



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

**Tuesday, January 23, 2017**

**MEMBERS PRESENT**

Mr. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com

**MEMBERS ABSENT**

Mr. Allan Dunn.....info@1000islandsdocks.com  
Mr. Earl Brayton, Elizabethtown Council Rep.....earlbrayton@bell.net  
Mr. Brian Williams.....briwilliams401@gmail.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: No Quorum Available  
Seconded by: No Quorum Available  
THAT the minutes of the meeting of December 19, 2017 be voted on at the February meeting.

**2. Meeting Disclosure of Interest**

No conflicts declared.

**3. Brock Air Services December 2017 Monthly Report**

A copy was attached to the agenda.

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

A copy was attached to the agenda.

**5. Summary of December 2017 Airport Revenue**

A copy was attached to the agenda.

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

A copy was attached to the agenda.

## **7. Action Item Update**

Non-Directional Beacon Maintenance Discussion – Dean provided written timeline of events surrounding NDB discussion dating back to November 2016. Matt notes that the City position is to recommend the decommissioning of the NDB due to costs associated with maintaining it, but would like the commission to note the impacts of decommissioning. Matt asked about other local airport's NDB's. It was noted that Cornwall does not operate an NDB. Kingston and Smiths Falls both have an NDB, but in both cases the NDB is considered an airport beacon and is such owned and operated by either NAV Canada or Transport Canada, rather than the airport. Kent notes that he has not heard a radio call notifying an NDB approach in 2017. Dean notes that the City's Nautel NDB is no longer supported by the manufacturer for parts. City does not currently have empirical data regarding the number of NDB approaches, but it is noted that using a GNSS approach, which will remain supported by the airport, is the much more common option. Dean is to contact Transport Canada to confirm how much notice is required in the event that the NDB is decommissioned. Matt is to send out a formal request to vote to on decommission the NDB to all commission members (since there is no quorum at today's meeting). Kent asks what will be done with the land owned by the City where the NDB is located. Matt notes City will hold land for the remainder of 2017 at a minimum, and that future use of this land will be discussed with commission before decisions are made.

Recovery Garden – Matt presented updated letter from Jim Stinson to commission regarding a request for a Recovery Garden on airport land. Matt notes that the program details have not yet been provided in terms of how many people would be involved, and the frequency of land use at the airport. Kent notes that a 100'x200' area between Airport Road and the Brockville Flying Club could be accommodated. Mike recommends considering the land the same way the City assesses hangar lands, and recommends having a tax assessment done. Mike notes that if the Garden project receives a tax number, that the City should look into if the land use could be considered a tax write off. Colin recommends that additional details be provided surrounding the program and specific timelines before any action is made by the commission. Kent notes that City hangar and maintenance garage downspouts could be used for water collection.

Ogdensburg Instrument Approach Procedure – No update this month. Item to remain as a monthly Action Item.

## **8. New Business**

By-Law Establishing Airport Commission Review – Commission discussed the current By-law Number 281-89 authorizing the airport commission. Colin notes stated purpose of commission is “organizing, maintaining and operating a field and facilities as an airport” which is line with the current Commission duties.

- Colin notes in Section 7a that the City is to forward minutes within 7 days for circulation with council. Colin asks for clarification on how this process is being met. Matt notes that he will clarify at the next meeting.
- Colin notes in Section 7c.ii. that the commission is to provide observation of tendering procedures and purchasing practices. Matt notes that tendered purchases will be presented formally to commission to commission for discussion and voting effective immediately.
- Colin notes in Terms of Reference (TOR) #5, commission is to recommend capital budget items prior to September for the next year’s budget. Matt recommends that beginning in May budget items should be presented by the commission, and that capital budget items should be voted on prior to September.
- Colin notes that TOR#8 should be amended to include “NAV CANADA”
- Dean notes that TOR#9 should be amended to say “Township of Elizabethtown-Kitley”
- Dean notes that TOR#7 should be amended to state “Airport Operator” not “FBO”
- Colin asks for City clarification regarding conflict resolution. For example, in a situation when the Airport Commission votes for an item that is overruled by City staff or Council, is there a process for the Commission to dispute this decision. Matt to provide update at next meeting.

Reticle Meeting with Hangar Owners Discussion – Colin notes that there was a meeting between hangar owners and Reticle staff in late December. Colin notes that there was a discussion of Reticle staff emailing hangar owners and Flying Club board members 30 days in advance of any runway closure. Commission members note that they are not in favour for any non-aviation runway closures. Commission notes that there was a discussion of a drone being flown over Reticle lands by Reticle staff, and that a NOTAM would be issued for this use. Reticle expressed an interest with meeting with the Commission in 2018, which is to be discussed at the next meeting. Kent notes that Reticle has been using roadway across runway for range use, always calling before use.

In Camera Discussion – No quorum available. Item to be discussed at next meeting.

**Next meeting: February 20, 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