



**MINUTES OF MEETING
BROCKVILLE - 1000 ISLANDS REGIONAL
TACKABERRY AIRPORT COMMISSION**

November 15, 2011

MEMBERS PRESENT

Ms. Hannelore Walther.....gwiz@sympatico.ca
Mr. Brian Williams, Chair.....briwilliams401@gmail.com
Mr. Bob Huskinson.....rhuskinson@cogeco.ca
Ms. Heather Dale Flood.....hdflood@hotmail.com

ALSO PRESENT

Ms. Valerie Harvey.....vharvey@brockville.com
Mr. Kent Wharton - Brock Air Services.....kentwharton_brockair@sympatico.ca
Mr. Dean Glover - Brock Air Services.....brockair@kingston.net

ABSENT

Mr. Allan Dunn.....aldunn@propshopontario.com
Councillor Susan Prettejohn.....prettejohn@ripnet.com

1. MINUTES

Moved by: Bob Huskinson
Seconded by: Dale Flood
THAT the Minutes of the meeting of October 18, 2011 be approved.
Carried

2. DISCLOSURE OF INTEREST

No conflicts declared.

3. In Camera Session – Airport Management Contract

4. BROCK AIR SERVICES MONTHLY REPORT

A copy was attached to the agenda.

5. Summary of Air Traffic Movements

A copy was attached to the agenda.

6. Summary of Airport Revenues

A copy was attached to the agenda.

7. Hanger Lease & Fuel Rates

A copy of a survey from surrounding airports was attached to the agenda.

Moved by: Bob Huskinson

Seconded by: Dale Flood

THAT the monthly City Hangar rental rates be increased from \$133 per square foot a month to \$175 per square foot per month effective January 1, 2012 be approved.

Carried

V. Harvey will assist the chair Brian Williams in drafting correspondence to be mailed to the leaseholders informing them of the new rate and the justification for the increase.

Moved by: Bob Huskinson

Seconded by: Hannelore Walther

THAT effective December 1, 2011 the sale price of Jet A1 fuel increase to \$1.96 + HST per litre be approved.

Carried

V. Harvey informed members that she had just been informed by Treasury that the airport receives a 100% HST rebate which will reduce the proposed 2012 Airport Budget. A new draft budget will be prepared with the reduced HST rate, increase fuel rates and increase city hangar rental rates.

8. Ottawa Aviation

Official correspondence has been sent by Dave Paul, Director of Economic Development outlining the City's proposal to the firm. As of this date no response has been received.

9. Action Item Update

N/A

10. New Business

V. Harvey will draft a report for the December 2011 Finance and Operations Committee Meeting proposing the extension the current Airport Operation and Management Contract with the current contractor Brock Air Services for three years at the 2012 price of \$104,868 plus HST with an annual CPI adjustment. This proposed contract amount is based on the 2011 price with a 3% CPI increase. Correspondence was given to the Airport Commission from Andy Bouchard indicating that he would

like to sell his hangar. Per the terms of his lease agreement, the city has the first right of refusal. V Harvey will draft a report for the December 2011 Finance and Operations Committee Meeting indicating that the Commission has no use for the hangar supports the sale to the new purchaser.

Dean Glover is to provide information regarding upgrading the airport GPS system. The report is to provide a brief technical overview and a brief cost benefit analysis.

**Next meeting: December 13, 2011@ 4:45 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:45 PM

Minutes prepared by:

Valerie Harvey

Supervisor of Transportation Services