



NOTICE AND AGENDA

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT COMMISSION MEETING

Tuesday March 19, 2013

4:00 PM

BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT

- 1. Minutes of the February 26, 2013 Meeting
- 2. Disclosure of Interest
- 3. Brock Air Services February 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. Airport Commission Chair and Vice Chair (attached)
- 8. Request for Glider Training (attached)
- 9. Airport Emergency Plans & Procedures
- 10. Action Item Update
- 11. 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 FEBRUARY 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
552 (336)	368 (316)	4 (4)	38 (72)	0 (2)

AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
1008 (720)	644 (708)	8 (26)	62 (148)	4 (6)

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 Hydro One

Fixed wing: 1 Beechcraft Bonanza (business)

ITEMS PERTAINING TO AVIATION SAFETY & AERODROME SECURITY

1) The Airport Manager issued a series of Runway Surface Condition Reports through the NavCanada NOTAM office.

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ITEMS PERTAINING TO MAINTENANCE AND EQUIPMENT

- 1) February 13, the Airport Manager performed a monthly inspection of the NDB site and transmitter. No faults were discovered.
- 2) February 14, the Airport Manager provided Hydro One with a key for the locked, pedestrian gate at the NDB site. The Hydro One meter reader found it difficult to pick up the valuations on the meter while standing outside of the security fencing.

GENERAL REMARKS

1) There were numerous days of poor flying conditions; however, on the fair weather days, the private and training aircraft movements were strong.

End of the February 2013 Airport Month End Report.

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





Total	Air Ambulance	Government	Business	Private	Training	
10,170		734	262	2,080	7,094	1999
10,794		746	270	2,420	7,358	2000
9,763		820	322	2,602	6,019	2001
12,906		1,004	410	3,576	7,916	2002
9,502		686	458	2,664	5,694	2003
7,005		938	432	2,691	2,944	2004
8,386		1,070	458	3,110	3,748	2005
14,166		1,194	444	4,944	7,584	2006
18,938		1,920	484	4,283	12,251	2007
20,299		2,030	194	3,987	14,088	2008
22,336		2,704	208	5,116		2009
25,100		2,844	248	5,520	16,488	2010
26,390		1,834	280	6,176	18,100 16,416	2011
26,390 23,756	56	598	224	6,462	16,416	2012
1,726	4	62	00	644	1,008	YTD 2013

- 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 consturction 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

1,726	4	62	8	644	1,008	Total	
0						December	
0						November December	
0						October	
0						August September October	
0				_		August	
0						July	overnents
0						June	2013 Aircraft Movements
0						May	:T07
0						April	
0						March	
962	0	38	4	368	552	January February	
764	4	24	4.	276	456	January	
Total	Air Ambulance	Government	Business	Private	Training		



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



\$0.00 \$0.00 \$300.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.517.58	\$1.834.54	\$1.625.68	Total
\$0.00 \$0.00 \$0.00 \$0.00											Terminal Fee
\$0.00 \$0.00 \$0.00											Hangar Fees
\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Other
\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Call-Outs
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Tie Downs
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Parking Fees
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$30.00	\$150.00	Landing Fees
\$0.00 \$0.00 \$2,957.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$883.58	\$1,354.54	\$719.68	100 LL - Fuel
\$0.00 \$0.00 \$3,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,514.00	\$450.00	\$756.00	Jet A1 - Fuel
November December Total	October	September	August	July	June	May	April	March	February	January	

2013 Airport Fuel Revenue

(purchase price includes aviation taxes, excludes HST)

1							
				Jet A1 Fuel			
		Gross I	Revenue	Gross E	kpense	Net Revenue	
		5ale		Purchase			
	Qty.	Price/Litre	Revenue	Price/Litre	Expense		
January	378	\$2.00	\$756	\$1.10	\$416	\$340	
February	225	\$2.00	\$450	\$1.10	\$248	\$203	
March			\$0		\$0	\$0	
April			\$0		\$0	\$0	
May			\$0		\$0	\$0	
June			\$0		\$0	\$0	
July			\$0		\$0	\$0	
August			\$0		\$0	\$0	
September			\$0		\$0	\$0	
October			\$0		\$0	\$0	
November	ĺ		\$0		\$0	\$0	
December			\$0		\$0	\$0	
Sub Total			\$1,206		\$663	\$543	

