



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

**Date** December 9, 2024 **Report No.** 2024-704  
**To** Chair and Members  
Brantford Airport Board  
**From** Ray Petro  
Manager of Real Estate

---

### 1.0 Type of Report

Consent Item  [X]  
Item For Consideration  [ ]

**2.0 Topic** December 2024 Real Estate and Facilities Report  
[Financial Impact: None]

---

### 3.0 Recommendation

THAT Report 2024-704 titled December 2024 Real Estate and Facilities Report BE RECEIVED by the Brantford Airport Board as information and provide any feedback to be considered for the Recommendation Report to the Committee of the Whole - Operations.

### 4.0 Background

This report has been prepared to update the Brantford Airport Board on Real Estate and Facilities-related items.

---

## 5.0 Analysis

### 5.1 Real Estate Update

#### 5.1.1 Building 190

Gate controller has been relocated to the Conestoga building. The RFQ for demolition will be with purchasing by end of this week.

#### 5.1.2 Airport Business Case Update

The contract with the appraisal team has been executed. The appraisal team attended their first onsite visit on November 25, 2024 and have begun their works.

Staff anticipate the completed appraisal report to be received by March 2025. A draft business case will be presented to the Airport Board in May of 2025.

#### 5.1.3 Brantford Municipal Airport – Fees and Charges Review – 2024-693 Update

Last month the airport board approved the following item for consideration:

- A. *THAT Report 2024-693 titled “Brantford Municipal Airport - Fees and Charges Review” BE RECEIVED; and*
- B. *THAT Staff be directed to amend the rates at the Brantford Municipal Airport to the following:*
  - i. *THAT the Commercial Hangars be exempt from the Fees and Charges By-law and be determined by market rates in accordance with the Acquisition & Disposition of Interests in Lands Policy (Corporate-042); and*
  - ii. *That the Mid-size T-hangar with power rates in the Fees and Charges By-law be amended from \$509.27 per month to \$611.27 per month; and*
- C. *THAT the necessary By-law to amend By-law 21-2024, being a By-law to Fix Fees and Charges to be collected by the Corporation of the City of Brantford for 2024-2027, BE PRESENTED to Council for adoption.*

---

This was presented to Committee of the Whole – Operations on December 3, 2024 and the following was added as an amendment:

- iii. THAT the Commercial land lease rate BE INCREASED from \$0.56/sq ft to \$0.58/sq ft.*

This was approved at Committee and is awaiting ratification by Council on December 17, 2024.

## **5.2 Facilities Update**

A survey is currently being undertaken to assess the slope approach. Air navigation is completing the current instrument procedure review.

Current project updates can be found in **Appendix A – Airport Projects Update – December 2024**.

### **5.2.1 Hangar Update**

All drawings have been submitted to the County of Brant for issuance of the building permit. In December, Staff anticipate:

- Foundations for all hangars will be completed.
- Steel delivery for the original two hangars.
- Bi-fold door delivery for the original two hangars.

In January:

- Steel delivery for the additional two hangars.
- Bi-fold door delivery for the additional two hangars.

### **5.2.2 Capital Needs**

**See Appendix B – CYFD Brantford Capital Needs**

## **5.3 Airport Management Update**

**(Appendix C – December Airport Management Report 2024)**

---

## 5.4 Airport Budget

Staff have prepared some additional updates with respect to the current Airport Budget (December 2024) (see **Appendix D – Brantford Municipal Airport Profit Loss Statement December 2024**).

## 6.0 Financial Implications

There are no financial implications as a result of the Board receiving this report.

## 7.0 Climate and Environmental Implications

None.

## 8.0 Conclusion

The Brantford Municipal Airport continues to have a low vacancy rate with both t-hangars and commercial hangars. The additional t-hangars are expected to be completed in the Spring of 2025 which will be a welcomed addition to the property and will generate more activity both on the ground and in the air. The demolition options of Building 190 will continue to proceed as outlined above, with the opportunity of seeking other development options for commercial hanger buildings for that area of the airport.



Ray Petro - Manager of Real Estate

Prepared By:  
Leigh Ann Ditchburn, Administrative Coordinator

Attachments:

Appendix A – Airport Projects Update – December 2024  
Appendix B – CYFD Brantford Capital Needs  
Appendix C – December Airport Management Report 2024  
Appendix D – Brantford Municipal Airport Profit Loss Statement December 2024

---

---

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required  yes  no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk  yes  no

Is the necessary by-law or agreement being sent concurrently to Council?  yes  no