**8. New Business**

Parachuting Discussion – Kent asks if there is any language in the City – Reticle lease about parachuting. Matt notes he is not aware of a clause, but will review the document. Al notes conversation with City staff where staff noted a rule about a maximum of 2 days per month of parachuting. Commission notes they are not in favour of parachuting at the airport due to NORDO traffic and the airport being uncontrolled airspace. Al asks if a runway closure is needed during a parachuting event. Matt to review and confirm. Matt notes that City cannot ensure that incoming pilots have seen a NOTAM before entering BRTA airspace. Committee notes they are not in favour of parachuting. Committee also asks if there is a clause in the lease prohibiting groups from establishing their own fuel supply. Matt to confirm.

Drone Use Discussion – Kent notes that a township resident recently lost a drone within 5.5km of the airport, which is prohibited by Transport Canada to operate a drone. Kent

inquired about preparing a notice and placing it in the newspaper. City wants to prepare the notice, but that the City would not present it to resident outside of City limits. City staff will discuss with Township staff in regard to helping make this information public. Dean suggests adding a notice to the Airport website. Matt to work with Kent to prepare a drone notice.

Vehicle Wheel Dollies – Kent notes a recent incident where a visiting aircraft had a flat tire. Airport does not have a wheel dolly to move a plane with a flat tire. Kent recommends the airport purchase two dollies for an approximate cost of \$100 from Princess Auto. Commission votes in favour. City will cover this cost.

COPA Training Course – Mike announces he is hosting a COPA training course on May 5<sup>th</sup> from 10am – Noon. Event will include coffee, doughnuts and a lunch. Matt to provide Brockville Tourism bags for the event. Colin asks for Brockville Tourism to visit the terminal and determine what other items should be supplied to the display racks. Matt to discuss with Tourism staff.

**Next meeting: March 27, 2018 @ 4:25 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 6:00 pm

Minutes prepared by: Matthew Locke  
Supervisor of Transportation, City of Brockville



# BROCKVILLE REGIONAL TACKABERRY AIRPORT

<http://www.brockvilleairport.com>

Our Mission Statement:

"Attract new business to the Brockville region, provide air ambulance/search and rescue facilities while maintaining a public destination facility that reflects well on the local community."

## Airport Month End Report for MARCH 2018

### CURRENT MONTH END AIRCRAFT MOVEMENTS:

(Recorded visually from 07:30 to 16:30 and via Unicom, radio reception playback from 16:31 to 07:29)

*Statistics inside brackets refer to the previous year's recorded take-offs and landings.*

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
1008 (960)	440 (348)	8 (16)	14 (18)	6 (2)

### AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
2208 (2208)	842 (915)	22 (28)	48 (42)	8 (18)

Effective Jan 1<sup>st</sup>, 2012: Business aircraft will include Hydro One and pipeline patrol helicopters

Government aircraft will include; OPP, RCMP, MNR, DND and Canadian Coast Guard

### The Current Month's Aircraft Movements of Interest

Helicopters: 3 Trans Canada Pipelines, 2 R.C.A.F. (Search & Rescue Sqn,) and 3 ORNGE air ambulance

Fixed Wing: 1 single engine (Toronto based Cirrus)

### ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. March 9, a local fur trapper reported that he has removed three beavers from the property. This is part of the airport's Wildlife Management Program and the ongoing attempt to control flooding on the leased land.
2. March 17, Reticle Ventures Canada held a exercise in its' designated Training Area. The Airport Manager conducted an airport safety briefing prior to its' start. Runway 16/34 was temporarily closed by Notam. No runway incursions were reported. Cont'd..../2

Aviation Safety & Aerodrome Security cont'd

3. March 24, a visiting Cessna 150 (CF-FIN) had a nose wheel tire malfunction after landing. The Airport Manager issued a NOTAM that temporarily closed Rwy 04/22 so that the disabled aircraft could be jacked up and rolled to the apron for repair. NavCanada then issued a report on the Transport Canada, CADORS safety network. A copy of the CADORS was e-mailed to the Secretary of the Airport Commission for his review. No further action is expected unless a Transport Canada Civil Aviation Inspector feels that an investigation is warranted.

**ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT**

1. March 26, a vent, on the City owned hangar roof had become dislodged. A repair will be required to prevent rain water from possibly entering the hangar and dropping onto a tenant's aircraft.
2. March 27, the Airport Manager conducted a scheduled, monthly inspection and testing of the Non-Directional Beacon transmitter. No system faults were discovered.

**GENERAL REMARKS**

1. March 7, 8, 21, 22, 28 and 29, the Reticle Ventures Canada range was in operation. No noise complaints were registered at the Airport office.

# BROCKVILLE REGIONAL TACKABERRY AIRPORT

<http://www.brockvilleairport.com>

Our Mission Statement:

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## Airport Month End Report for APRIL 2018

### CURRENT MONTH END AIRCRAFT MOVEMENTS:

(Recorded visually from 07:30 to 16:30 and via Unicom, radio reception playback from 16:31 to 07:29)

*Statistics inside brackets refer to the previous year's recorded take-offs and landings.*

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
1008 (619)	414 (378)	14 (10)	0 (26)	2 (8)

### AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
3216 (2827)	1256 (1293)	36 (38)	48 (68)	10 (26)

Effective Jan 1<sup>st</sup>, 2012: Business aircraft will include Hydro One and pipeline patrol helicopters

Government aircraft will include; OPP, RCMP, MNR, DND and Canadian Coast Guard

### The Current Month's Aircraft Movements of Interest

Helicopters: 1 Trans Canada Pipelines, 6 Hydro One and 1 ORNGE air ambulance.

Fixed Wing: Nil aircraft movements of interest.

### ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. April 7, a local fur trapper reported that he had removed an additional two beavers, three otters and two muskrats from the property. This is part of the airport's Wildlife Management Program and the ongoing attempt to control flooding on the leased land.
2. April 23, the Airport Manager issued the 100<sup>th</sup> Runway Surface Condition update for the 2017/2018 winter snow clearing season at the Brockville airport.

Cont'd.../2

3. April 27, the Reticle Ventures Canada firing range was active on April 5, 6, 10, 11, 12, 17, 18, 24, 25, 26 and 27.

### **ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT**

1. April 1, the NDB monitor sounded its' alarm. The Airport Manager received a late night notification via Falcon Security. He immediately issued a NOTAM advising of the outage.
2. April 2, Mr. Nand Romijn visited the NDB site and recalibrated the transmitter. The Airport Manager then conducted a scheduled, monthly inspection and testing of the Non-Directional Beacon transmitter. No system faults were discovered.
3. April 12, the staff at Heritage Kitchens notified the Airport Manager that the heating system in its' leased building had failed. The APM advised the City and a service technician repaired the fault. A City staff member repaired the roof vent on the City owned hangar as well as an electrical problem in the Airport Maintenance Garage.

### **GENERAL REMARKS**

1. April 5, a wind storm swept through the region; however, none of the airport property was damaged. The Airport Manager did notice that some Reticle owned tents and portable toilets had been knocked over. He passed that observation along to a Reticle staff member.
2. The Secretary of the Airport Commission has requested that Brock Air Services provide a overview of Transport Canada's CADORS program . A brief, verbal presentation will be provided at the next meeting of the Airport Commission.