		100 LL Transient						
		Gross F	Revenue	Gross E	kpense	Net Revenue		
		Sale		Purchase				
	Qty.	Price/Litre	Revenue	Price/Litre	Expense			
January	0	\$1.95	\$0	\$1.56	\$0	\$0		
February	275	\$1,95	\$536	\$1.56	\$429	\$107		
March			\$0		\$0	\$0		
April			\$0		\$0	\$0		
May			\$0		\$0	\$0		
June			\$0		\$0	\$0		
July		'	\$0		\$0	\$0		
August		1	\$0		\$0	\$0		
September			\$0		\$0	\$0		
October			\$0		\$0	\$0		
November		1	\$0		\$0	\$0		
December			\$0		\$0	\$0		
Sub Total			\$536		\$429	\$107		

100 LL Resident Gross Revenue Net Revenue **Gross Expense** Sale Purchase Price/Litre Qty. Revenue Price/Litre Expense January 416 \$1.73 \$720 \$1.56 \$649 \$71 February 473 \$1.73 \$818 \$1.56 \$738 \$80 March \$0 \$0 \$0 April \$0 \$0 \$0 \$0 \$0 \$0 May \$0 \$0 June \$0 \$0 \$0 July \$0 \$0 August \$0 \$0 \$0 September \$0 \$0 October \$0 \$0 \$0 November \$0 \$0 \$0 December \$0 \$0 \$0 Sub Total \$1,538 \$1,387 \$151

	Gross Revenue	Gross Expense	Net Revenue
Jet A1 100 LL Transient 100 LL Resident	,	\$663 \$429 \$1,387	\$543 \$107 \$151
	\$3,280	 \$2,479	\$801

Total

Value of Fuel in the Tanks as of the End February

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value in Tanks
Jet A1 100 LL	6,744 4,646	\$1.05 \$1.56	\$7,081 \$7,247
Total			\$14,328

SCHEDULE "A"

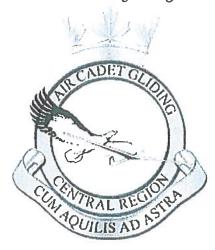
AIRPORT COMMISSION

TERMS OF REFERENCE

SUBJECT to such limitations and restrictions as Council may from time to time impose by by-law, resolution or otherwise, the Commission may:

- a) fix the times and places for meetings of the Commission and the mode of calling and conducting them and make regulations governing the conduct of its members;
 - b) elect a Chairman and Vice-Chairman all of whom shall hold office for not more than two (2) consecutive years.
- 2. The majority of the Members of the Commission constitutes a guorum.
- 3. No Member of the Commission, or of Council, shall have any contract with the Commission or be pecuniary interested, directly or indirectly, in any contract or work relating to the operations or function of the Commission.
- 4. The Commission shall keep minutes of its meeting and books, papers, and documents used in, and pertaining to the business of the Commission, and all such minutes, books, papers and documents shall be open to the members of Council and to any other person or persons appointed for that purpose by Council.
- 5. The Commission shall on or before the first day of September in each year prepare and submit to Council an estimate of its requirements for the next ensuing year through the submission of a financial budge detailing revenues and expenditures in the format approved by Council and recommend capital expenditures to ensure the safe operation of the facility and potential for increased business.
- 6. Review and recommend property control acquisitions.
- 7. Review and recommend terms of reference for the fixed base operator and any users of airport property.
- 8. To ensure that the operation and property conforms to the regulations of the Department of Transport and the Ministry of Transportation and Communications.
- 9. If a member of the Airport Commission is absent for four (4) consecutive meetings for reasons other than illness or unavoidable absence, they be removed from the Commission.

Eastern Ontario Gliding Centre



VIA FACSIMILE ONLY

Mr. Kent Wharton Brockville Municipal Airport 4620 Airport Road R.R.#4, Brockville, ON K6V 5T4

Dear Mr. Wharton:

The Eastern Ontario Gliding Centre, for the purposes of glider familiarization flying, requests use of the Brockville Municipal Airport on the days of:

May 11 and 12, May 18, 19, and 20.

Yours truly,

Captain Lindsey Podebry EOGC Commander

cc: Mr. Peter Raabe (via facsimile only)