

The Corporation of the Town of Tillsonburg



## TILLSONBURG AIRPORT ADVISORY COMMITTEE

August 15, 2019

5:30 p.m.

Tillsonburg Regional Airport Boardroom  
244411 Airport Rd., South-West Oxford

# MINUTES

### ATTENDANCE

David Brandon, Dan Cameron, Jeff Dean, Valerie Durston, Deb Gilvesy, Geoffrey Lee, John Prno, Mark Renaud **Staff:** Annette Murray, Dan Locke, Kevin De Leebeeck

**Guests:** Chris Rosehart, Dwayne Shephard (ERTH), David Bell (HM Aero – by telephone), Adam Martin (HM Aero)

### MEMBERS ABSENT/REGRETS

Euclid Benoit, Valerie Durston, Jeffrey Miller, Jeremy Stockmans

#### 1. Call to Order

The meeting was called to order at 5:30 p.m. Mark Renaud sat as the Chair and John Prno acted as Recording Secretary for the meeting.

#### 2. Adoption of Agenda

Resolution #1

Moved By: Deb Gilvesy

Seconded By: Dan Cameron

THAT the Agenda as prepared for the Airport Advisory Committee meeting of August 15, 2019, be adopted.

*Carried*

#### 3. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

#### 4. Adoption of Minutes of Previous Meeting

4.1. Minutes of the Meeting of June 20, 2019

Resolution #2

Moved By: Dan Cameron

Seconded By: Deb Gilvesy

THAT the Minutes of the Tillsonburg Airport Advisory Committee Meeting of June 20, 2019, be approved.

*Carried*

## **5. Delegations and Presentations**

### **5.1. EARTH Corporation – Hydro Options**

Given that the Tillsonburg Airport is proposing to build seven additional general aviation hangars, EARTH Corporation was hired to evaluate hydro options for this development. Dwayne Shephard from EARTH Corporation updated the Committee on their findings. Previous discussions with Hydro One had indicated that the Airport had exceeded the amount of transformation on site and that any additional transformation would require installation of primary metering or a three phase line from Hwy 19 at the Airport's expense. Further discussions between EARTH and Hydro One have now revealed the ability to add additional services to be fed from existing transformers on the Airport property. The seven currently proposed general aviation hangars can thus be powered without costly infrastructure changes. With regards to expansion beyond the proposed general aviation hangars, the Committee agreed to continue exploring the two future options (primary metering and three-phase power) and to do a similar hydro evaluation for the commercial side of the Airport.

### **5.2. HM Aero – Airport Feasibility Study**

Adam Martin and Dr. David Bell from HM Aero introduced the study mandate to the committee, explained their work to date, and led the Committee members in a discussion on what is working well at the airport and what could work better. They noted their first impression of an airport with good infrastructure, that is busy and well maintained. The restaurant and credit card fueling station were two items of particular note. Discussion took place about the need to speed up decision making... "to get on with the job, do it well and do it quickly." The ultimate goal for any airport is to be an attractive place for new business

and a good place for existing business, while generating income into the community. Their report is expected in the fall.

## **6. General Business & Reports**

### **6.1. Business Arising**

#### **6.1.1 Taxiway Paving Project Update**

Kevin De Leebeeck updated the Committee. The paving at the Airport is part of the town's annual paving program that has most of the in-town work done during the spring. Costing for the work on the Taxiway G3 extension and commercial apron rehab is being reviewed next week with Dufferin Construction expected to mobilize for the work in September.

#### **6.1.2 New Hangar Update**

Dan Locke updated the Committee on hangar development activities. There are currently five signed agreements in place with two sets of drawings submitted to the Town's Chief Building Official for review. Others are pending. Dan expects four of these five hangars to be constructed this year.

The Committee felt that upon completion of this year's construction, it would be a good opportunity to obtain feedback from the new hangar owners on the development process and how it could be improved. Staff agreed to follow up.

#### **6.1.3. Follow up on Proposed Charter Event**

Chair Renaud presented a report on the early planning activities surrounding the proposed charter event. He and other committee members noted the high level of community interest around the proposed event. Suitable airplane availability is the issue causing the most difficulty, given the current 737MAX grounding and peak summer travel season. It was decided that moving to a Spring 2020 date would address this issue and that planning efforts should continue.

### **6.2. Feedback from Tenant Open House with HM Aero**

Chair Renaud updated the committee on the Tenant Open House held last evening, and summarized the five follow up items needed:

- Better communication with airport tenants, users, pilots and public via a regular automated e-mail update.
- One cohesive document/process for operations and development at the airport in the form of a manual.
- A marketing plan for the Airport.
- Investigating a courtesy car or other means of transportation for customers who fly into the Airport.
- Promotion of the Sky-Way Café as part of the overall marketing plan.

**7. Correspondence**

None

**8. Other Business**

None

**9. Closed Session**

None

**10. Next Meeting**

The next meeting of the Airport Advisory Committee will be on Sept. 19, 2019 at 5:30 p.m.

**11. Adjournment**

Resolution #3

Moved By: David Brandon

Seconded By: Jeff Dean

THAT the Airport Advisory Committee Meeting of August 15, 2019 be adjourned at 7:50 p.m.