



**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY  
AIRPORT COMMISSION MEETING  
Thursday, October 28, 2021 – 9:00 a.m. virtual**

**MEMBERS PRESENT:** Colin Dyke, *Chair*; Brian Williams; Robert Kennedy; Michael Bowen; Peter Glazier.

**REGRETS:** Mr. Earl Brayton, *Elizabethtown Council Representative*; Mark Ward.

**CITY STAFF:** Phil Wood, *Director of Operations*; Matthew Locke, *Supervisor of Transportation and Fleet Services*; Ingrid Doucette, *Administrative Co-Ordinator*

1. **Approval of the previous Minutes.** The meeting commenced at 9:00 a.m. Moved by: Brian Williams, Seconded by Robert Kennedy THAT the minutes from the previous meeting (held 30Sep2021) be approved.
2. **Disclosure of Interest.** No conflicts declared.
3. **Liability of the Commission.** The Municipal Liability Including Errors and Omissions includes employees, volunteers, committees of councils, sub-committees of Council. This Liability coverage would extend to the Brockville Airport Commission.
4. **City Staff Update on initiatives**
  - a) **Instrument Approach Procedure.** City Staff spoke with Nav Canada, they recommended procuring an External Design Organization and completing a tree clearing in parallel. The City has hired Octant Aviation as their EDO. Tree clearing work still to be completed.
  - b) **Attestation.** The tree trimming should be addressed each year. Costing is being obtained to remove the overgrown at the edges of the runway. Member B. Williams proposed a motion that the Airport Commission is in favour of the City contracting land clearing agencies to complete tree removal in order to be able to complete the instrument approach procedure renewal. Motion passed unanimously.



- c) **Fuel System.** A precision seal test has been conducted and the tanks are secure. Focus on replacing the pumps.
5. **Review of the Airport Contract.** The Commission was forwarded the Airport Contract document
- (i) Item 7. Add the phrase “negatively affects aviation” to the third sentence.
  - (ii) Item 7. Add the phrase “and the Airport Commission” to the last sentence.
  - (iii) Item 4. Page 17. Remove the word “taxes”. Add the phrase “the commission shall be consulted”.
  - (iv) Page 16. Item 29. Add the phrase “the operator shall complete an annual attestation and forward it to the Airport Commission for review”.
  - (v) A letter should be sent to all the lease holders
6. **Items for future discussion:** Website for airport; Budget for airport commission; promoting the airport from a tourism perspective.
7. **Next meeting: Thursday, November 25, 2021 at 9:00 a.m. VIRTUAL.**

