1. ROLL CALL

Present: Thomas Borutski, Councillor Greg Martin, Councillor Brian Coleman, Don Taylor, Larry Byrne, Robert Latta

Also Present: Jim Quin, Shawn Broughton, Robert Ham

Regrets: Bob Ogilvie

2. DELEGATIONS & PRESENTATIONS

None

3. DECLARATION OF CONFLICTS OF INTEREST

None

4. CONSENT ITEMS

4.1 Minutes

Moved By: Councillor Greg Martin
Seconded By: Councillor Brian Coleman

THAT the following Minutes be ADOPTED:

4.1.1 Brantford Airport Board Minutes of November 19th, 2018

Carried

4.2 Updates:

4.2.1 Airside Operations:
S. Broughton, Brantford Airport Manager

November 2018 Landing Fee Revenue:
19 landings at $40 per flight, $760 down 14% percent from November 2018.

November 2018 Fuel surcharge revenue:
23,321 litres at $0.04 per litre ($933) a 6 percent increase compared to November 2018.

November 2018 total airside revenue: $1693, down 3% from last year.

A few hangars have been rented recently with a lot of interest in the remaining five available to rent.

NavCanada have updated their runway conditions reporting. Airport staff are reviewing the data and noting the changes.

The roof replacement of hangar 150 has started and will continue this week. Hangar 190 roof replacement is finished with ground clean up to be done.

The Christmas food drive is underway with a goal to create a line of food longer than that of the Wright Brothers first flight 115 years ago on December 17th.

The Brantford Flying Club would like to extend an invitation to the Mayors of Brant County and City of Brantford for a tour of the airport and take in a flight if weather permits to see their communities.

Airside signage – get back on the docket and get it done

The Brantford Flying Club would like to request a City linked computer to upload documents and retrieve City documents. NetOptiks have interest to bring their product to the Airport.

Moved By:   Councillor Greg Martin
Seconded By: Robert Latta

Carried

4.2.2 Buildings/Facilities:
J. Quin, Manager of Facilities

The contractor that has the crack sealing contract has failed their performance. Purchasing has terminated their contract and will reissued the contract in the spring with new contractor.
4.2.3 Building Leases

Hangar leases have increased within the last few months bringing aircraft storage for some and a new paint shop which will be a big draw for the community.

Conestoga College should be signing a lease soon for the Heavy Equipment program that will start around March 2019. Conestoga plans to double the size of the heavy equipment program in the future. Ideally having little maintenance jobs with swales and drainage around the airport would be an asset.

Good news story for the community about Conestoga College coming to the airport. Staff should contact Expositor to put something together to send out to the community.

4.2.4 Airport Website

The Brantford Airport website is due for an update. Staff have provided Communications with updated information and maintenance will be easier.

The Facilities staff are moving from 180 Greenwich Street to 324 Grand River Avenue at the end of January. No dates are firm yet.

4.2.5 2019 Airport Board Meeting Schedule

A draft 2019 Board meeting schedule will be issued and approved at the next meeting. Anyone that has issues with dates can contact the Administrative Assistant for Facilities.

Moved By: Councillor Greg Martin
Seconded By: Don Taylor
Carried

5. STANDING ITEMS

5.1 Other Items regarding the Municipal Airport as identified by the Board that may require attention:

5.1.1 Brantford Airport Board Strategy and Master Plan
No updates

5.1.2 Explorer Solutions Report

No updates

5.1.3 Business Plan

No updates

6. NEXT MEETING

The next Meeting of the Brantford Airport Board is tentatively scheduled for January 14th, 2019.

7. ADJOURNMENT

__________________________   __________________________
Thomas Borutski, Chair         Kim Stoffelsen, Recording Secretary
Brantford Airport Board