



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday August 27, 2013

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the June 25, 2013 Meeting**
- 2. Disclosure of Interest**
- 3. Brock Air Services June and July 2013 Monthly Reports (attached)**
- 4. Summary of 2013 Air Traffic Movements (attached)**
- 5. Summary of 2013 Airport Revenues (attached)**
- 6. Summary of 2013 Airport Fuel Revenue (attached)**
- 7. Sample Letter Sent to Lessees in the City Hangar (attached)**
- 8. Terms of Airport Commission Members (attached)**
- 9. Brockville Flying Club - Fly-in Breakfast Request (attached)**
- 10. Eastern Ontario Gliding Centre Request (attached)**
- 11. Action Item Update**
- 12. New Business**

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 **JUNE 2013**

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 records.

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
672 (624)	552 (658)	24 (22)	80 (48)	0 (4)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
8400 (9166)	2793 (2838)	88 (116)	380 (346)	12 (18)

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 Ex-Flight, 2 TransCanada Pipelines, 8 Hydro One, 3 DND Search & Rescue, 1 Canadian Coast Guard

Fixed Wing: 1 StarLink Pilatus PC-12 and 1 NavCanada Challenger (mid-sized corporate jet)

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. Nil report

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. June 7, the Airport Manager extended the previously issued NOTAM advising that the altimeter setting equipment was out of service. Aeroneuf Instruments of Montreal had indicated their interest in providing a Site Certification; however, the Company has not responded to repeated requests to provide that service.
2. June 21, the Airport Manager conducted a scheduled inspection at the NonDirectional Beacon facility. Function tests indicated that all of the transmitter's systems were operating normally. The grass was mowed and brush cut and removed from within the security fencing.
3. An area farmer has opened up the first field adjacent to the North side of Runway 04/22. All of the fields were sown with either soya beans or hay.
4. June 28, an airport neighbour, Mr. Roger White, opened beaver dams that had been blocking the culvert that passes under the Airport Road (SW of the airport entrance).

GENERAL REMARKS

1. Nil report.

End of the June 2013 Airport Month End Report

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 **JULY 2013**

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 records.

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
696 (600)	620 (488)	32 (30)	110 (30)	4 (4)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
9096 (9766)	3413 (3326)	120 (146)	490 (376)	16 (22)

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: 7 Hydro One, 5 DND 424 Sqn. Search & Rescue, 2 O.P.P. and 2 Air Ambulance (Ornge)

Fixed Wing: 2 Pilatus PC-12 (American Iron & Metal), 2 Cessna Citation Jet (Tomlinson, Ottawa) and 5 single engine aerial photography

ITEMS PERTAINING TO AVIATION SAFETY AND AERODROME SECURITY

1. July 9, City staff replaced an broken, electrical socket cover, at the back of the Passenger Terminal.

ITEMS PERTAINING TO AERODROME MAINTENANCE AND EQUIPMENT

1. June 7, the Airport Manager issued a NOTAM advising that both rotating beacon lamps were out of service. New, replacement lamps were placed on order.
2. July 16, the Passenger Terminal septic system was pumped. The lid on the tank was found to be cracked. Quotations to replace the lid were received and forwarded to the City for consideration.
3. July 18, the Airport Manager conducted a scheduled inspection at the NonDirectional Beacon facility. Function tests indicated that all of the transmitter's systems were operating normally.

GENERAL REMARKS

1. Nil report.

End of the June 2013 Airport Month End Report



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT
2013 AIRPORT REVENUE
 Excluding HST



	January	February	March	April	May	June	July	August	September	October	November	December	Total
Jet A1 - Fuel	\$756,00	\$450,00	\$9,906,00	\$2,290,00	\$5,603,44	\$9,240,96	\$13,009,92	\$1,555,20	\$0,00	\$0,00	\$0,00	\$0,00	\$42,811,52
100 LL - Fuel	\$719,68	\$1,354,54	\$1,469,59	\$2,620,16	\$6,429,38	\$3,476,22	\$6,416,20	\$1,625,80	\$0,00	\$0,00	\$0,00	\$0,00	\$24,111,57
Landing Fees	\$150,00	\$30,00	\$270,00	\$180,00	\$480,00	\$300,00	\$480,00	\$30,00	\$0,00	\$0,00	\$0,00	\$0,00	\$1,920,00
Parking Fees	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$48,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$48,00
Tie Downs	\$0,00	\$0,00	\$0,00	\$0,00	\$30,00	\$30,00	\$45,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$105,00
Call-Outs	\$0,00	\$0,00	\$100,00	\$40,00	\$180,00	\$0,00	\$120,00	\$40,00	\$0,00	\$0,00	\$0,00	\$0,00	\$480,00
Other	\$0,00	\$0,00	\$0,00	\$0,00	\$30,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$0,00	\$30,00
Hanger Fees													\$0,00
Terminal Fee													\$0,00
Total	\$1,625,68	\$1,834,54	\$11,745,59	\$5,130,16	\$12,752,82	\$13,047,18	\$20,119,12	\$3,251,00	\$0,00	\$0,00	\$0,00	\$0,00	\$69,506,09

