



NOTICE AND AGENDA

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

Tuesday September 23, 2012

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the August 28, 2012 Meeting**
- 2. Disclosure of Interest**
- 3. Brock Air Services August and September 2012 Monthly Reports (attached)**
- 4. Summary of Air Traffic Movements (attached)**
- 5. Summary of 2012 Airport Revenues (attached)**
- 6. Summary of 2012 Airport Fuel Revenue (attached)**
- 7. Funding Application Update**
- 8. 2013 Budget (attached)**
- 9. Airport Emergency Plan & Safety Review Committee**
- 10. Airport Logo Update**
- 11. Glider Training**
- 12. Action Items Update**
- 13. 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."

Report for the month of **SEPTEMBER 2012**

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
1608 (768)	858 (772)	22 (14)	30 (130)	12 (no data on file)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
11808 (9868)	4822 (4574)	186 (206)	450 (1402)	42 (no data on file)

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: 2 Hydro One, 2 Canadian Forces, 1 Enbridge pipeline patrol, 5 OPP and 1 RCMP.
Fixed wing: 2 Pilatus PC12 (American Iron and Metal, Montreal), 2 Piper Navajo (Howell Data Inc.), 1 BE King Air 200 and 3 single engine business (Image Air and Invista).

ITEMS PERTAINING TO AVIATION SAFETY & AERODROME SECURITY

- 1) September 28th, the Airport's annual fire extinguisher certification was performed by Brockville Fire Protection Ltd.
- 2) The NonDirectional Beacon facility has not been provided with a roadside, civic address marker. It is suggested that a notice be placed inside the building, near the entrance door advising "IN THE EVENT OF AN EMERGENCY, TELEPHONE 911. THIS LOCATION DOES NOT HAVE AN OFFICIAL CIVIC ADDRESS. ADVISE THE 911 DISPATCHER THAT YOU ARE LOCATED BETWEEN 5142 AND 5138 NORTH AUGUSTA ROAD, WHICH IS APPROXIMATELY 8 KILOMETRES NORTH EAST OF THE BROCKVILLE – 1,000 ISLANDS REGIONAL TACKABERRY AIRPORT." Such a notice could simply be printed on laminated, 8.5 x 11 inch cardstock.

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ITEMS PERTAINING TO MAINTENANCE AND EQUIPMENT

- 1) Both of the bonding cable assemblies, associated with the aircraft fueling cabinets, have broken, internal, and rewind mechanisms. As a result, the cables cannot be safely stored, when not in use and pose a trip and fall hazard. Previous attempts to repair them have been short term fixes. Dean Glover contacted a number of suppliers and is gathering replacement quotations. The information will be summarized and forwarded to the Secretary for review and consideration.
- 2) September 21st, Nand Romijn conducted a service call to the NDB transmitter site and made technical adjustments to the transmitter and the standby battery charging system.
- 3) September 22nd, Nand conducted a service call to the Airport Flight Office and aligned the NDB monitor for better reception of the signal being transmitted by the NDB
- 4) September 25th, Nand returned to the NDB site and met with Dean Glover. Nand pointed out problem areas with the transmitter's power cable and the wall outlet that it plugs into. Nand then stuffed steel wool under the elevated transmitter, in an attempt to block mice from entering the equipment from below and possibly causing internal damage. Dean purchased ¼" x ¼" galvanized steel mesh and stapled it across the buildings' air vent. There was indication that rodents had chewed through the original screening and were thus entering the building seeking food and shelter.
- 5) September 25th and 26th, Dean Glover removed wild grape vines from the security fencing at the NDB site. Wild raspberry canes, thorn bushes and other vegetation were also cut down and then dragged into the nearby woods. A light application of herbicide was sprayed on the ground within the perimeter fencing. It is suggested that herbicide be applied at the beginning of each growing season. It should also be noted that the paint on the building is falling off thereby leaving bared wood being exposed to the elements. A fresh coat of paint would preserve the wood from premature rotting.

GENERAL REMARKS

- 1) September 9th, the Brockville Flying Club hosted a Fly-In Breakfast. 678 tickets were sold to area pilots and local residents. A fun day was enjoyed by all.
- 2) September 27th, pilots towing the Royal Canadian Air Cadets' gliders modified their traffic pattern thus avoiding the noise sensitive, residential area located to the West of Highway 29. Thus far, no additional noise complaints have been registered. A Notice to Airmen was issued advising other pilots of the non-standard circuits being flown by the tow plane and the gliders.

End of the September 2012 Airport Month End Report.

