



Brockville 1000 Islands Regional Tackaberry Airport Commission

Agenda

Thursday, November 25, 2021 - 9:00 AM

Virtual

Chair's Remarks

Disclosure of Interest

Approval of the Minutes

- 3 - 4 *THAT the minutes of the Airport Commission meeting dated October 28 be adopted as circulated.*

Business Arising from the Minutes

1. Runway Approach Progress
2. Fuel Dispensing System
3. Line Painting
4. Airport Management
5. Heritage Kitchens Hangar

New Business

1. Promoting the Airport from a Tourism Perspective
2. Airport Budget
3. Airport web-site
4. Airport Incident: Runway Approach Lights Damaged
5. Improper Use of Taxiway and Gate

Adjournment

THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for Thursday December 16, 2021



Brockville 1000 Islands Regional Tackaberry Airport Commission Minutes

**Thursday, October 28, 2021 - 9:00 AM
Virtual**

The Airport Commission meeting was called to order on Thursday, October 28, 2021 - 9:00 AM, Virtual, with the following present:

- Present:** Member Colin Dyke, Chair, Member Brian Williams, Member Robert Kennedy, Member Michael Bowen, Member Peter Glazier
- Regrets:** Earl Brayton, Elizabethtown Council Representative; Member Mark Ward.
- Staff:** Phil Wood, Director of Operations; Matthew Locke, Supervisor of Transportation and Fleet Services and Ingrid Doucette, Administrative Coordinator.

1. **CHAIR'S REMARKS**

Nil.

2. **DISCLOSURE OF INTEREST**

Nil.

3. **APPROVAL OF THE MINUTES**

Moved by: Brian Williams Seconded by: Robert Kennedy

THAT the minutes of the Airport Commission meeting dated September 30, 2021 be adopted as circulated.

CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

1. Liability of the Commission.

The Municipal Liability, including Errors and Omissions - includes employees, volunteers, committees of Council, and sub-committees of Council. This liability coverage would extend to the Brockville Airport Commission.

2. City Staff Update on Initiatives. Instrument Approach Procedure. City Staff spoke with Nav Canada. They recommended procuring an External Design Organization and completing a tree clearing, in parallel. The City has hired Octant Aviation as their E.D.O. Tree clearing work still to be completed.

3. City Staff Update on Initiatives. Attestation.

Tree trimming should be addressed each year. Costing is being obtained to remove the overgrown trees at the edges of the runway.

4. City Staff Update on Initiatives. Fuel System.

A precision seal test has been conducted and the tanks are secure. A focus will now be on replacing the pumps.

5. Review of the Airport Contract.

The Commission reviewed the airport contract.

5. **NEW BUSINESS**

Nil.

6. **ADJOURNMENT**

Moved by: Councillor Seconded by: Councillor

THAT the Airport Commission meeting be adjourned until November 25, 2021.

CARRIED

The meeting adjourned at 10:00 a.m.