



**BROCKVILLE - 1000 ISLANDS REGIONAL TACKABERRY
AIRPORT COMMISSION MEETING
Thursday, September 16, 2021 – 9:00 a.m. virtual**

MEMBERS PRESENT: Colin Dyke, *Chair*; Brian Williams; Robert Kennedy; Michael Bowen joined the meeting at 10am.

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 9:00 a.m. The minutes from the previous meeting (held 18Feb2020) were not available.
- 2. Disclosure of Interest.** No conflicts declared.
- 3. Brock Air Services Reports March 2020 – August 2021.** City Staff reviewed the *Airport Month End Reports* prepared by *Brock Air Services* with the committee. The monthly reports summarized the aircraft movements and listed items pertaining to aviation safety and aerodrome security.
- 4. 2020 Air Traffic Movement and Airport Revenue.** City staff reviewed the documents. The *2020 and 2021 Airport Revenue* outlines the revenue monthly sources which include low lead fuel, jet fuel, landing fees, and parking fees, to name a few.
- 5. August 2021 – Air Traffic Movement and Airport Revenue.** City staff reviewed the *Summary of Air Traffic Movements as of August 2021*. Air traffic movements were down 3%. Approximately 15,000 flights per year is the target. The committee discussed incentives such as fuel discounts to flight schools and other clubs to increase visitors and revenue. A business proposal from the Airport Commission would assist with the City's budget process this fall.



6. Action Item Update

- a) **Airport Management Contract.** The procurement process for the Airport Management Contract has concluded. Brock Air is the successful bidder. The City is now in a position to negotiate the contract with input from the Airport Commission. A discussion was held.
- b) **Instrument approach procedure update.** The Instrument Approach Procedure is to be updated every four years. The Attestation Process is every year. City staff discussed the requirement for tree clearing surrounding the airport grounds and runway.

7. New Business

- a) **Airport Commission Terms of Reference Review Discussion.** The policies and procedures will be reviewed and updated at the next meeting.
- b) **Runway Asphalt Crack Filling.** City Staff noted that the City of Brockville's annual ACPM (Asphalt, Concrete Paving and Milling) process is underway in various locations. Staff will follow up to develop the scope of the project as the site could potentially benefit from cost savings.
- c) **Fuel Pump Calibration.** Fuel is the biggest revenue generator. Selling fuel around the clock using a key card system would benefit the airport, similar to a system used in Smiths Falls. The City had originally budgeted \$154,000 upgrade the aging fuel system, which City staff believes was for tank replacement. The feedback from the Airport Commission and airport user groups is that pump replacement is much more pressing. *Precision seal testing* and *cathodic perception* testing is currently underway. A new calibration test is being sought. City staff stated that an assessment of the tanks is required to determine if the tanks are suitable to remain, and if the project scope can be revised to focus on pumps only.
- d) **Brockville Airport letter of Support from [Orange.ca](https://www.Orange.ca).** This organization is Ontario's provider of air ambulance and related services. The letter expressed support for instrument approaches at the Brockville Airport.

8. Next meeting: Thursday, September 30, 2021 at 10:00 a.m. VIRTUAL. Adjourned at 5:15 pm