BROCKVILLE - 1,000 ISLANDS REGIONAL TACKABERRY AIRPORT

<http://www.brockvilleairport.com>

Our Mission Statement:

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Report for the month of **AUGUST 2012**

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
434 (536)	638 (670)	18 (32)	44 (168)	8 (no data on file)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
10200 (9068)	3964 (3802)	164 (192)	420 (1272)	30 (no data on file)

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: 2 Hydro One, 4 Ornge air ambulance, 2 Canada Coast Guard and 1 business (?).

Fixed wing: 3 Pilatus PC12 (American Iron and Metal, Montreal), 1 Pilatus PC12 (Air Sprint), 1 DeHavilland Beaver and 1 DeHavilland Twin Otter (both Ontario Ministry of Natural Resources) and 2 single engine business.

ITEMS PERTAINING TO AVIATION SAFETY & AERODROME SECURITY

- 1) Nil report.

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ITEMS PERTAINING TO MAINTENANCE AND EQUIPMENT

- 1) August 7th, the Airport Manager carried out a monthly inspection of the NDB facility and its' transmitter. No faults were found during the systems check.
- 2) August 21st, staff from the City's Engineering Department visited the Airport and measured cracks in the asphalt for the purpose of future repairs.
- 3) August 24th, a representative from Christie Walther visited the Airport Flight Office, studied the maintenance manual for the NonDirectional Beacon and then toured the NDB transmitter facility. He provided the Secretary with a quotation for ongoing maintenance of the transmitter and its' monitor.
- 4) During the month of August, the alarm in the NDB monitor, located in the Passenger Terminal Flight Office, occasionally signalled that the NDB was emitting a faulty transmission. The technician from Christie Walther suggested that the transmitter was in need of tuning.

GENERAL REMARKS

- 1) August 24th, the Ontario Ministry of Natural Resources conducted a one-day, Rabies prevention, bait drop. The OMNR used one of its' DeHavilland Twin Otter aircraft to fly over the region and drop medicated bait into suspect areas.
- 2) The grounding cable assembly, attached to the Jet A-1 fuel dispensing pump, is in need of another repair or replacement. Previous attempts to repair the rewind system have resulted in short term fixes. The Airport staff has been in contact with vendors of this type of reel assembly and is awaiting quotations to be returned. In the meantime, the staff is bonding aircraft with the much shorter, 100LL Avgas pump's grounding wire. Only one aircraft can be fuelled at a time and it is difficult to reach a helicopter or larger, turbine powered aircraft.

End of the August 2012 Airport Month End Report.

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT
SUMMARY OF AIR TRAFFIC MOVEMENTS**



	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	YTD 2012
Training	7,094	7,358	6,019	7,916	5,694	2,944	3,748	7,584	12,251	14,088	14,308	16,488	18,100	11,808
Private	2,080	2,420	2,602	3,576	2,664	2,691	3,110	4,944	4,283	3,987	5,116	5,520	6,176	4,822
Business	262	270	322	410	458	432	458	444	484	194	208	248	280	186
Government	734	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	450
Air Ambulance														42
Total	10,170	10,794	9,763	12,906	9,502	7,005	8,386	14,166	18,938	20,299	22,336	25,100	26,390	17,308

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.

2012 Aircraft Movements

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Training	384	336	502	552	6,768	624	600	434	1,608				11,808
Private	392	316	462	396	614	658	488	638	858				4,822
Business	22	4	26	16	26	22	30	18	22				186
Government	76	72	62	32	56	48	30	44	30				450
Air Ambulance	4	2	2	4	2	4	4	8	12				42
Total	878	730	1,052	996	7,466	1,356	1,152	1,142	2,530	0	0	0	17,308

Notes:

1. Effective Jan 1 2012 OPP, RCMP, MNR, DND and Coast Guard counted government
2. Effective Jan 1 2012 Hydro One and Endbridge counted as business
3. Effective Jan 1 2012 Air Ambulance counted separately



BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT
2012 AIRPORT REVENUE
 Excluding HST



