



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

**Tuesday, October 17, 2017**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Mr. Allan Dunn.....info@1000islandsdocks.com

**ALSO PRESENT**

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

**1. Minutes**

June Minutes Moved by: Colin Dyke  
Seconded by: Earl Brayton  
September Minutes Moved by: Colin Dyke  
Seconded by: Brian Williams  
THAT the minutes of the meeting of May 16, 2017 be approved.  
Carried

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services October & November 2017 Monthly Report**

A copy was attached to the agenda.

**4. Summary of November 2017 Air Traffic Movements**

A copy was attached to the agenda.

## **5. Summary of November Airport Revenue**

A copy was attached to the agenda.

## **6. Summary of November 2017 Airport Fuel Revenue**

A copy was attached to the agenda.

## **7. Action Item Update**

Ogdensburg Instrument Approach Procedure update from Dean Glover – Dean noted that when discussing a NOTAM with Ogdensburg Airport staff in regard to upcoming gliding activities he asked for the latest approach procedure posting, which he received from FAA staff. Noted that only change is that Brockville Regional Tackaberry Airport (BRTA) is now posted on the document, but that the procedure height was not revised and radio frequency not shown. Dean asked FAA staff why 3000' is not yet shown as the procedure height, and FAA staff noted that this is covered currently by a NOTAM stating that 3000' is mandatory. Dean recommends that he continue to communicate with Ogdensburg Airport staff to push for additional changes to the approach plate. Dean suggests modifying the BRTA frequency to run on same frequency as Ogdensburg. Colin notes need for risk analysis of frequency change; to weigh the risk of having pilots not adjust to the change vs. risk of Ogdensburg bound pilots not hearing pilots above BRTA. Dean suggests setting up a meeting with Ogdensburg Airport staff to discuss possibility of creating an arcing approach. Brian suggests noting this as a safety meeting, and suggests hosting it at either airport.

Reticle Land Use Application Expansion of Range Lands – Matt presented discussion of Reticle application to City of Brockville and Township of Elizabethtown-Kitley to expand range lands to the East, to create an additional firing point. This firing point would impede on the slope area around RWY16 (Grass strip). Matt presented the City suggestion for use of this firing point for discussion with the commission; Reticle informing Brock Air well in advance of use to ensure a NOTAM is issued, white "X" markers placed on the grass strip, and the range officer to act as a spotter for any aircrafts in the area (ensuring the area is clear before giving an order to proceed with shooting). Colin notes that an aircraft approaching NORDO will not be reading a NOTAM, so that precaution will not help with NORDO pilots. Notes that most pilots understand the meaning of the "X" markers, and notes that the airport in Morrisburg marks runway closures with an "X" and it appears to work there. Commission notes that placement of safety devices should be a Reticle responsibility. City to develop a policy to ensure that the shooting instructor / range officer take on spotting duties for any NORDO aircrafts in the area before issuing a command to proceed with shooting. Dean notes that he has not received any response for Transport Canada with his question regarding the placement of "X" markers. Commission notes that there cannot be an assumption of no aircraft landing even with a NOTAM, and that emergency and NORDO flights are a reality with RWY16.

## 8. New Business

Airport Commission Role Question – Earl asks why City of Brockville agreed to a runway closure earlier in 2017 despite a unanimous vote from the airport commission against the closure. Notes that the minutes from the commission meeting noted the dissatisfaction to having Brockville rule against the commission’s vote. Colin asks for clarification from Brockville as to how decisions made by the Commission are taken by Brockville staff and council, particularly to ensure that safety concerns are being reasonably assessed by Council and City staff. Matt noted that Brockville will clarify the current policy regarding Commission decisions and votes at the next Commission meeting after reviewing with senior City staff.

Dan Barraclough-Airport Letter of Concern – Matt presented Letter of Concern received from Mr. Barraclough, a resident pilot and hangar owner. Commission discussed specifically the recommendations put forward in the letter surrounding notice given to resident pilots in advance of any runway closures. The Commission agrees to 30 day notices and website & bulletin board (Airport terminal and Flying Club) postings in advance of maintenance related runway closures (as per this summer’s asphalt crack sealing work). However, the commission notes that the length of notice given before a runway closure for driver training is not primary concern of the commission. The commission notes that the primary concern to resident pilots is that foreign-object debris (FOD) creates too large a risk to pilots in ultralight aircrafts. Notes that any debris could result in a flat tire which would lead to an accident for a landing aircraft. Notes that this type of accident could result in lawsuits to the airport and City of Brockville, creating unnecessary risk. The commission states their position that driver training on the runway is unsafe and is an inappropriate use of the airport. Commission chooses not to recommend a City usage rate for driver training, as they do not recommend this type of runway use.

Recovery Garden Proposal – Matt presented a letter from a community group requesting free use of land up to 100’ by 100’ for a Recovery Garden. Commission notes that in theory they would not be opposed to a 1-year trial of this land use. Commission has additional questions regarding how many people would be using the land, the frequency of visitors to the space, how water would be accessed at the garden, etc. The commission requests additional information before weighing in on the proposal.

**Next meeting: September 19, 2017 @ 4:00 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 5:15 pm

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