



**NOTICE AND AGENDA**

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

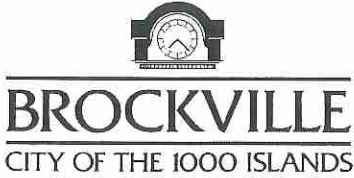
**Tuesday, January 21, 2020**

**4:00 PM**

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**

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- 1. Minutes of the December 17 Meeting (DRAFT COPY)**
- 2. Disclosure of Interest**
- 3. Brock Air Services December Report (attached)**
- 4. Summary of December 2019 Air Traffic Movement (attached)**
- 5. Summary of December 2019 Airport Revenue (attached)**
- 6. Action Item Update**
  - a. Ogdensburg Approach Discussion**
  - b. Reticle Operations Discussion**
- 7. New Business**
  - a.**
  - b.**



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

**Tuesday, December 17, 2019**

**MEMBERS PRESENT**

Mr. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com  
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net  
Mr. Ron Gautreau.....roke@myhighspeed.ca

**MEMBERS ABSENT**

Mr. Brian Williams.....briwilliams401@gmail.com  
Mr. Wilsie Hatfield.....whatfie@myhighspeed.ca

**ALSO PRESENT**

Mr. Dean Glover – Brock Air Services.....brockair@kingston.net  
Mr. Kent Wharton - Brock Air Services.....kentwharton1@gmail.com  
Mr. Matthew Locke – City of Brockville.....mlocke@brockville.com

**1. Minutes**

Minutes Moved by: Earl  
Seconded by: Mike  
THAT the minutes of the meeting of October 15 be approved  
CARRIED

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services November 2019 Monthly Reports**

A copy was attached to the agenda.

**4. Summary of November 2019 Air Traffic Movements**

A copy was attached to the agenda.

## 5. Summary of November 2019 Airport Revenues

A copy was attached to the agenda.

## 6. Action Item Update

Ogdensburg Instrument Approach Procedure – No Updates

Reticle Operations Discussion – Matt notes that the Airport Commission had asked the City to provide a date for when Reticle Ventures will have their access road completed, and will no longer be crossing runway to access the training area in wet conditions. Matt notes that Reticle has reported that if they receive asphalt millings from the City in 2020, then the road will be built by the end of September 2020. Matt notes that as previously discussed, once the access road is completed, all current construction access to the airport will be closed.

Colin notes a frustration with the City that the Airport Commission has been clear in their position on drone usage at the airport (no drone use), but that the City is still considering allowing drones to operate in the Reticle training area. Colin asks for clarification from the City as to why the City is considering allowing drone usage despite the impact to air operations. Colin wants to ensure that the concerns of the Airport Commission are being heard by the City, and asks if there is a formal process for flagging concerns to City staff. Kent notes that when initial discussions between the City, Brock Air and Reticle Ventures began that Reticle Operations were not to impact air operations. Kent notes concerns that various training operations are now causing an impact to air operations, including proposed drone usage.

Matt notes that City staff met with Reticle staff to discuss drone usage at the airport. Matt noted the City is currently researching Transport Canada drone policies, to better understand what is allowed in the federal regulations. Matt notes that the City informed Reticle that they need to look further in TC regulations before responding to the drone use request. The City is considering a closure of the airport during a training event where a drone is used, in order to keep aircrafts away from the airport while the drone is active.

AC notes that there is no mandatory frequency for the Brockville Airport, and that not all recreation pilots check NOTAMs before flying. So, AC notes that even if the runway is closed by NOTAM, there is still a risk of an aircraft approaching during the training event. AC asks about the process for emergency aircraft and air ambulance landings during this runway closure. Earl notes that an airport closure does not eliminate the safety risk of an aircraft and a drone interacting. Earl notes that it opens the City up to risks if an air ambulance was delayed or did not land due to the runway closure. Dean notes that the cons of allowing drone use outweigh the pros, as drone use to record training does not form a critical part of the business but does negatively impact airport operations.

**Airport Commission members propose a motion that Drones should not be operated at**

**the Brockville 1000 Islands Regional Tackaberry Airport. Motion passes unanimously.**

**7. New Business**

2020 City Council Delegation – Matt asks Airport Commission to determine who will be representing the Airport Commission at an upcoming Planning and Operations Committee meeting, and when they would like to attend. Colin Dyke will be the representative, and has requested to attend the February meeting to give the annual. Matt to confirm with City Clerk if February meeting is available for Airport Commission to give a delegation.

Terminal Repairs – Matt detailed recent plumbing repairs completed in the Airport Terminal. Matt notes that City Facilities staff has been assessing Airport buildings in order to better forecast future repairs. Forecasted repairs are to be budgeted in the City's Capital Budget when appropriate, whereas emergency repairs (such this plumbing repair) are taken out of the Airport's Operating budget.

**Next meeting: January 17 @ 4:00 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 5:45 pm

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

# BROCKVILLE 1,000 ISLANDS 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 DECEMBER 2019

#### 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
792 (576)	350 (258)	10 (8)	0 (18)	12 (2)

#### AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
15900 (16860)	4626 (4686)	204 (176)	204 (246)	108 (52)

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 TransCanada Pipelines, 2 Enbridge Pipelines and 6 ORNGE air ambulance.

Fixed Wing: No aircraft of special interest.

#### ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. December 20, the Airport Manager discovered fresh, vehicle tracks on Runway 04/22, that had been made during the previous evening when the airport was unstaffed. The tracks indicated that the unauthorized vehicle had exited Runway 04, at its' departure end and then left the airport property via an open gap in the Airport Road fencing. There are two such gaps that should be gated to prevent future runway access.