	January	February	March	April	May	June	July	August	September	October	November	December	Total
Jet A1 - Fuel	\$2,932.16	\$0.00	\$3,820.04	\$6,710.48	\$7,193.04	\$1,964.52	\$8,529.24	\$8,745.48	\$13,331.40	\$1,532.36	\$0.00	\$0.00	\$54,758.72
100 LL - Fuel	\$508.40	\$1,859.25	\$2,739.95	\$3,925.65	\$9,106.20	\$5,588.30	\$5,111.00	\$5,768.08	\$4,588.29	\$2,235.00	\$0.00	\$0.00	\$41,430.12
Landing Fees	\$300.00	\$0.00	\$330.00	\$240.00	\$390.00	\$330.00	\$630.00	\$450.00	\$630.00	\$240.00	\$0.00	\$0.00	\$3,540.00
Parking Fees	\$0.00	\$0.00	\$8.00	\$0.00	\$23.00	\$0.00	\$8.00	\$15.00	\$8.00	\$0.00	\$0.00	\$0.00	\$62.00
Tie Downs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$75.00	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Call-Outs	\$0.00	\$60.00	\$40.00	\$160.00	\$240.00	\$160.00	\$80.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$940.00
Other	\$0.00	\$75.00	\$20.00	\$0.00	\$7.08	\$0.00	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.08
Hangar Fees													\$0.00
Terminal Fee													\$0.00
Total	\$3,740.56	\$1,994.25	\$6,957.99	\$11,036.13	\$16,959.32	\$8,072.82	\$14,473.24	\$15,263.56	\$18,557.69	\$4,007.36	\$0.00	\$0.00	\$101,062.92

2012 Budget	
total fuel	\$71,447
Landings fees	\$2,491
parking & tie down	\$96
N/A offset by expense	

2012 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	1,496	\$1.96	\$2,932	\$1.05	\$1,571	\$1,361
February	0	\$1.96	\$0	\$1.05	\$0	\$0
March	1,949	\$1.96	\$3,820	\$1.05	\$2,046	\$1,774
April 1-9	1,340	\$1.96	\$2,626	\$1.13	\$1,514	\$1,112
April 10-30	2,002	\$2.04	\$4,084	\$1.13	\$2,262	\$1,822
May	3,526	\$2.04	\$7,193	\$1.13	\$3,984	\$3,209
June	963	\$2.04	\$1,965	\$1.10	\$1,059	\$905
July	4,181	\$2.04	\$8,529	\$1.10	\$4,599	\$3,930
August	4,287	\$2.04	\$8,745	\$1.10	\$4,716	\$4,030
Sept 1-11	2,597	\$2.04	\$5,298	\$1.10	\$2,857	\$2,441
Sept 12-30	3,938	\$2.04	\$8,034	\$1.10	\$4,332	\$3,702
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$53,226		\$28,941	\$24,286

100 LL Transient						
	Gross Revenue			Gross Expense		Net Revenue
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense	
January	0	\$1.70	\$0	\$1.38	\$0	\$0
February	646	\$1.70	\$1,098	\$1.38	\$891	\$207
March	1,206	\$1.70	\$2,050	\$1.38	\$1,664	\$386
April 1-9	189	\$1.70	\$321	\$1.38	\$261	\$60
April 10-30	1,501	\$1.75	\$2,627	\$1.43	\$2,146	\$480
May	3,812	\$1.75	\$6,671	\$1.43	\$5,451	\$1,220
June	1,522	\$1.75	\$2,664	\$1.43	\$2,176	\$487
July	1,636	\$1.75	\$2,863	\$1.43	\$2,339	\$524
August	1,754	\$1.92	\$3,368	\$1.53	\$2,684	\$684
Sept 1-11	484	\$1.92	\$929	\$1.56	\$755	\$174
Sept 12-30	332	\$1.95	\$647	\$1.56	\$518	\$129
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$23,238		\$18,887	\$4,352

100 LL Resident						
	Gross Revenue			Gross Expense		Net Revenue
	Qty.	Sale Price/Litre	Revenue	Purchase Price/Litre	Expense	
January	328	\$1.55	\$508	\$1.38	\$453	\$56
February	491	\$1.55	\$761	\$1.38	\$678	\$83
March	445	\$1.55	\$690	\$1.38	\$614	\$76
April 1-9	0	\$1.55	\$0	\$1.38	\$0	\$0
April 10-30	611	\$1.60	\$978	\$1.43	\$874	\$104
May	1,522	\$1.60	\$2,435	\$1.43	\$2,176	\$259
June	1,828	\$1.60	\$2,925	\$1.43	\$2,614	\$311
July	1,405	\$1.60	\$2,248	\$1.43	\$2,009	\$239
August	1,412	\$1.70	\$2,400	\$1.53	\$2,160	\$240
Sept 1-11	818	\$1.70	\$1,391	\$1.56	\$1,276	\$115
Sept 12-30	758	\$1.73	\$1,621	\$1.56	\$1,182	\$439
October			\$0		\$0	\$0
November			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$15,957		\$14,037	\$1,921

	Gross Revenue	Gross Expense	Net Revenue
Jet A1	\$53,226	\$28,941	\$24,286
100 LL Transient	\$23,238	\$18,887	\$4,352
100 LL Resident	\$15,957	\$14,037	\$1,921
Total	\$92,422	\$61,864	\$30,558