2013 Airport Fuel Revenue
(purchase price includes aviation taxes, excludes HST)

Jet A1 Fuel						
	Gross Revenue		Gross Expense		Net Revenue	
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre		Expense
January	378	\$2.00	\$756	\$1.10	\$416	\$340
February	225	\$2.00	\$450	\$1.10	\$248	\$203
March 1	4,953	\$2.00	\$9,906	\$1.10	\$5,448	\$4,458
March 22	0	\$2.00	\$0	\$1.08	\$0	\$0
April	1,145	\$2.00	\$2,290	\$1.08	\$1,237	\$1,053
May 1 - 13	1,883	\$2.00	\$3,766	\$1.08	\$2,034	\$1,732
May 14 - 31	957	\$1.92	\$1,837	\$1.01	\$967	\$871
June	4,813	\$1.92	\$9,241	\$1.01	\$4,861	\$4,380
July	6,776	\$1.92	\$13,010	\$1.02	\$6,912	\$6,098
August 1 - 12		\$1.92	\$0	\$1.02	\$0	\$0
August 13 - 31		\$1.96	\$0	\$1.05	\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$41,256		\$22,121	\$19,135

100 LL Transient						
	Gross Revenue		Gross Expense		Net Revenue	
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre		Expense
January	0	\$1.95	\$0	\$1.56	\$0	\$0
February	275	\$1.95	\$536	\$1.56	\$429	\$107
March 1	226	\$1.95	\$441	\$1.56	\$353	\$88
March 22	230	\$1.90	\$437	\$1.51	\$347	\$90
April	608	\$1.90	\$1,155	\$1.51	\$918	\$237
May 1 - 13	1,081	\$1.90	\$2,054	\$1.51	\$1,632	\$422
May 14 - 31	1,353	\$1.82	\$2,462	\$1.43	\$1,935	\$528
June	1,161	\$1.82	\$2,113	\$1.43	\$1,660	\$453
July	2,190	\$1.82	\$3,986	\$1.43	\$3,132	\$854
August			\$0		\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$13,184		\$10,406	\$2,778

100 LL Resident						
	Gross Revenue		Gross Expense		Net Revenue	
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre		Expense
January	416	\$1.73	\$720	\$1.56	\$649	\$71
February	473	\$1.73	\$818	\$1.56	\$738	\$80
March 1	282	\$1.73	\$488	\$1.56	\$440	\$48
March 22	62	\$1.68	\$104	\$1.51	\$94	\$11
April	872	\$1.68	\$1,465	\$1.51	\$1,317	\$148
May 1 - 13	353	\$1.68	\$593	\$1.51	\$533	\$60
May 14 - 31	820	\$1.60	\$1,312	\$1.43	\$1,173	\$139
June	852	\$1.60	\$1,363	\$1.43	\$1,218	\$145
July	1,519	\$1.60	\$2,430	\$1.43	\$2,172	\$258
August			\$0		\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$9,294		\$8,333	\$960

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$41,256	\$22,121	\$19,135
100 LL Transient	\$13,184	\$10,406	\$2,778
100 LL Resident	\$9,294	\$8,333	\$960
Total	\$63,734	\$40,860	\$22,874

Value of Fuel in the Tanks as of the End of July

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value in Tanks
Jet A1	6,627	\$1.02	\$6,760
100 LL	6,419	\$1.43	\$9,179
Total			\$15,939

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

Friday June 28, 2013

Re: Aircraft Maintenance in City Hangar & Insurance Policies

Please accept this correspondence regarding your city airport hangar lease agreement with the City of Brockville.

Aircraft Maintenance in City Hangar

Some individuals in the hangar are doing aircraft maintenance which violates the terms of the lease agreement. This correspondence is being sent to all lessees to remind everyone of the terms of their lease agreement.

Under Terms and Conditions in Section 7. Work Prohibited within the Brockville Thousand Islands Regional Tackaberry Airport it states "no work of any nature, by any person, is permitted upon aircraft within the Commission operated hangars. Aircraft must be placed outside if work is to be undertaken."

Under Rules and Regulations Item 5 states "No servicing, maintaining, or working on aircraft is to be carried out in the hangar premises without the consent of the commission or its agent except for minor aircraft servicing such as cleaning windows or changing bulbs."

Under Rules and Regulations Item 6 states "No person, without the written consent of the airport manager is to carry out in, on or near the hangar premises, any hazardous operation such as painting, doping, fueling or welding."