**End of the April 2018 Airport Month End Report**





**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**  
**SUMMARY OF AIR TRAFFIC MOVEMENTS**



	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Training	7,358	6,019	7,916	5,694	2,944	3,748	7,584	12,251	14,088	14,308	16,488	18,100	16,416	16,824	14,344	10,392	11,232	10,559	3,216
Private	2,420	2,602	3,576	2,664	2,691	3,110	4,944	4,283	3,987	5,116	5,520	6,176	6,462	6,595	6,571	4,192	4,120	4,255	1,256
Business	270	322	410	458	432	458	444	484	194	208	248	280	224	254	320	246	254	158	36
Government	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	598	892	654	212	200	133	48
Air Ambulance													56	34	62	96	70	86	10
Total	10,794	9,763	12,906	9,502	7,005	8,386	14,166	18,938	20,299	22,336	25,100	26,390	23,756	24,599	21,951	15,138	15,876	15,191	4,566

**2018 Aircraft Movements**

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Training	600	600	1,008	1,008									3,216
Private	216	186	440	414									1,256
Business	12	2	8	14									36
Government	30	4	14	0									48
Air Ambulance	0	2	6	2									10
Total	858	794	1,476	1,438	0	0	0	0	0	0	0	0	4,566

**Notes:**

1. In 2001, the events of September 11 had an enormous impact on air movements throughout North America.
2. In 2003, air movements were down as a result of the loss of the flying school and unfavorable weather conditions throughout the summer.
3. In 2004, the airport runway was closed for construction of the extension from September 27, 2004 to November 05, 2004 (6 weeks).
4. In 2005, the airport runway was closed for consturction of the extension from May 16, 2005 to June 03, 2005 (3 weeks).
5. Air traffic movements are only recorded daily between the hours of 7:30 a.m. to 4:30 p.m.
6. Effective Jan 1 2012 OPP, RCMP, MNR, DND and Coast Guard counted government
7. Effective Jan 1 2012 Hydro One and Endbridge counted as business
8. Effective Jan 1 2012 Air Ambulance counted separately



**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**  
**2018 AIRPORT REVENUE**  
Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2018 Budget
Jet A1 - Fuel	\$3,546.88	\$2,718.84	\$1,215.69	\$3,704.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,185.66	
100 LL - Fuel	\$914.64	\$856.64	\$2,398.62	\$1,875.02	\$257.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,302.76	\$100,000.00
Landing Fees	\$210.00	\$120.00	\$180.00	\$180.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$4,671.52	\$3,695.48	\$3,794.31	\$5,759.27	\$287.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,208.42	\$103,500.00



**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**  
**2017 AIRPORT REVENUE**  
Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2017
Jet A1 - Fuel	\$925.65	\$832.32	\$5,942.38	\$933.78	\$4,024.26	\$5,501.56	\$4,532.10	\$3,096.24	\$12,105.28	\$9,018.48	\$1,163.88	\$7,736.04	\$55,811.97	
100 LL - Fuel	\$507.99	\$2,016.31	\$832.32	\$1,847.49	\$2,526.38	\$3,801.34	\$4,977.44	\$4,428.31	\$4,741.15	\$4,786.73	\$2,182.31	\$2,056.34	\$34,704.11	\$110,000.00
Landing Fees	\$150.00	\$120.00	\$330.00	\$240.00	\$300.00	\$390.00	\$390.00	\$360.00	\$360.00	\$240.00	\$150.00	\$240.00	\$3,270.00	\$3,300.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$0.00	\$8.00	\$0.00	\$16.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Call-Outs	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	\$40.00	\$0.00	\$0.00	\$0.00	\$140.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$0.00	\$0.00	\$40.00	\$48.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$1,583.64	\$3,008.63	\$7,104.70	\$3,021.27	\$6,850.64	\$9,692.90	\$9,899.54	\$7,944.55	\$17,262.43	\$14,045.21	\$3,504.19	\$10,072.38	\$93,990.08	\$113,800.00



