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/PRIVATE & CONFIDENTIAL ITEM

2.1 Airport Lease Update – J. Quin

Resolution required to MOVE IN CAMERA:

THAT the Airport Board MOVE IN-CAMERA for the purpose of discussion related to an Airport lease update.

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 December 10th, 2018

Carried

4.2 Updates:

4.2.1 Airside Operations:
S. Broughton, Brantford Airport Manager
December 2018 Landing Fee Revenue: 24 at $40 per flight, $960 up 8 percent from December 2017.

December 2018 Fuel Surcharge Revenue: 25,508 litres at $0.04 per litre, $1020 up 10 percent from December 2017.

December 2018 Total Airside Revenue: $1,980 up 9 percent from December 2017.

Brantford City Police have schedule three weeks of driver pursuit training to take place on airport secondary runways 11–29 and 17–35.

T-Hangar occupancy is currently at 95%. Inquiries for space are being received regularly; staff anticipates the remaining hangars will be leased over the next two months.

NavCanada has notified Airport staff of apparent upload issued with regards to reporting runway condition. They are currently working on resolving the issue.

The airport Christmas Food Drive was a success. Food donations exceeded the goal to make a line of food longer than the Wright brother’s first flight (120 feet).

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.

Moved By: Robert Latta
Seconded By: Councillor Brian Coleman
Carried

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

A Request for Quotation to supply and install gate controls to two airside access points will be advertised to bid this week. The work is anticipated to start in the Spring.
4.2.3 Building Leases

Real Estate staff continues to finalize a commercial lease for Hangar 175. The lease is anticipated to be in place for March 1, 2019.

4.2.4 Airport Website

The City is reviewing the Airport website to make sure all information is up to date. The review will include reaching out to Nav Canada and the County Fire Department to make sure their protocols and legislation have the correct information. The website is going live on January 25th.

4.2.5 2019 Budget

The 2019 City Budget process is proceeding to Estimates Committee. Based on current hangar availability the 2019 Airport Capital Budget which initially included $600,000 for the construction of an additional row of T hangars has been revised. Staff is proposing to undertake the site plan, design, pre-engineering in 2018 with a budget of $150,000 funded from the airport reserve. Funding for construction in the amount of $450,000 will be requested in the 2020 Capital Budget. G. Martin inquired if there was current demand to add to the row of oversized hangers. Staff noted there was one oversized hangar currently vacant.

4.2.6 2019 Airport Board Meeting Schedule Approval

The board meeting schedule is approved and will be distributed to the board.

Moved By: Robert Latta
Seconded By: Councillor Greg Martin

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 February 11th, 2019.

7. ADJOURNMENT

The meeting adjourned at 12:56pm.

________________________  _________________________
Thomas Borutski, Chair  Kim Stoffelsen, Recording Secretary
Brantford Airport Board