Based on the lease agreement, the only type of minor maintenance permitted to aircraft inside the hangar is placing air in the tires, changing light bulbs, cleaning windshield and adding engine oil. No other work is permitted at any time, including after hours. Failure to comply will violate the terms of your lease agreement and it will be immediately canceled resulting in the removal of your aircraft out of the hangar.

Insurance Policies

Under Terms and Conditions in Section 8 it states "the owner acknowledges that the Commission is not obligated to maintain any hangar keeper's or bailee's liability insurance in respect to the said airport premises or the said aircraft or any other aircraft or property houses or stores upon the said airport premises. The owner shall be solely responsible for the provision of adequate liability insurance for indemnification for loss, damage, death, or injury which is the responsibility of the said aircraft owner."

To ensure that valid liability insurance policies are in place, please provide a certificate of insurance to Kent Wharton, Airport Manager by July 12, 2013.

Your cooperation and compliance is appreciated.

Yours truly,

OPERATIONS DEPARTMENT

Valerie Harvey
Supervisor of Transportation Services

vh

cc: Airport Commission
Dean Glover, Brock Air Services
Kent Wharton, Airport Manager

THE CORPORATION OF THE CITY OF BROCKVILLE

By-Law Number 066-2009

BY-LAW TO ESTABLISH AN AIRPORT COMMISSION OF THE CORPORATION OF THE CITY OF BROCKVILLE AND RESCIND BY-LAW 281-89.

WHEREAS Section 70 of the Municipal Act, 2001, authorizes the Council of a Municipality to establish an Airport Commission to operate an Airport on its behalf;

AND WHEREAS it is desirable that such a Commission be established and known as the Brockville Airport Commission for the purpose of organizing, maintaining and operating a field and facilities as an Airport;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF BROCKVILLE ENACTS AS FOLLOWS;

1. MEMBERS

THE COMMISSION SHALL BE COMPOSED OF:

- a) The Mayor of the City of Brockville in each current year shall be an ex-officio member.
- b) One member of Elizabethtown-Kitley shall be appointed annually by Elizabethtown-Kitley.
- c) Six (6) persons, each of whom shall be appointed by Council.
- d) The Director of Operations or his/her delegate is a member of the Commission as Secretary. He/she will not have voting privileges.

2. TERM OF OFFICE

- a) Members shall hold office for a maximum term of four (4) years. Members, at the discretion of Council, may be appointed for a second term.
- b) Appointments shall be made effective each December 1 and all appointments and re-appointments of members to the Commission shall be for a term of four years.
- c) In the case of a resignation of a Commission member or for any other reason a Commission member is not able to serve his/her term of office, the Mayor may appoint a replacement to complete his/her term of office.

Airport Commission Appointments as of August 16, 2013

<u>Name</u>	<u>Term Expires</u>	<u>Authorizing By-Law</u>
Heather Dale Flood	November 30, 2014	088-2010 By-Law Schedule A
Bob Huskinson	November 30, 2014	088-2010 By-Law Schedule A
Al Dunn	November 30, 2014	088-2010 By-Law Schedule A
Brian Williams	November 30, 2014	088-2010 By-Law Schedule A
Wilsie Hatfield	November 30, 2014	approved February 2012
Colin Dyke	November 30, 2014	approved April 2012
Mike Bowen	November 30, 2014	approved April 2012

Attention: Valery Harvey.

Subject: Annual Fly-in

Date: July 5, 2013.

Dear Valery,

This letter is to inform yourself and the city that on the morning of September 8th, 2013 the Brockville Flying Club wishes to hold its annual Fly-in Breakfast.

Airport manager, Kent Wharton, is aware of this upcoming event and, as per our standard practice, we have already had discussions regarding event safety and security at the airport.

The Brockville Flying Club carries its own liability insurance for this event with C.O.P.A (Canadian Owners and Pilots Association) and our regular club insurance company.

If you have any questions please don't hesitate to let me know.

Sincerely,



Richard H. Cook

Director, Brockville Flying Club.

Valerie Harvey

From: Kent Wharton <kentwharton_brockair@sympatico.ca>
Sent: Thursday, August 15, 2013 11:54 AM
To: Valerie Harvey
Subject: FW: Eastern Ontario Gliding Centre

Date: Thu, 15 Aug 2013 10:57:38 -0400
From: gc.comd@eogc.ca
To: kentwharton_brockair@sympatico.ca
CC: praabe@brockville.com
Subject: Eastern Ontario Gliding Centre

Good day Mr. Wharton,

The Eastern Ontario Gliding Centre requests use of the Brockville Municipal Airport on the following days for the purpose of familiarization flying for local Air Cadets:

- 1) 5-6 October 2013;
- 2) 12-14 October 2013;

If you have any questions or concerns, please let me know.

Best regards.
Brian

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Capt Brian Harvey
GC Comd EOGC
514-469-0801 (H)
514-898-4278 (C)
gc.comd@eogc.ca