



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 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, 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.

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			\$0		\$0	\$0
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			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$756		\$416	\$340

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			\$0		\$0	\$0
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			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$0		\$0	\$0

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			\$0		\$0	\$0
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			\$0		\$0	\$0
December			\$0		\$0	\$0
Sub Total			\$720		\$649	\$71

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

Value of Fuel in the Tanks as of the End January

	Litres of Fuel in Tanks	* Cost/litre last purchase	* Fuel Value 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.
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