1. ROLL CALL

Present: Councillor Greg Martin (Chair), Councillor Brian Coleman, Don Taylor, Larry Byrne, Robert Latta

Also Present: Jim Quin, Shawn Broughton,

Regrets: Thomas Borutski

2. DELEGATIONS/PRESENTATIONS/PRIVATE & CONFIDENTIAL ITEM

None

3. DECLARATION OF CONFLICTS OF INTEREST

None

4. CONSENT ITEMS

4.1 Minutes

Moved By: Don Taylor
Seconded By: Councillor Brian Coleman

THAT the following Minutes be ADOPTED:

4.1.1 Brantford Airport Board Minutes of January 14th, 2019

Carried

4.2 Updates:

4.2.1 Airside Operations:
S. Broughton, Brantford Airport Manager

January 2019 Landing Fee Revenue: 25 at $40 per flight, $1,000 up 36 percent from December 2018.

January 2019 Fuel Surcharge Revenue: 23,006 litres at $0.04 per litre, $920 up 21 percent from December 2018.
January 2019 Total Airside Revenue: $1,920, up 29 percent from January 2018.

Brantford City Police continue scheduling driver pursuit training on Fridays on airport secondary runways 11–29 and 17-35.

T- Hangar occupancy remains at 95%.

A NavCanada runway condition reporting software issue referenced at the January meeting has since been resolved. Airport reporting procedures are functioning normally.

Snow and drifting snow required numerous snow clearing events for the month of January. The use of onsite equipment has lessened the need for contracted service work. Staff will review the viability of adding additional equipment to reduce the reliance on future contracted services.

Brantford Airport staff has been approached by Rogers who are investigating erecting a 50 metre tower at 21 York Road (between Confederation Freezer and Aircraft Spruce sites) The proposed tower height is below transitional and approach surfaces but may impact instrument approaches. J. Quin advised the proposed location would directly conflict with the site of a water service easement currently being requested by the County of Brant. Staff will continue to gather information on the request.

The Brantford Flying Club is in the process of acquiring a replacement fuel truck for dispensing Avgas at the airport. The truck will have a capacity of 20,000 litres.

An invitation was issued to new City Mayor Kevin Davis and County of Brant Mayor David Bailey to tour the airport and tour their respective communities from above. Mayor Davis’s office has responded positively, and would like to arrange a date. Staff is still awaiting a response from the office of Mayor Bailey.
4.2.2 Buildings/Facilities:

J. Quin, Manager of Facilities

Snow Removal - Airport contracted snow removal costs for January 2019 was $28,875. Staff was in contact with the service provider to express concern with the quality of service provided when salting parking lots. Staff will continue to monitor performance. Damage to a window on a building on a neighbouring site due to snow is being thrown from a snow blower is being addressed by the contractor.

Hangar 130 Water Meters – There are three separate commercial tenants in Hangar 130. The County of Brant Water department only provide one meter per building. The alleviate tenant billing concerns staff has coordinated the installation of two additional line meters to allow for monitoring individual tenant use.

New Access Gates – The installation of new automated gates at the main airside access point next to the Terminal Building and at the access at the intersection of York road and Aviation Drive has been awarded to Frontier Fence, work will commence in the spring when weather permits.

2019 Airshow – The Community Charity Airshow Planning Committee continues to move forward with planning the August 28th show. At this time acts are still being finalized. The fund raising dinner will be held at the Warplane Heritage Museum on August 27th, the committee is currently reviewing options to improve public transit options for attending the event.

4.2.3 Building Leases

Hangar 175 – Conestoga College and Real Estate staff are in the process of completing an agreement on a three year lease for lease Hangar 175. The lease is anticipated to be in place for March 1, 2019.

Hangar 100 – A three year land lease agreement is in place with 900060 Ontario Inc. for hangar 100. The lease will add $14,805 annually to airport revenues.
Hangar 140 – Real Estate and Facilities staff continue to work with the tenant on matters relating to the termination of the lease.

4.2.4 Airport Website

The launch of the new City website launch date has been moved back to February 12, 2019. In conjunction with the launch a new policy is in place for managing content. Information on the airport will be found under the Transportation banner, much of the airport information is addressable by easy access links will make the site much more user friendly and easier to maintain.

4.2.5 2019 Budget

The City’s Estimates Committee continues to meet to finalize the 2019 Operating and Capital Budget.

4.2.6 2019 Airport Board Meeting Schedule Approval

J. Quin attended information sessions on Friday January 18th and Thursday February 9th, both sessions were held in City Council Chambers. The Airport Board has two members whose term is expiring.

Moved By: Robert Latta
Seconded By: Larry Byrne

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

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 tentatively be held on March 18th, 2019.

7. ADJOURNMENT

The meeting adjourned at 1:08pm.

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Greg Martin, Acting Chair  Jim Quin, Recording Secretary
Brantford Airport Board