



**NOTICE AND AGENDA**

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

**Tuesday February 28, 2012**

**4:00 PM**

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT**

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1. **Welcome New Airport Commission Members**
  - **Airport overview (attached)**
2. **Minutes of the January 24, 2012 Meeting**
3. **Disclosure of Interest**
4. **2012 Airport Budget (attached)**
5. **Brock Air Services January 2012 Monthly Report (attached)**
6. **Summary of Air Traffic Movements (attached)**
7. **Summary of 2012 Airport Revenues (attached)**
8. **Survey Jet A1 and 100 LL Sale Price (attached)**
9. **Summary of 2012 Airport Fuel Purchases (attached)**
10. **Airport Comparisons**
11. **Approval of Small Expenses**
12. **Airport Web Sites (attached)**
13. **Action Items Update**
14. **New Business**

# Brockville – 1000 Islands Regional Tackaberry Airport

## Location

- Owned by the City of Brockville
- located in Elizabethtown-Kitley Township 11 kilometers north of the city limits
- covers 400 acres
- operated under contract by Brock Air Services
- operated under the direction of the Airport Commission in compliance with City of Brockville By-Law 122-2006. The commission is comprised of The Mayor of the City of Brockville as an ex-officio member, six (6) persons, each of whom are appointed by Council for a 4 year term and the City Engineer or his/her delegate is the Commission Secretary who does not have voting .

## Facilities & Services

- was originally a private facility and was turned over to the city in 1956
- original paved runway was 3,516 feet by 90 feet
- in 2005 the paved runway was expanded to 4,500 feet by 90 feet and is now capable of handling every size of corporate jet with the exception of one

- 1 grass runway
- Airport terminal with washrooms and a passenger waiting area, a pilot's lounge, computer with internet service and a phone where pilots have access to aviation weather and flight planning
- 1 City owned hanger with an 8 aircraft capacity
- 5 private hangers on City leased land
- 1 Clubhouse for the Brockville Flying Club
- 1 City owned building that is leased commercially
- 1 airport garage building
- aircraft public tie-down area and aircraft parking on a paved apron
- Non Directional Beacon (NDB) Approach for use during inclement weather
- 3 GPS approaches – 2 are stand alone and 1 is an overlay of the NDB approach
- Runway edge lighting, approach and strobe lights available by pilot activated radio signal
- the airport is a CANPASS port of entry for Canada Customs
- the airport is an Environment Canada weather station with information available on the internet
- the airport has NAVCANADA weather cameras with live feed to the internet

- Staffed 7 days an week including holidays by an authorized Approach Unicom Radio Operator/fuel attendant who are also available after hours by pager
- Daily snow removal during the winter months
- 2 grades of aviation fuel for jets and piston powered aircraft
- Keytrol self serving fueling system for regular users
- lighted vehicle parking area
- security fencing around the apron

### Statistics

- runway expansion occurred in 2005 and since then airport movements have increased as follows:

	<u>2004</u>	<u>2011</u>
Training Aircraft	2,944	18,100
Private Aircraft	2,691	6,176
Business Aircraft	432	280
Government Aircraft	<u>938</u>	<u>1,834</u>
Total	7,005	26,390

## 2012 Budget

Revenues	Leases, rentals, landing etc	(\$38,314)
	Fuel sales	(\$71,447)
Expenses	Fuel purchases	\$49,200
	Other	<u>\$149,075</u>
Net Expense		\$88,514

- the 2012 land lease rate is \$.34 per square foot

## Benefits of the Airport

- generate tax revenue
- enhance economic development and tourism
- used by Air Ambulance for Medivac flights – the BGH helipad at the Gord Watts Municipal Centre was closed on September 15, 2010
- search and rescue operations
- military and police training
- flight training
- provide enhanced response times to natural or manmade emergencies
- used for recreational flying

## Challenges

- in 1994 the Federal Government eliminated infrastructure funding to all 730 airports in Canada with the exception of 26 National Airports
- airports are public infrastructure just like roads and bridges and as they age and deteriorate no federal or provincial funds are available to offset repairs or replacement costs

## Future Goals

- lobby both the Federal and Provincial Governments to renew aviation infrastructure funding.
- expand the commercial leases at the airport
- provide aircraft access to the City of Brockville and surrounding area for future economic development

