



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

March 27, 2012

MEMBERS PRESENT

Mr. Brian Williams, Chair.....briwilliams401@gmail.com
Councillor Susan Prettejohn.....prettejohn@ripnet.com
Mr. Bob Huskinson.....rhuskinson@cogeco.ca
Mr. Allan Dunn.....aldunn@propshopontario.com
Mr. Wilsie Hatfield.....whatfie@ripnet.co

ALSO PRESENT

Ms. Valerie Harvey.....vharvey@brockville.com
Mr. Kent Wharton - Brock Air Services.....kentwharton_brockair@sympatico.ca

ABSENT

Mr. Dean Glover - Brock Air Services.....brockair@kingston.net
Ms. Heather Dale Flood.....hdflood@hotmail.com

1. MINUTES

Moved by: Bob Huskinson
Seconded by: Wilsie Hatfield
THAT the Minutes of the meeting of February 28, 2012 be approved.
Carried

2. DISCLOSURE OF INTEREST

No conflicts declared.

3. BROCK AIR SERVICES MONTHLY REPORT

A copy was attached to the agenda.

4. Summary of 2012 Air Traffic Movements

A copy was attached to the agenda.

5. Summary of 2012 Airport Total Revenues

A copy was attached to the agenda.

6. Summary of 2012 Airport Fuel Revenue

A copy was attached to the agenda. Both Jet A1 and 100 LL fuel will be purchased shortly. Based on the purchase price the sale price will be discussed at the next commission meeting.

7. Summary of 2012 Airport Fuel Purchases

The airport fuel revenue spreadsheet supplies all the information required. The spreadsheet is to be removed from all future agendas.

8. Action Item Update

There is a report going to Council this evening awarding the runway painting contract. The contract stipulates that the painting must be completed prior to the end of May. At will occur during the day based on the contractor's availability and forecasted weather. Brock Air will issue the necessary NOTAM at the time.

Attached to the minutes is a copy of various options available for recording after hour's aircraft movements.

Moved by: Bob Huskinson

Seconded by: Wilsie Hatfield

THAT the Digital Voice Activated Recorder including warranty is purchased and installed to track after hour's air movement.

Carried

Ottawa Aviation is still indicating some interest in the airport. Wilsie Hatfield is to contact St. Lawrence College to find out how the college in Cornwall fared with Transport Canada regarding the aviation school.

9. New Business

Due to the resignation of Carole Daily a new commission member must be pointed. The clerk's office will be contacted to determine the path forward to accomplish this.

As a means of promoting the airport Wilsie Hatfield recommended that the Airport Commission contact the Brockville Chamber of Commerce regarding hosting one of their after 5 PM meetings at the airport during 2013. Bob Huskinson is to contact the Brockville Arts Center regarding setting up an airport display for a three week time frame and Valerie

Harvey is to contact the clerk's office regarding setting up the same display in the lobby of City Hall.

Bob Huskinson is to contact the local radio station regarding the use of the airport Environment Canada weather station for broadcasting weather information.

Bob Huskinson requested that Conal Cosgrove, Director of Operations provide a memo to the Airport Commission regarding the installation of solar panels on the airport terminal or city hangar buildings.

Bob Huskinson requested that a plaque be made and hung in the airport terminal that identifies all of the commission members that were involved at the time of the approval for the airport runway expansion in 2005.

Brian Williams is to update the airport website with the new commission member's names.

**Next meeting: April 24, 2012 @ 4:00 p.m.
Brockville - 1000 Islands Regional Tackaberry Airport**

Meeting adjourned at 5:00 PM

Minutes prepared by:
Valerie Harvey
Supervisor of Transportation Services

OPTIONS AVAILABLE FOR THE RECORDING
OF AFTER-HOURS AIRCRAFT MOVEMENTS

During the March 28th, 2012 meeting of the Brockville Airport Commission, a motion was passed requiring Brock Air Services to provide a report on a system that would permit aircraft to be counted automatically during those hours that the airport staff was not on duty. With the exception of December 25th, the airport staff is on duty, daily, from 7:30 AM until 4:30 PM. Aircraft landings and takeoffs are recorded manually by the duty person. No aircraft movements are otherwise recorded unless a staff member is recalled to the airport due to an after-hours fuel callout, a special request or an emergency.

The following information may assist the members of the Airport Commission in deciding which, if any automated system, is best suited for their use.

A Cassette Tape Recorder

Several years ago, the Airport Commission approved the purchase of a cassette tape recorder that was placed adjacent to the speaker of the Unicom radio. The airport staff would then turn the recorder ON, prior to leaving the Flight Office, at the end of a shift. The following morning, the recorder was turned OFF. All radio transmissions recorded during the previous evening were replayed and the registration of any aircraft that had landed or taken off was noted on the daily aircraft movements report.