2. The Airport Staff faxed 31 Runway Surface Condition reports to the NAV CANADA NOTAM office during the month of December.

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**ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT**

1. December 11, the Airport Manager paid a site visit to the NDB facility. No issues were discovered. The building and security fencing were found to be secure.
2. December 12, a local plumbing company installed much needed, new faucets in the two, Passenger Terminal washrooms. While onsite, the plumbers also serviced the water tank in the mop room.

**GENERAL REMARKS**

1. December 24, the Airport Manager issued a NOTAM, through the NAV CANADA NOTAM Office, advising that the airport would remain open; however, not be staffed on December 25, 2019.

**End of the December 2019 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	2019
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	16,860	15,900
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	4,678	4,626
Business	270	322	410	458	432	458	444	484	194	208	248	280	224	254	320	246	254	158	176	204
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	246	204
Air Ambulance													56	34	62	96	70	86	52	108
<b>Total</b>	<b>10,794</b>	<b>9,763</b>	<b>12,906</b>	<b>9,502</b>	<b>7,005</b>	<b>8,386</b>	<b>14,166</b>	<b>18,938</b>	<b>20,299</b>	<b>22,336</b>	<b>25,100</b>	<b>26,390</b>	<b>23,756</b>	<b>24,599</b>	<b>21,951</b>	<b>15,138</b>	<b>15,876</b>	<b>15,191</b>	<b>22,012</b>	<b>21,042</b>

**2019 Aircraft Movements**

	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
Training	480	648	1,176	1,056	4,080	1,200	1,392	1,200	1,404	1,560	912	792	15,900
Private	128	234	402	350	488	478	414	508	540	374	360	350	4,626
Business	12	10	6	18	34	42	16	18	10	14	14	10	204
Government	36	12	36	12	12	10	6	12	16	34	18	0	204
Air Ambulance	8	8	0	6	14	8	16	12	6	8	10	12	108
<b>Total</b>	<b>664</b>	<b>912</b>	<b>1,620</b>	<b>1,442</b>	<b>4,628</b>	<b>1,738</b>	<b>1,844</b>	<b>1,750</b>	<b>1,976</b>	<b>1,990</b>	<b>1,314</b>	<b>1,164</b>	<b>21,042</b>

**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**  
**2019 AIRPORT REVENUE**

Excluding HST

	January	February	March	April	May	June	July	August	September	October	November	December	Total	2019 Budget
Jet A1 - Fuel	\$4,015.80	\$1,621.68	\$1,164.06	\$3,488.70	\$5,832.30	\$9,537.44	\$6,001.60	\$8,734.88	\$5,011.23	\$3,324.06	\$4,450.27	\$3,680.25	\$56,862.27	
100 LL - Fuel	\$221.01	\$2,426.60	\$2,459.08	\$3,130.71	\$7,225.92	\$4,448.32	\$6,193.08	\$6,359.52	\$5,605.88	\$5,764.91	\$2,288.17	\$2,150.24	\$48,273.44	\$100,000.00
Landing Fees	\$300.00	\$210.00	\$60.00	\$360.00	\$540.00	\$420.00	\$480.00	\$300.00	\$240.00	\$270.00	\$330.00	\$360.00	\$3,870.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8.00	\$8.00	\$23.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$15.00	\$30.00	\$0.00	\$0.00	\$0.00	\$75.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$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	\$21.00	\$1.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.40	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
<b>Total</b>	<b>\$4,536.81</b>	<b>\$4,258.28</b>	<b>\$3,683.14</b>	<b>\$6,979.41</b>	<b>\$13,598.22</b>	<b>\$14,504.76</b>	<b>\$12,684.08</b>	<b>\$15,432.40</b>	<b>\$10,887.11</b>	<b>\$9,358.97</b>	<b>\$7,068.44</b>	<b>\$6,190.49</b>	<b>\$109,182.11</b>	<b>\$103,500.00</b>



**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	\$15,992.00	\$11,009.25	\$8,104.34	\$6,541.92	\$14,973.66	\$3,276.00	\$1,249.20	\$3,078.00	\$75,410.03	
100 LL - Fuel	\$914.64	\$856.64	\$2,398.62	\$1,875.02	\$5,514.01	\$3,016.55	\$3,203.80	\$3,234.44	\$5,414.79	\$4,341.37	\$2,975.08	\$1,405.31	\$35,150.27	\$100,000.00
Landing Fees	\$210.00	\$120.00	\$180.00	\$180.00	\$720.00	\$420.00	\$300.00	\$270.00	\$480.00	\$180.00	\$150.00	\$180.00	\$3,390.00	\$3,000.00
Parking Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00	\$0.00	\$16.00	\$8.00	\$15.00	\$8.00	\$8.00	\$0.00	\$71.00	\$500.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	
Call-Outs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00	\$180.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	
Hangar Fees													\$0.00	
Terminal Fee													\$0.00	
<b>Total</b>	<b>\$4,671.52</b>	<b>\$3,695.48</b>	<b>\$3,794.31</b>	<b>\$5,759.27</b>	<b>\$22,242.01</b>	<b>\$14,650.80</b>	<b>\$11,624.14</b>	<b>\$10,149.36</b>	<b>\$20,923.45</b>	<b>\$7,805.37</b>	<b>\$4,382.28</b>	<b>\$4,703.31</b>	<b>\$114,401.30</b>	<b>\$103,500.00</b>