## 2012 Airport Budget

	Account #	Description	2011 Budget	2012 Budget
Revenues	01-4-285031-0401	Leases - land leases for private hangars \$7245	(\$6,959)	(\$7,885)
		Leases - agricultural land \$650		
	01-4-285031-0406	Hanger Rental - hanger #1 \$15,842	(\$20,066)	(\$27,842)
		Hanger Rental - Heritage Kitchen \$12,000		
	01-4-285031-0477	Landing Fees	(\$2,356)	(\$2,491)
	01-4-285031-0478	Parking Fees	(\$686)	(\$96)
		<b>Sub Total</b>	<b>(\$30,067)</b>	<b>(\$38,314)</b>
Wages and Benefits	01-5-285101-1130	Wages	\$1,510	\$3,870
	01-5-285101-1199	Benefits	\$387	\$1,013
		<b>Sub Total</b>	<b>\$1,897</b>	<b>\$4,883</b>
Human Resources	01-5-285115-2200	Training & Development	\$275	\$283
	01-5-285115-2521	Fees Subscript/Memberships	\$357	\$368
		<b>Sub Total</b>	<b>\$632</b>	<b>\$651</b>
Office Expenses	01-5-285125-2510	Printing Postage&Stationery	\$65	\$80
	01-5-285125-2814	Telephone & Fax	\$3,000	\$1,200
	01-5-285125-2850	Insurance	\$8,018	\$7,800
	01-5-285125-2999	Corporation Waste	\$102	\$105
	01-5-285125-3010	Web Site Domain & Internet Service	\$325	\$579
	01-5-285125-3110	Auditing	\$125	\$129
	01-5-285125-3125	Actuarial	\$49	\$49
		<b>Sub Total</b>	<b>\$11,684</b>	<b>\$9,942</b>
Building Burden	01-4-285131-0609	Taxes Recovered	(\$7,906)	(\$7,906)
	01-5-285131-2810	Electricity	\$12,000	\$12,000
	01-5-285131-2998	Taxes on City Owned Lands	\$12,643	\$12,694
		<b>Sub Total</b>	<b>\$16,737</b>	<b>\$16,788</b>
Management Contract	01-5-285135-3010	Contracted Services (Brock Air) \$104,868 satellite TV \$348 other \$824		
		<b>Sub Total</b>	<b>\$104,744</b>	<b>\$106,047</b>
Fuel	01-4-285530-0476	Fuel & Energy Recoveries	(\$70,604)	(\$71,447)
	01-5-285530-2530	Fuel	\$49,200	\$49,200
	01-5-285530-3500	Bank Service Charges	\$1,500	\$1,545
		<b>Sub Total</b>	<b>(\$19,904)</b>	<b>(\$20,702)</b>
Field Maintenance	01-5-285531-2010	Materials & Supplies	\$807	\$831
	01-5-285531-3010	Contracted Services	\$1,685	\$1,736
		<b>Sub Total</b>	<b>\$2,492</b>	<b>\$2,567</b>
Terminal/Hangar Maintenance	01-5-285532-2010	Materials & Supplies	\$403	\$415
	01-5-285532-3010	Contracted Services	\$2,522	\$2,598
		<b>Sub Total</b>	<b>\$2,925</b>	<b>\$3,013</b>
Navigational Aids	01-5-285533-2010	Materials & Supplies	\$705	\$726
	01-5-285533-3010	Contracted Services	\$2,828	\$2,913
		<b>Sub Total</b>	<b>\$3,533</b>	<b>\$3,639</b>
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
		<b>Sub Total</b>	<b>\$0</b>	<b>\$0</b>
		<b>TOTAL</b>	<b>\$94,673</b>	<b>\$88,514</b>

# **BROCKVILLE - 1,000 ISLANDS REGIONAL TACKABERRY AIRPORT**

<http://www.brockvilleairport.com>

## Our Mission Statement:

"The Brockville - 1,000 Islands Tackaberry Regional Airport serves as an "aviation gateway" through which business travelers, tourists and emergency response aircraft can find safe and efficient access to the community. It assists, not only in maintaining the regional economy, but also in attracting new industry, the end result being a higher quality of life for all of the residents for which it serves."

## Report for the month of **JANUARY 2012**

### CURRENT MONTH END AIRCRAFT MOVEMENTS: (Recorded daily 7:30 AM to 4:30 PM)

*Statistics inside brackets refer to last year's records*

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
384 (360)	392 (280)	22 (12)	76 (192)	4 (4)

### AIRCRAFT MOVEMENTS TO DATE

TRAINING	PRIVATE	BUSINESS	GOVERNMENT	AIR AMBULANCE
384 (360)	392 (280)	22 (12)	76 (192)	4 (4)

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 air ambulance, 1 Enbridge (pipeline patrol), 2 Cdn. Coast Guard and 2 Hydro One  
Fixed wing: 1 air ambulance and 6 single engine business (American Iron and Metal Inc.)