Value of Fuel in the Tanks as of the End September

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value in Tanks
Jet A1	5,085	\$1.10	\$5,594
100 LL	8,854	\$1.56	\$13,812
Total			\$19,406

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

2013 Airport Budget

	Account #	Description	2012 Budget	Draft 2013 Budget October 19 2012
Revenues	01-4-285031-0401	Leases - land leases for private hangars \$7245 Leases - agricultural land \$650	(\$7,885)	(\$8,317)
	01-4-285031-0406	Hanger Rental - hangar #1 \$15,842 Hanger Rental - Heritage Kitchen \$12,000	(\$27,842)	(\$27,842)
	01-4-285031-0477	Landing Fees	(\$2,491)	(\$2,491)
	01-4-285031-0478	Parking Fees	(\$96)	(\$239)
		Sub Total	(\$38,314)	(\$38,889)
Wages and Benefits	01-5-285101-1130	Wages	\$3,870	\$3,928
	01-5-285101-1199	Benefits	\$1,013	\$1,057
		Sub Total	\$4,883	\$4,985
Human Resources	01-5-285115-2200	Training & Development	\$283	\$287
	01-5-285115-2521	Fees Subscript/Memberships	\$368	\$375
		Sub Total	\$651	\$662
Office Expenses	01-5-285125-2510	Printing Postage&Stationery	\$80	\$582
	01-5-285125-2814	Telephone & Fax	\$1,200	\$1,300
	01-5-285125-2850	Insurance	\$7,800	\$6,306
	01-5-285125-2999	Corporation Waste	\$105	\$110
	01-5-285125-3010	Web Site Domain & Internet Service	\$579	\$590
	01-5-285125-3110	Auditing	\$129	\$132
	01-5-285125-3125	Actuarial	\$49	\$59
		Sub Total	\$9,942	\$9,079
Building Burden	01-4-285131-0609	Taxes Recovered	(\$7,906)	(\$7,848)
	01-5-285131-2810	Electricity	\$12,000	\$11,000
	01-5-285131-2998	Taxes on City Owned Lands	\$12,694	\$12,517
		Sub Total	\$16,788	\$15,669
Management Contract	01-5-285135-3010	Contracted Services (Brock Air) \$106,965 satellite TV \$359 other \$825		
		Sub Total	\$106,047	\$108,149
Fuel	01-4-285530-0476	Fuel & Energy Recoveries	(\$71,447)	(\$85,736)
	01-5-285530-2530	Fuel	\$49,200	\$59,064
	01-5-285530-3500	Bank Service Charges	\$1,545	\$1,900
		Sub Total	(\$20,702)	(\$24,772)
Field Maintenance	01-5-285531-2010	Materials & Supplies	\$831	\$848
	01-5-285531-3010	Contracted Services	\$1,736	\$1,771
		Sub Total	\$2,567	\$2,619
Terminal/Hangar Maintenance	01-5-285532-2010	Materials & Supplies	\$415	\$423
	01-5-285532-3010	Contracted Services	\$2,598	\$2,645
		Sub Total	\$3,013	\$3,068
Navigational Aids	01-5-285533-2010	Materials & Supplies	\$726	\$741
	01-5-285533-3010	Contracted Services	\$2,913	\$3,471
		Sub Total	\$3,639	\$4,212
Contracted Services	01-4-285534-0602	Airport-Call Outs Recovery of Expense	\$0	\$0
	01-5-285534-3010	Airport-Call Outs Contracted Services	\$0	\$0
		Sub Total	\$0	\$0
		TOTAL	\$88,514	\$84,782

2 % maximum increase per 2013 budget guidelines

% increase/decrease over previous year

-4.22%

**INCREMENTAL ITEMS
2013 BUDGET
AIRPORT**

<u>DESCRIPTION</u>	<u>TOTAL COST</u>
The 2013 Airport budget has a net expense of \$84,782 compared to the 2012 net expense of \$88,514 which represents a -4.22% decrease.	\$4,500
The Airport reserve account is depleted. Due to the age of infrastructure of the buildings, fuel systems etc. future maintenance will be required. The creation of the account would result in an annual allocation of funds to the airport reserve that could be used for future expense.	
\$4,500 additional expenses to the current draft of the 2013 Airport budget would result in a 2013 operating budget of \$89,282 which still represents a 0.87% budget increase over 2012	
	<u>\$ 4,500.00</u>

TOTAL INCREMENTAL ITEMS

NOTE: Incremental items being requested are not included in the 2012 Base Budget. ***They are to be a minimum of \$1,000 AND have been previously approved by B. Casselman and D. Cyr during your budget review.*** They are to be shown on this page in each Department and the Budget Summary. Please note if they item in one-time or ongoing.