



NOTICE AND AGENDA

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

Tuesday June 25, 2013

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

1. **Minutes of the May 21, 2013 Meeting**
2. **Disclosure of Interest**
3. **Brock Air Services Monthly Report (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. **Aircraft Repairs in Hangars & Insurance Policies (pages 4 & 5 of lease attached)**
8. **Taxiway Quote (attached)**
9. **Draft Form of Agreement Intent to Lease Property (attached)**
10. **Action Item Update**
11. **New Business**

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."

Report for the month of **MAY 2013**

CURRENT MONTH END AIRCRAFT MOVEMENTS:

(Recorded visually from 07:30 to 16:30 and via radio transmission playback from 16:31 PM to 07:29)

Statistics inside brackets refer to last year's records

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
5424 (6768)	652 (614)	24 (26)	60 (56)	6 (2)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
7728 (8542)	2241 (2180)	64 (94)	300 (298)	12 (14)

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: 3 Hydro One, 4 (unknown business) 5 O.P.P. and 1 RCAF (Search & Rescue)

Fixed wing: 2 Pilatus PC-12 (American Iron & Metal), 2 single engine business and 1 Beaver
Hydra Avion Adventures.

ITEMS PERTAINING TO AVIATION SAFETY & AERODROME SECURITY

- 1) May 10 – 17, the Airport Manager issued advisories, through the NavCanada NOTAM office, indicating the dates and times of Air Cadet gliding activities at the Airport and their circuit procedures. No conflicts were reported with powered aircraft operating in conjunction with the gliders and their tow plane.

Cont'd.../2

ITEMS PERTAINING TO MAINTENANCE AND EQUIPMENT

- 1) May 3, an Inspector from the local Public Health Unit took water samples from the washrooms in the Passenger Terminal. It was determined that the water was safe; however, it is still required that the cautionary drinking signs be kept in place.
- 2) May 13, a sink hole was discovered in the asphalt of one of the taxiways. The City staff examined the nature of the sink hole and then, filled it with gravel as a temporary repair.
- 3) May 14, the Airport Manager performed a monthly inspection of the NDB site and transmitter. No faults were discovered.
- 4) May 17, the Airport Manager issued a temporary closure of Runway 04 / 22 and Runway 16 / 34 to allow workers to perform crack filling operations without posing a conflict to maneuvering aircraft. Large, white, vinyl "X's", cut to the dimensions specified for that purpose, were placed on the runway to provide a visual indication of the closure. Despite those precautions, the Airport Manager was still required to radio inbound aircraft (nine) and advise the pilots that they would have to divert due to the closure and that men and equipment were actively working on the runway. The APM stayed beyond the normal 16:30 hrs. staffing time to ensure the workers' safety and when their work had been completed, removed the "X's" and cancelled the NOTAM.

GENERAL REMARKS

- 1) May 23, the Airport Manager met with Department of National Defence personnel to discuss the upcoming communication exercise scheduled to take place at the Airport.

End of the May 2013 Airport Month End Report.

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	\$0.99	\$947	\$890
June			\$0		\$0	\$0
July			\$0		\$0	\$0
August			\$0		\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$19,005		\$10,329	\$8,676

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			\$0		\$0	\$0
July			\$0		\$0	\$0
August			\$0		\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$7,085		\$5,614	\$1,471

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			\$0		\$0	\$0
July			\$0		\$0	\$0
August			\$0		\$0	\$0
September			\$0		\$0	\$0
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$5,500		\$4,943	\$557

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$19,005	\$10,329	\$8,676
100 LL Transient	\$7,085	\$5,614	\$1,471
100 LL Resident	\$5,500	\$4,943	\$557
Total	\$31,591	\$20,886	\$10,705

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

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value in Tanks
Jet A1	12,211	\$0.99	\$12,089
100 LL	12,211	\$1.39	\$16,973
Total			\$29,062

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

**BROCKVILLE 1000 ISLANDS REGIONAL
TACKABERRY AIRPORT COMMISSION**

**CITY HANGAR LEASE
TERMS AND CONDITIONS**

7. WORK PROHIBITED WITHIN THE BROCKVILLE 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

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.

8. INSURANCE

The owner acknowledges that the Commission is not obligated to maintain any hangar keeper's or bailee's liability insurance in respect of 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.

