

**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING
Thursday, November 25, 2021 – 9:00 a.m. virtual**

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

REGRETS: Mr. Earl Brayton, *Elizabethtown Council Representative*.

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 9:07 a.m. Moved by: Brian Williams, Seconded by Colin Dyke, THAT the minutes from the previous meeting (held 28Oct2021) be approved.
2. **Disclosure of Interest.** No conflicts declared.
3. **City Staff Update on initiatives**
 - a) **Instrument Approach Procedure.** The trees surrounding the runway have been cut back. *Brock Air* was on site with an inclinometer to ensure there was enough clearance. City staff will do regular maintenance within their scope of expertise, annually.
 - b) **Fuel Dispensing System.** The fuel tanks have been tested by Triangle Pump Service Limited.
 - c) **Line Painting.** Runway painting is a high priority for early spring of 2022. A long term plan will be established.
 - d) **Airport Management.** Before the end of the year, the formal agreement with Brock Air will be completed in writing and the contract will be in place.
 - e) **Hangar 2 – Heritage Kitchens Hangar.** Heritage Kitchens are interested in renewing the lease. City staff seek lease conditions from the Commission. It is a two-year lease plus the option to renegotiate for a third year. The renewed lease will communicate *that trucks are not permitted on the tarmac due to weight restrictions*.



4. **New Business**

- a) **Promoting the Airport from a tourism perspective.** The committee discussed the need for more effective marketing of the Airport, from a tourism perspective. The Tourism provider for the City will be invited to the next meeting to “brainstorm.”
- b) **Airport Budget.** The operating budget, including User Fees, is going to Council in December. The Commission can assist with a long term plan for capital projects for items such as tree clearing and line painting. The committee discussed initiatives to increase fuel sales.
- c) **Airport Web-site.** The map information is out of date. In the new year, the page will be integrated into the City website, instead of having a separate site.
- d) **Airport Incident: Runway Approach Lights Damaged.** A pilot hit the lights on a landing, on August 6. The incident was reported to Transport Canada, but unfortunately not reported to the airport manager at the time.
- e) **Improper use of taxiway and gate.** To prevent vehicles from driving on the grass to the hangars, a new gate or barrier is required. The pilots will be notified in writing.
- f) **Next meeting: Thursday, December 16, 2021 at 9:00 a.m. VIRTUAL.**