2018 Airport Fuel Revenue  
(purchase price includes aviation taxes, excludes HST)

	Jet A1 Fuel							
	Qty.	Gross Revenue		Gross Expense		Net Revenue		
		Sale	Price/Litre	Revenue	Purchase		Price/Litre	Expense
January	2,176	\$1.63		\$3,547	\$0.883	\$1,921	\$1,625	
February	1,668	\$1.63		\$2,719	\$0.883	\$1,473	\$1,246	
March	743	\$1.65		\$1,226	\$0.898	\$667	\$559	
April	2,245	\$1.65		\$3,704	\$0.898	\$2,016	\$1,688	
May	0	\$1.65		\$0	\$0.898	\$0	\$0	
June	0	\$0.00		\$0	\$0.000	\$0	\$0	
July	0	\$0.00		\$0	\$0.000	\$0	\$0	
August	0	\$0.00		\$0	\$0.000	\$0	\$0	
September	0	\$0.00		\$0	\$0.000	\$0	\$0	
October	0	\$0.00		\$0	\$0.000	\$0	\$0	
November	0	\$0.00		\$0	\$0.000	\$0	\$0	
December	0	\$0.00		\$0	\$0.000	\$0	\$0	
Sub Total	6,832			\$11,196		\$6,077	\$5,118	

100 LL Transient						
	Qty.	Gross Revenue		Gross Expense		Net Revenue
		Price/Litre	Revenue	Price/Litre	Expense	
January	33	\$1.64	\$54	\$1.170	\$39	\$16
February	176	\$1.64	\$289	\$1.170	\$206	\$83
March	298	\$1.64	\$489	\$1.170	\$349	\$140
April	261	\$1.64	\$428	\$1.170	\$305	\$123
May	0	\$1.64	\$0	\$1.170	\$0	\$0
June	0	\$0.00	\$0	\$0.000	\$0	\$0
July	0	\$0.00	\$0	\$0.000	\$0	\$0
August	0	\$0.00	\$0	\$0.000	\$0	\$0
September	0	\$0.00	\$0	\$0.000	\$0	\$0
October	0	\$0.00	\$0	\$0.000	\$0	\$0
November	0	\$0.00	\$0	\$0.000	\$0	\$0
December	0	\$0.00	\$0	\$0.000	\$0	\$0
Sub Total	768		\$1,260		\$899	\$361

100 LL Resident						
	Gross Revenue		Gross Expense		Net Revenue	
	Sale	Revenue	Purchase	Expense		
	Qty.	Price/Litre		Price/Litre		
January	606	\$1.42	\$861	\$1.170	\$709	\$152
February	400	\$1.42	\$568	\$1.170	\$468	\$100
March	1,345	\$1.42	\$1,910	\$1.170	\$1,574	\$336
April	1,019	\$1.42	\$1,447	\$1.170	\$1,192	\$255
May	0	\$1.42	\$0	\$1.170	\$0	\$0
June	0	\$0.00	\$0	\$0.000	\$0	\$0
July	0	\$0.00	\$0	\$0.000	\$0	\$0
August	0	\$0.00	\$0	\$0.000	\$0	\$0
September	0	\$0.00	\$0	\$0.000	\$0	\$0
October	0	\$0.00	\$0	\$0.000	\$0	\$0
November	0	\$0.00	\$0	\$0.000	\$0	\$0
December	0	\$0.00	\$0	\$0.000	\$0	\$0
Sub Total	3,370		\$4,785		\$3,943	\$843

Jet A1		Gross Revenue	Gross Expense	Net Revenue
100 LL Transient		\$11,196	\$6,077	\$5,118
100 LL Resident		\$1,260	\$899	\$361
		\$4,785	\$3,943	\$843
Total		\$17,241	\$10,919	\$6,322

2017 = \$35,607

Value of Fuel in the Tanks as of the End of February 2017

	Litres of Fuel		* Fuel Value	
	in Tanks	* Cost/litre last purchase	in Tanks	
Jet A1	14,434	\$0.846	\$12,211	
	100 LL	\$1.146	\$16,121	
Total				
			\$28,333	

\* value of fuel in tanks based on cost/litre of last purchase