



#### **NOTICE AND AGENDA**

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

#### **Tuesday February 26, 2013**

#### 4:00 PM

#### **BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**

- 1. Minutes of the January 22, 2013 Meeting
- 2. Disclosure of Interest
- 3. Brock Air Services January 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. Agricultural Land Lease
- 8. Airport Commission Chair and Vice Chair (attached)
- 9. Action Items Update
- 10. 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 JANUARY 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
	456 (384)	276 (392)	4 (22)	24 (76)	4 (2)

#### AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
456 (384)	276 (392)	4 (22)	24 (76)	4 (2)

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: 1 Hydro One, 1 Enbridge Pipeline patrol and 1 Ornge air ambulance (AW139)

Fixed wing: 1 Pilatus PC12 air ambulance

#### 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) January 16, the Airport Manager performed a monthly inspection of the NDB site and transmitter. No faults were discovered.
- 2) January 28, a technician from Falcon Security replaced the backup battery in the security system.
- 3) January 28, the Airport Manager replaced the previously damaged NE windsock with a new sock. One spare windsock was placed in inventory.

#### **GENERAL REMARKS**

1) 12 beavers were removed from the wetlands NW of Runway 04/22.

End of the January 2013 Airport Month End Report.

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





	1999	2000	2001	2002	2003	2004	2002	2006	2007	2008	5000	2010	2011	2012	YTD 2013
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	16,416	456
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	6,462	276
Business	797	270	322	410	458	432	458	444	484	194	208	248	280	224	4
Government	734	746	820	1,004	989	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	298	24
Air Ambulance										Comment of the				26	4
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	23,756	764

- 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

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	Total	456	276	7	24	7	764
	December						0
	August   September   October   November   December						0
	October						0
	September						0
	August						0
ovements	July						0
2013 Aircraft Movements	June						0
201	May						0
	April						0
	March						0
	February						0
	January	456	276	4	24	4	764
		Training	Private	Business	Government	Air Ambulance	Total





## 2013 AIRPORT REVENUE Excluding HST



	January	February	March	April	May	June	July	August	September	October	November	December	Total
Jet A1 - Fuel	\$756.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$756.00
100 LL - Fuel	\$719.68	\$254.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$973.99
Landing Fees	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
Parking 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
Tie Downs	\$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
Call-Outs	\$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	\$0.00
Hangar Fees													\$0.00
Terminal Fee													\$0.00
Total	\$1,625.68	\$254.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,879.99

#### 2013 Airport Fuel Revenue

(purchase price includes aviation taxes, excludes HST)

January
February
March
April
May
June
July
August
September
October
November
December
Sub Total

			let A1 Fuel	·	
	Gross F	levenue	Gross E	kpense	Net Revenue
ı	5ale		Purchase		
Qty.	Price/Litre	Revenue	Price/Litre	Expense	
378	\$2.00	\$756	\$1.10	\$416	\$340
1		\$0		\$0	\$0
Į.		\$0		\$0	\$0
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		\$0		\$0	\$0
		\$756		\$416	\$340

January
February
March
April
May
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July
August
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October
November
December
Sub Total

- 1			100	) LL Transient		
		Gross F	levenue	Gross E	kpense	Net Revenue
		Sale		Purchase		
	Qty.	Price/Litre	Revenue	Price/Litre	Expense	
	0	\$1.95	\$0	\$1.56	\$0	\$0
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			\$0		\$0	\$0

January
February
March
April
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July
August
September
October
November
December
Sub Total

			100	U LL Resident		
		Gross F	Revenue	Gross E	rpense	Net Revenue
		5ale		Purchase		
	Qty.	Price/Litre	Revenue	Price/Litre	Expense	
	416	\$1.73	\$720	\$1.56	\$649	\$71
			\$0		\$0	\$0
		[	\$0		\$0	\$0
			\$0		\$0	\$0
			\$0		\$0	\$0
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			\$0		\$0	\$0
er			\$0		\$0	\$0
er			\$0		\$0	<b>\$</b> 0
П			\$720		\$649	\$71

	Gross Revenue	Gross Expense	Net Revenue
Jet A1 100 LL Transient 100 LL Resident	\$756 \$0 \$720	\$416 \$0 \$649	\$340 \$0 \$71
	\$1,476	\$1,065	\$411

Total

#### Value of Fuel in the Tanks as of the End January

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

- 1. 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 quorum.
- 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.