



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

**Tuesday, March 27, 2018**

**MEMBERS PRESENT**

Mr. Colin Dyke – Chair.....cdyke@ripnet.com  
Mr. Mike Bowen – Vice Chair.....mwb@ripnet.com  
Mr. Wilsie Hatfield.....[whatfie@myhighspeed.ca](mailto:whatfie@myhighspeed.ca)  
Mr. Allan Dunn.....info@1000islandsdocks.com

**MEMBERS ABSENT**

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: Wilsie

Seconded by: Mike

THAT the minutes of the meeting of February 20, 2018 be approved  
CARRIED

**2. Meeting Disclosure of Interest**

No conflicts declared.

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

A copy was attached to the agenda.

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

A copy was attached to the agenda.

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

A copy was attached to the agenda.

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

A copy was attached to the agenda.

**7. Action Item Update**

Non-Directional Beacon Maintenance Discussion – Dean notes that Nand Romijn will be at the airport on May 1<sup>st</sup> to shut down the NDB on May 1. Matt to contact Transport Canada to confirm NOTAM language.

By-Law Establishing Airport Commission Review – Matt confirmed that minutes are now issued monthly to City Clerk and included in City Council reports every month.

Ogdensburg Instrument Approach Procedure – Dean presented current approach procedure for Ogdensburg. Dean notes that he has received a draft version of an approach issued to him by NAV CANADA. Dean notes a new version is to be implemented by the FAA on July 19. NAV CANADA did not have a copy of this procedure yet. Dean suggests a meeting with Ogdensburg Airport staff. Colin suggests setting up a meeting with Dean, Colin and Matt present. Matt to reach out to Airport Manager.

Runway Closures Discussion – Matt notes the City allowed driver training on Crocker Crescent on March 9<sup>th</sup> and that it was a success. Matt notes there are not current applications for use of the runway at this time. Commission asks to be notified if an application is made. Commission notes they are not in favour of any runway closures for non-aviation purposes.

**8. New Business**

Parachuting Discussion – Kent asks if there is any language in the City – Reticule lease about parachuting. Matt notes he is not aware of a clause, but will review the document. Al notes conversation with City staff where staff noted a rule about a maximum of 2 days per month of parachuting. Commission notes they are not in favour of parachuting at the airport due to NORDO traffic and the airport being uncontrolled airspace. Al asks if a runway closure is needed during a parachuting event. Matt to review and confirm. Matt notes that City cannot ensure that incoming pilots have seen a NOTAM before entering BRTA airspace. Committee notes they are not in favour of parachuting. Committee also asks if there is a clause in the lease prohibiting groups from establishing their own fuel supply. Matt to confirm.

Drone Use Discussion – Kent notes that a township resident recently lost a drone within 5.5km of the airport, which is prohibited by Transport Canada to operate a drone. Kent

inquired about preparing a notice and placing it in the newspaper. City wants to prepare the notice, but that the City would not present it to resident outside of City limits. City staff will discuss with Township staff in regard to helping make this information public. Dean suggests adding a notice to the Airport website. Matt to work with Kent to prepare a drone notice.

Vehicle Wheel Dollies – Kent notes a recent incident where a visiting aircraft had a flat tire. Airport does not have a wheel dolly to move a plane with a flat tire. Kent recommends the airport purchase two dollies for an approximate cost of \$100 from Princess Auto. Commission votes in favour. City will cover this cost.

COPA Training Course – Mike announces he is hosting a COPA training course on May 5<sup>th</sup> from 10am – Noon. Event will include coffee, doughnuts and a lunch. Matt to provide Brockville Tourism bags for the event. Colin asks for Brockville Tourism to visit the terminal and determine what other items should be supplied to the display racks. Matt to discuss with Tourism staff.

**Next meeting: March 27, 2018 @ 4:25 p.m.**  
**Brockville - 1000 Islands Regional Tackaberry Airport**  
Meeting adjourned at 6:00 pm

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