



**Minutes of Meeting**  
**BROCKVILLE - 1000**  
**ISLANDS REGIONAL TACKABERRY**  
**AIRPORT COMMISSION MEETING**

**Tuesday, June 26, 2018**

**MEMBERS PRESENT**

- Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com
- Mr. Wilsie Hatfield..... [whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)
- Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net
- Mr. Brian Williams.....briwilliams401@gmail.com

**MEMBERS ABSENT**

- Mr. Colin Dyke – Chair.....cdyke@ripnet.com
- Mr. Allan Dunn.....info@1000islandsdocks.com

**ALSO PRESENT**

- Mr. Dean Glover – Brock Air Services.....brockair@kingston.net
- Mr. Kent Wharton - Brock Air Services.....kentwharton\_brockair@sympatico.ca
- Mr. Matthew Locke – City of Brockville.....mlocke@brockville.com

**1. Minutes**

Minutes Moved by: Wilsie  
Seconded by: Brian  
THAT the minutes of the meeting of May 9, 2018 be approved  
CARRIED

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services May 2018 Monthly Report**

A copy was attached to the agenda.

**4. Summary of May 2018 Air Traffic Movements**

A copy was attached to the agenda.

**5. Summary of May 2018 Airport Revenue**

A copy was attached to the agenda.

**6. Summary of May 2018 Airport Fuel Revenue**

A copy was attached to the agenda.

**7. Action Item Update**

Ogdensburg Instrument Approach Procedure – Dean reported that he had visited Ogdensburg Airport and spoke with the airport manager. Dean notes a positive discussion regarding shared responsibility for safety and having both airports issue NOTAM's for glider training. Dean notes they briefly discussed the approach concern of the BRTA, but that they agreed to discuss this item further when the Airport Manager has more time. Dean notes that Ogdensburg Airport staff notes that runway approach issues generally are an FAA issue, and not handled by the individual airports. Dean notes he will invite the Airport Manager to an upcoming airport commission meeting for a safety discussion.

Parachuting Discussion – Commission notes concerns that any future parachute training at the airport needs to be discussed further before implementation. Note concerns about closing the airport or runway during parachute training. Brock Air recommends the use of the Gananoque facility, rather than the airport. Matt notes that there are not active City discussions regarding parachute training. Brock Air notes that closing the airport for parachute training could negatively impact Air Ambulance and Search and Rescue flights to the airport, and they would recommend against any closure. Commission notes that any runway closure comes with the risk of discouraging visiting pilots.

Recovery Garden Proposal – Kent notes that the Recovery Garden has been started in the plot of land between Airport Road and the City maintenance garage. Kent notes that the initial garden planting has been completed and that all visiting gardeners have been meeting with Kent to sign a waiver before entering the site. Matt notes a lease was established with the group, and that the location was chosen after the Brockville Flying Club noted an objection to having the garden in the grassed area south of the Flying Club, due to its use for event parking. Matt notes that the garden will be fenced in future.

**8. New Business**

Runway Incursion – Matt notes that on May 31 there was a runway incursion. A vehicle entered the Reticle construction entrance and then drove north across the grass, onto the taxiway and then the runway. Bertha flagged down the car had the vehicle exit the runway. The driver was an employee of the agency training with Reticle, and was looking to get to the training lands. Kent took statements from all parties and files a CADORS report about the incident. Matt notes that Reticle had met with and escorted all training participants to site that day, and that this person was not on the list of participants for

the day, and was stopping by the site unannounced. Reticle has clarified with all members of this agency that they are only to enter the site under the supervision of Reticle staff. Matt notes that the City will be posting an Authorized Personnel only sign at the Reticle construction entrance, matching the signs at the other entrances. Dean notes a diligent response to the incident by Bertha and Kent to prevent any potential accident and following all relevant airport rules.

Mobile Radio Unit – Dean notes that the mobile radio unit stored in the airport terminal has failed. It is used by Brock Air to monitor air traffic and communicate with pilots when working outside of the terminal; it also serves as the battery backup unit for the terminal's radio system. Dean notes a replacement unit costs approximately \$250. Mike notes he will loan a spare radio unit to the City until a replacement unit arrives. Mike also recommends that the City purchase a radio with both a battery pack and a AA battery option, as the radio will outlast the standard battery pack issued.

**Next meeting: September 18, 2018 @ 4:00 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 5:45 pm

Minutes prepared by: Matthew Locke  
Supervisor of Transportation, City of Brockville