- Pros: - low equipment cost
- ability to assign a landing fee that would otherwise have been missed during the evening hours
- Cons: - time consuming, the staff had to sift through every radio transmission, many of which were directed one of the several other airports that shared the Brockville Unicom frequency
- the cassette tape sometimes would be filled, prior to the duty person taking over in the morning, so not all aircraft transmissions were recorded
- the recorder was DC battery powered and the expense of changing the batteries on a regular basis became an issue. In addition, the batteries would often fail during the evening hours, the recording would stop and many aircraft movements were missed.
- Failure: The repeated use of the recorder's Rewind and Play control buttons led to an early failure of the cassette recorder. It was discarded and not replaced.

Installation of a "Traditional" Highway Vehicle Traffic Counter

Consideration was given to installing a traditional, highway traffic counter in the touchdown, roll-out areas at each end of Runway 04/22. This system would require a cable to span the width of the runway and terminate in a control box at the edge of the runway.

- Pros: - rugged reliability
- Cons: - introduces a possible snag to an aircraft's landing gear

- aircraft would cross the cable, thus triggering the counter, when backtracking to the runway threshold...thus, being counted twice when the aircraft turns around for the take-off roll (creating a false "over" count).
- could not be used during the winter months when the snowplow might tear the cable up from the runway
- could not provide aircraft registration details for potential landing fee invoices
- creates a heavy object, without frangible fittings, near the edge of the runway (danger to an aircraft if departing the side of a the runway)

Light Beam Transmissometers

Similar to the automated system used in large, retail outlets to count shoppers entering or leaving a store. The landing or departing aircraft would interrupt a light beam that was transmitted across the width of the runway and received by a counter on the other side.

- Pros: - while similar to the highway traffic counter that utilizes a cable lying on the asphalt, it does not create a hazard to aircraft landing gear
- Cons: - requires installation in the touchdown area at each end of the runway
- cannot find a transmissometers capable of spanning a 90 foot wide runway, plus a 5 foot setback on each side
 - would count aircraft back tracking to position in preparation for takeoff thus, creating an unreliable "over"count
 - not able to record an aircraft registration (for billing purposes)

TOaL Camera System

A digital camera is installed at a "choke" point where an aircraft taxis off of the runway onto a taxiway or vice versa. TOaL forwards a photograph to the airport owner which includes a date and time stamp along with the aircraft registration and the aircraft owner's billing information. Similar in principal to photo radar designed for the enforcement of the Highway Traffic Act.

- Pros: - irrefutable billing information
- camera, installation and maintenance are provided by TOaL
 - provides a video recording of any unauthorized movement on the airside
- Cons: - cannot capture information on touch and go traffic that did not enter the taxiway and cross the camera lens
- aircraft must cross the camera's field of vision at right angles in order to - photograph the registration
 - TOaL requires a 7-year contract to be signed
 - all vehicle, pedestrian, airport staff movement would activate the camera
 - TOaL charges \$2/landing photo; thus 10,000 billable landings must be processed, on an annual basis, in order to reach their \$20,000 minimum requirement

Falcon Security Company Proposal

Similar to the TOaL concept except with a motion activated camera situated on the Passenger Terminal roof and aimed towards the apron. No installation cost was provided. Questions: Would the camera flash be able to reach the farthest point of the apron at night? How would the camera zoom in close enough to read aircraft registration markings? No pricing was provided.

Digital, Voice Activated Recorder

The currently available, Sony Model ICDAX412 is a voice activated, digital recorder capable of storing up to 8.5 hours of recorded audio. It would pay for itself over the course of just a few landing fees, invoiced during the evening hours, which would otherwise have been missed.

- Pros:
- low cost, approx. \$65 plus shipping and tax
 - allows the airport staff to note the aircraft registration if broadcasted
 - records touch and go traffic, should a radio transmission be sent on the Unicom frequency
 - AC power adapter available
- Cons:
- requires time for the airport staff to sift through unrelated transmissions
 - requires time for the staff to search the Civil Aircraft Register (available Online) to trace aircraft ownership and billing address for landing fee invoices
 - no local Sony store (Bayshore Mall, Ottawa) for ease of purchase/warranty replacement

If this option is selected, it may be prudent to purchase the manufacturer's extended warranty protection so that the unit can be replaced, at no cost, should the recorder fail prematurely.

End of Report

Research provided by
Dean Glover, Brock Air Services Ltd.
March 2012