



NOTICE AND AGENDA

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

Tuesday, April 18, 2017

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

1. Minutes of the March 28, 2017 Meeting (DRAFT COPY)
2. Disclosure of Interest
3. Brock Air Services March 2017 Report (attached)
4. Summary of March 2017 Air Traffic Movement (attached)
5. Summary of March 2017 Airport Revenue (attached)
6. Summary of March 2017 Airport Fuel Revenue (attached)
7. Action Item Update
 - a. Emergency Plans and Procedures Manual Update
8. New Business
 - a. Briefing to Standing Committee (Finance, Administration and Operations Committee)



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

Tuesday, March 28, 2017

MEMBERS PRESENT

Mr. Allan Dunn.....info@1000islandsdocks.com
Mr. Colin Dyke.....cdyke@ripnet.com
Mr. Mike Bowen.....mwb@ripnet.com
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net
Mr. Wilsie Hatfield – Chair..... whatfie@myhighspeed.ca

MEMBERS ABSENT

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

Moved by: Colin Dyke
Seconded by: Mike Bowen
THAT the Minutes of the meeting of February 21, 2017 be approved.
Carried

2. Meeting Disclosure of Interest

No conflicts declared.

3. Brock Air Services February 2017 Monthly Report

A copy was attached to the agenda.

4. Summary of February 2017 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of February Airport Revenue

A copy was attached to the agenda.

6. Summary of February 2017 Airport Fuel Revenue

A copy was attached to the agenda.

7. Action Item Update

Overhead Flights – A NOTAM was issued on the United States side of the border by the FAA at the request of Transport Canada on March 10, setting the minimum altitude at 3000 feet when using the Ogdensburg IFR approach. Matt spoke with Rick Abbott, Civil Aviation Inspector for Transport Canada on March 13th, Rick Abbott confirmed that a formal investigation of the approach procedures are underway. Matt formally requested that Transport Canada engage the FAA to amend the approach away from Brockville Regional Tackaberry Airport airspace.

Overhead Door in City Hangar – Contract awarded to Draper Doors. New overhead doors to be installed Spring 2017.

Security Gate – Burchell Fencing provided a quote for the installation of a security gate at the hangar area vehicle entrance. Cost is approximately \$15,000. Kent to continue to discuss the security gate with additional suppliers and look for quotes.

Defibrillator – Kent acquired cost estimate from St John's ambulance to provide a defibrillator at the airport. Initial cost is approximately \$2000 and requires new pads every two years (\$75) and new batteries every four years (\$210). Matt noted that these units typically are not provided by the City for buildings not staffed by City employees. The commission asked Matt to discuss with City staff the funding of this unit for liability reasons.

8. New Business

Instrument Approaches – Dean reported that the AMCO group tender to award an external design organization for instrument approaches has been won by IDS North America. Pricing for design and modification of instrument approach procedures will be available next month.

Next meeting: April 18, 2017 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport
Meeting adjourned at 5:00 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 2017

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
960 (616)	348 (264)	16 (28)	18 (12)	2 (2)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
2208 (1336)	915 (722)	28 (68)	42 (24)	18 (10)

Effective Jan 1st, 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 ORNGE Air Ambulance, 2 pipeline patrol (TransCanada Pipelines), 1 pipeline patrol (EnBridge), 2 Hydro One, 2 O.P.P., 1 Canada Coast Guard, 2 R.C.A.F. Search & Rescue and 1 Bell 206 Transport Canada

Fixed Wing: 1 Cessna 421 (Hrycay Consulting Engineers Inc., Windsor)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. Mar 18, the airport staff noticed that the Allegiant Air flights, inbound to Ogdensburg, were complying with the amended 3000' above sea level procedure altitude and were broadcasting position reports on the Brockville Aerodrome Traffic frequency, 123.0. In addition, the aircraft were maintaining slightly to the south of the airport. Cont'd.../2