9. VEHICLES

Airport users may leave their vehicles without charge at the designated parking areas on the airport facilities. The Commission and the City of Brockville do not undertake any responsibility for the safety of such vehicles.

10. CHARGES

Rates and charges are subject to change. The owner undertakes and agrees to pay promptly all rates and charges set by the Commission from time to time for the use of the Airport facilities. The Commission has a lien against the said aircraft, equipment and contents for unpaid sums of money due to the Commission.

11. LIMITATIONS OF TIME FOR SUIT

Aircraft owners and airport users shall take note that any action, prosecution or proceedings against the Commission is subject to the Public Authorities Protection Act.

12. APPLICANT

The Applicant warrants he is the owner of said aircraft or is properly in possession or control of the said aircraft and is entitled and authorized to enter into this agreement on the terms and conditions hereof.

**BROCKVILLE 1000 ISLANDS REGIONAL
TACKABERRY AIRPORT COMMISSION**

**CITY HANGAR LEASE
TERMS AND CONDITIONS**

RULES AND REGULATIONS

1. No person shall smoke in or on the hangar premises.
2. No person shall, in any way, deface or damage the hangar premises.
3. No person shall burn, refuse or waste in or near the hangar premises.
4. Normal safety measures with respect to the use, storage or spillage of oil or flammables to be observed at all times.
5. 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 windshields or changing bulbs.
6. No person, without the written consent of the Airport Manager is to carry out in, on or near the hangar premises, any hazardous operations such as painting, doping, fueling or welding.
7. All areas are to be kept locked at all times except for normal business hours to prevent illegal entry.
8. No person will bring upon or consume in or on the hangar premises any alcoholic beverages or illegal substances, excluding the alcoholic commissary of the Lessee, providing that this commissary is locked up, adequately controlled and not consumed on the premises.
9. No person shall perform aircraft ground runs on or in the hangar premises. Any such ground runs required for maintenance power checks, calibration adjustments, tests etc. are to be carried out at the run-up areas designated by the Airport Manager.
10. Before moving an aircraft, permission from the owner must be obtained and proper handling procedures followed.

ANY CONTRAVENTION OF THE ABOVE RULES & REGULATIONS MAY RESULT IN THE REMOVAL OF THE LESSEE'S AIRCRAFT AND EQUIPMENT FROM THE HANGAR PREMISES AND THE TERMINATION OF THE LEASE.



G.Tackaberry & Sons Construction Co. Ltd.

PO Box 70, 109 Washburn Rd
Athens, ON
K0E 1B0

Phone: (613) 924-2634
Fax: (613) 924-2742

ESTIMATE

Customer	Job
City of Brockville	Hangar Road Extension
P.O. Box 5000, 1 King St. W.	Brockville Airport
Brockville, On	Phone:
K6V 7A5	Fax:
	Cell:

Estimate Number	Date
2013-30	Jun 7, 2013

Quantity	Description	Unit	Unit Price	Amount
1.0	Estimate to complete the following for an extension to existing hangar road. 46 metres by 6.1 metres. Strip existing topsoil. Shape subgrade and swale ditches. Supply and place 300 mm depth of Granular "B". Supply and place 150 mm depth of Granular "A". Grade existing topsoil for ditches.	L.S.	\$14,600.00	\$14,600.00
1.0	Supply and place 50 mm depth of HL3 Asphalt on new road extension, complete with fine grade.	L.S.	\$9,625.00	\$9,625.00

The total for this estimate is \$24,225.00 plus applicable taxes.

Terms: Net 30 Days

2% Interest Per Month (25.1% per annum) Charged On Overdue Accounts

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

G.Tackaberry & Sons Construction Co. Ltd. Representative

Dan Chartrand

If the taxiway is constructed during 2014 and the proponent fails to enter into an aviation hangar land lease agreement with the municipality by December 31, 2014 the proponent forfeits the \$1,000 as penalty for not executing the lease agreement.

THIS AGREEMENT shall endure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF, the Contractor and the Municipality have hereunto signed their names and set their seals.

XXXXXXXXXXXXXXXXXXXXX

Address

Phone Number

Date

**The Corporation of the City of
Brockville**

Mayor

City Clerk

Date
