1. ROLL CALL

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

Also Present: Jim Quin, Shawn Broughton, Heather McNally, Robert Ham

Regrets: Larry Byrne, Bob Ogilvie

2. DELEGATIONS & PRESENTATIONS

3. DECLARATION OF CONFLICTS OF INTEREST

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 September 10, 2018

Carried

4.2 Updates:

4.2.1 Airside Operations:
H. McNally, Brantford Airport Manager
S. Broughton, Assistant Manager

September 2018 Landing Fee revenue:
33 landings at $40 per flight ($1,320), down 10% percent from September 2017.

September 2018 Fuel surcharge revenue: 53,601 litres at $0.04 per litre ($2,144), a 1 percent increase compared to September 2017.

September 2018 total accumulated airside revenue:
$3,257, down 4% from last year.

S. Broughton and J. Quin met with Waterloo Wellington Flight Centre staff to review the condition of runway lights they intend to replace and have offered to the Brantford Municipal airport. The light system offered is not specifically compatible with our current system; they operate at a higher voltage which would require significant modifications to function with our current system. However many of the runway lighting housings could be utilized as replacement housings resulting in operating savings at our airport. Staff will continue to work with Waterloo International Airport on this opportunity.

A request has been received to have the Brantford Municipal Airport as a participating event site in the 42\textsuperscript{nd} Annual Air Race Classic taking place on June 8\textsuperscript{th} to 21\textsuperscript{st}. Event organizers anticipate 50 aircraft with all female teams will participate in the event that will have stops in Tennessee, Georgia, Mississippi, Arizona, Missouri, Minnesota, Wisconsin and Ontario. The expectation is they will pass through Brantford on June 20\textsuperscript{th} and 21\textsuperscript{st}. The Brantford Flying Club will work with Nav Canada for approvals for low flying aircraft on the airport circuit on those days to accommodate the event.

Airport Staff is preparing for winter operations by marking vulnerable runway lights and plow hazards and making sure equipment is ready for the cold weather.

The Brantford Flying Club representing the Brantford Municipal Airport will be participant in the Brantford and Paris Santa Claus Parades which take place on November 24\textsuperscript{th} and December 1\textsuperscript{st}.

\textbf{Moved By:} Councillor Brian Coleman  
\textbf{Seconded By:} Robert Latta

\textit{“THAT the Manager’s Report be accepted for information as presented”}

\textbf{Carried}

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

A Public Transit survey, similar to a transit survey conducted for businesses in the Northwest Industrial Area was disseminated to businesses in and around the airport. The
intent of the survey was to quantify the interest and impact public transit may have on those businesses. J. Quin will review the results of the survey with the M. Bradley, Director of Fleet and Transit, the subject will be discussed further at the December board meeting.

The City has awarded the tender for 4,000 linear metres of pavement crack sealing at the airport. The work is expected to be undertaken in approximately two weeks.

Staff is working on a tender for the installation of airside access control gates for airside. This work will include the installation of electrical infrastructure to support card access, gate controls and communications technology. Staff anticipates the tender will be issued in February 2019 to accommodate a spring installation. Some preliminary electrical work may be undertaken this fall.

City staff will work on scope of work to address water ponding on the pavement between hangar 80 and hangar 70. The work will involve connecting an existing dry well to retention pond in an area that does not impact aircraft movements. Staff anticipates the work will be completed early spring 2019.

Roof shingle replacement on building 190 (Vehicle Storage building) will start this week.

A tender for the roof replacement at Hangar 150 has been awarded to BML roofing. Staff is meeting with contractor today to review schedule and site logistics. This work is expected to commence in November.

The Community Charity Airshow wrap up meeting is scheduled for October 16th at 6:00 p.m. at the Brantford Airport terminal Building.

Moved By: Councillor Greg Martin
Seconded By: Robert Latta

“THAT the Manager’s Report be accepted for information as presented”

Carried

4.2.3 Airport Leases
Hangar 130-3 and Hangar 175 are now vacated. The City has received multiple lease inquiries for both locations and anticipates the buildings will be fully occupied with new tenants within the next two months.

4.2.4 Airport 2019 Budget Discussions

No discussion

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

None

5.1.2 Explorer Solutions Report

None

5.1.3 Business Plan

None

6. NEXT MEETING

The next Meeting of the Brantford Airport Board will be held tentatively on Monday November 19, 2018 at 12:15 p.m. at the Brantford Terminal Building, Training Room.

7. ADJOURNMENT

Thomas Borutski, Chair
Brantford Airport Board

Kim Stoffelsen, Recording Secretary