Aviation Safety cont'd

2. During the month of March, the Airport Manager issued a series of Runway Surface Condition Reports through the NAV CANADA NOTAM office. A significant snowfall was received over the course of a two day period; however, the airport staff was able to keep up and the runway, taxiways and aprons remained operational.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. Mar 3, the Airport Manager conducted a scheduled, monthly inspection and testing of the Non-Directional Beacon transmitter. No faults were found.
2. Mar 23, local wood cutters began removing trees along the airport's northern property line. The trees would have little commercial value as saw mill material and are being cut and split for firewood use. The wood cutters also hunt on the property and have signed a "hold harmless" waiver. This practice provides a cost saving for the airport and also fosters a good neighbour relationship within the community.
3. Mar 27, the alarm feature, in the NDB monitor, located in the Flight Office, failed. A NOTAM was issued and Mr. Nand Romijn, was notified. Nand is a local, electronic and communications technician who has maintained the airport's radio and NDB equipment for the past several years. Nand traced the fault to a defective switch, made the repair, the monitor was returned to service and the NOTAM was canceled.

GENERAL REMARKS

1. The City of Brockville is placing a large text, bold print, highlighted in yellow, White Pages listing in the 2017/2018 Brockville & Area telephone directory. It will also be placing a display ad under the Yellow Pages Classification Title: AIRPORTS. The display ad encourages local businesses to bring their company aircraft to CNL3, which has CANPASS availability, JET A-1 and AVGAS on site and is open 24/7 year round. The airport URL address will be shown in the White Pages listing and also in the display ad. This is the only marketing that the airport has done in several years. Prior to this, the telephone number was buried in the City of Brockville blue page listings and not readily found. The airport's role, as a vital, air ambulance site, is also noted.

End of the March 2017 Airport Month End Repo



**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
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	2,208
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	915
Business	270	322	410	458	432	458	444	484	194	208	248	280	224	254	320	246	254	28
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	42
Air Ambulance													56	34	62	96	70	18
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	3,211

2017 Aircraft Movements

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Training	768	480	960										2,208
Private	244	323	348										915
Business	8	4	16										28
Government	12	12	18										42
Air Ambulance	12	4	2										18
Total	1,044	823	1,344	0	0	0	0	0	0	0	0	0	3,211

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 construction 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

2017 AIRPORT REVENUE

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2017 Budget
Jet A1 - Fuel	\$925.65	\$832.32	\$5,942.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,700.35	
100 LL - Fuel	\$507.99	\$2,016.31	\$832.32	\$303.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,659.75	\$110,000.00
Landing Fees	\$150.00	\$120.00	\$330.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$660.00	\$3,300.00
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	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	
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	\$1,583.64	\$3,008.63	\$7,104.70	\$363.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,060.10	\$113,800.00



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

2016 AIRPORT REVENUE

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2016
Jet A1 - Fuel	\$3,288.89	\$2,867.44	\$4,076.32	\$5,190.94	\$5,357.75	\$11,927.57	\$7,824.96	\$3,746.80	\$8,190.08	\$4,828.98	\$2,959.02	\$922.59	\$61,181.34	
100 LL - Fuel	\$2,066.58	\$385.34	\$557.92	\$2,908.90	\$4,157.50	\$5,375.10	\$4,671.36	\$6,658.61	\$3,935.20	\$5,009.09	\$2,286.79	\$456.94	\$38,469.33	\$110,000.00
Landing Fees	\$270.00	\$270.00	\$360.00	\$390.00	\$480.00	\$690.00	\$331.00	\$360.00	\$420.00	\$300.00	\$270.00	\$180.00	\$4,321.00	\$3,289.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$0.00	\$0.00	\$0.00	\$53.00	\$0.00	\$0.00	\$0.00	\$61.00	\$699.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	\$45.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.00	
Call-Outs	\$120.00	\$40.00	\$0.00	\$200.00	\$0.00	\$180.00	\$40.00	\$100.00	\$40.00	\$0.00	\$40.00	\$0.00	\$760.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
Total	\$5,745.47	\$3,562.78	\$4,994.24	\$8,704.84	\$10,003.25	\$18,187.67	\$13,012.32	\$10,880.41	\$12,638.28	\$10,138.07	\$5,555.81	\$1,559.53	\$104,982.67	\$113,988.00

2017 Airport Fuel Revenue

(purchase price includes aviation taxes, excludes HST)