## **ITEMS PERTAINING TO AVIATION SAFETY & AERODROME SECURITY**

- 1) Jan. 1<sup>st</sup>, the Airport staff discovered recent damage to the page wire fencing that runs parallel to the Airport Road. Approximately fifteen feet of fencing and two wooden posts were damaged. There was further evidence of a vehicle having continued onto the Airport property. The Airport Manager contacted the O.P.P.; however, no accident report had been filed and the local detachment was unaware of the occurrence. A fencing contractor may be required to replace the posts and mend and stretch new page wire.
- 2) The Airport Manager issued and updated or cancelled as required, a number of Runway Surface Condition Reports, through NavCanada.

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**ITEMS PERTAINING TO MAINTENANCE AND EQUIPMENT**

- 1) Jan. 4<sup>th</sup>, the Airport Manager carried out a scheduled, monthly inspection of the NonDirectional Beacon facility. All of the required tests were performed with no faults being found.
- 2) Jan. 16<sup>th</sup>, a plumber from Houle Plumbing and Heating repaired the water pressure tank in the Passenger Terminal utility room. During that same service call, the plumber also repaired a toilet water tank in one of the bathrooms.
- 3) Jan. 18<sup>th</sup>, due to a buildup of freezing rain, a load of screened, winter sand was applied to Runway 04/22 as well as, the Airport's aprons, taxiways and driveway. The Airport Manager visually inspected the material to ensure that it was of the proper grit size and also, that was free of salt contamination, prior to the load being spread. After its' application, there was a noticeable improvement to the safe handling of both aircraft and vehicles.

**GENERAL REMARKS**

- 1) Nil.

End of the January 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	384
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	392
Business	262	270	322	410	458	432	458	444	484	194	208	248	280	22
Government	734	746	820	1,004	686	938	1,070	1,194	1,920	2,030	2,704	2,844	1,834	76
Air Ambulance														4
<b>Total</b>	<b>10,170</b>	<b>10,794</b>	<b>9,763</b>	<b>12,906</b>	<b>9,502</b>	<b>7,005</b>	<b>8,386</b>	<b>14,166</b>	<b>18,938</b>	<b>20,299</b>	<b>22,336</b>	<b>25,100</b>	<b>26,390</b>	<b>878</b>

**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												384
Private	392												392
Business	22												22
Government	76												76
Air Ambulance	4												4
<b>Total</b>	<b>878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>878</b>

**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**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Jet A1 - Fuel	\$2,932.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,932.16
100LL - Fuel	\$508.40	\$1,114.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,622.90
Landing Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
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	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00
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													
Terminal Fee													\$0.00
<b>Total</b>	<b>\$3,740.56</b>	<b>\$1,174.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,915.06</b>



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

**Airport Survey completed February 8, 2012**

Airport Location	Jet A1 - price per liter no HST	100 LL - price per liter no HST			
		Transient	Resident	Residnet Annual Member Fee	Price/liter
Brockville	\$1.96	\$1.70	\$1.55		
Kingston	\$1.75	\$1.89		\$200.00	\$1.79
Smiths Falls		\$1.55		\$100.00	\$1.47
Carp	\$1.60	\$1.60			

**2012 Airport Fuel Purchases**

	PO #	Company	Date	Type	Qty.	Unit Price (including aviation tax)	SubTotal	Net Expense per liter	Date Sale Price Implemented	Sale Price /litre excludes HST Resident	Sales Price/litre excludes HST Transient
1				Jet A1					January 1, 2012		\$1.96
2				100 LL					October 18, 2011	\$1.55	\$1.70
3											
4							\$0.00				

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY AIRPORT  
WEB SITES**

Airport

<http://www.brockvilleairport.com/airport/>

Environment Canada – airport forecast

[http://text.weatheroffice.gc.ca/forecast/city\\_e.html?on-8&unit=m](http://text.weatheroffice.gc.ca/forecast/city_e.html?on-8&unit=m)

Environment Canada – airport webcam

[http://www.flightplanning.navcanada.ca/cgi-bin/CreePage.pl?Langue=anglais&NoSession=NS\\_Inconnu&Page=forecast-observation&TypeDoc=html](http://www.flightplanning.navcanada.ca/cgi-bin/CreePage.pl?Langue=anglais&NoSession=NS_Inconnu&Page=forecast-observation&TypeDoc=html)

NAV Canada – airport webcam

<http://www.metcam.navcanada.ca/hb/index.jsp?lang=e>