Jet A1 Fuel						
	Gross Revenue		Gross Expense		Net Revenue	
	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense		
Qty.						
January	\$1.53	\$926	\$0.779	\$471	\$454	
February	\$1.53	\$832	\$0.779	\$424	\$409	
March	\$1.58	\$5,942	\$0.827	\$3,110	\$2,832	
April	\$1.58	\$0	\$0.000	\$0	\$0	
May	\$0.00	\$0	\$0.000	\$0	\$0	
June	\$0.00	\$0	\$0.000	\$0	\$0	
July	\$0.00	\$0	\$0.000	\$0	\$0	
August	\$0.00	\$0	\$0.000	\$0	\$0	
September	\$0.00	\$0	\$0.000	\$0	\$0	
October	\$0.00	\$0	\$0.000	\$0	\$0	
November	\$0.00	\$0	\$0.000	\$0	\$0	
December	\$0.00	\$0	\$0.000	\$0	\$0	
Sub Total		\$7,700		\$4,005	\$3,695	

100 LL Transient						
	Gross Revenue		Gross Expense		Net Revenue	
	Price/Litre	Revenue	Price/Litre	Expense		
Qty.						
January	\$1.59	\$97	\$1.120	\$68	\$29	
February	\$1.59	\$542	\$1.120	\$382	\$160	
March	\$1.61	\$232	\$1.138	\$164	\$68	
April	\$1.61	\$113	\$0.000	\$0	\$113	
May	\$0.00	\$0	\$0.000	\$0	\$0	
June	\$0.00	\$0	\$0.000	\$0	\$0	
July	\$0.00	\$0	\$0.000	\$0	\$0	
August	\$0.00	\$0	\$0.000	\$0	\$0	
September	\$0.00	\$0	\$0.000	\$0	\$0	
October	\$0.00	\$0	\$0.000	\$0	\$0	
November	\$0.00	\$0	\$0.000	\$0	\$0	
December	\$0.00	\$0	\$0.000	\$0	\$0	
Sub Total		\$984		\$614	\$370	

100 LL Resident						
	Gross Revenue		Gross Expense		Net Revenue	
	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense		
Qty.						
January	\$1.37	\$411	\$1.120	\$336	\$75	
February	\$1.37	\$1,474	\$1.120	\$1,205	\$269	
March	\$1.39	\$600	\$1.138	\$492	\$109	
April	\$1.39	\$190	\$0.000	\$0	\$190	
May	\$0.00	\$0	\$0.000	\$0	\$0	
June	\$0.00	\$0	\$0.000	\$0	\$0	
July	\$0.00	\$0	\$0.000	\$0	\$0	
August	\$0.00	\$0	\$0.000	\$0	\$0	
September	\$0.00	\$0	\$0.000	\$0	\$0	
October	\$0.00	\$0	\$0.000	\$0	\$0	
November	\$0.00	\$0	\$0.000	\$0	\$0	
December	\$0.00	\$0	\$0.000	\$0	\$0	
Sub Total		\$2,676		\$2,033	\$643	

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$7,700	\$4,005	\$3,695
100 LL Transient	\$984	\$614	\$370
100 LL Resident	\$2,676	\$2,033	\$643
Total	\$11,360	\$6,652	\$4,708

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

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value in Tanks
Jet A1	14,434	\$0.846	\$12,211
100 LL	14,068	\$1.146	\$16,121
Total			\$28,333

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

Guidelines for Board and Committee Briefings to Standing Committees

To ensure communication between boards and committees of council and council, boards and committees without an appointed council representative will report to their respective Standing Committee of Council to provide a briefing outlining their current initiatives, report on completed projects and provide an overall synopsis of the operation. This report will be beneficial in informing council and the public, via the media coverage, of the programs, status and challenges they face.

The following boards and committees will present to the standing committee as noted:

Economic Development & Planning

Museum
Library
Heritage Brockville

Finance Administration & Operations

Accessibility Advisory
Airport
Arena Advisory
Cemetery
Cycling

- Standing committees will only permit one board or committee at each meeting to be scheduled with the Clerk's Office
- When a scheduling conflict arises, preference will be given to the board or committee which has not previously reported
- Boards and committees will provide a brief once or twice per year
- Boards and committees will have a maximum of 20 minutes to provide their briefing
- Reference or back up material may be provided but is not necessary. Any material to be distributed as part of the briefing must be provided to the Clerk's Office no later than Wednesday noon of the week preceding the meeting.

March 1, 2017

Issued by: Clerk's Office

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