

The Corporation of the Town of Tillsonburg



## TILLSONBURG AIRPORT ADVISORY COMMITTEE

Thursday, September 19, 2019

5:30 p.m.

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

# MINUTES

### ATTENDANCE

Euclid Benoit, Jeff Dean, Deb Gilvesy, Geoffrey Lee, Jeffrey Miller, Mark Renaud, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke

### MEMBERS ABSENT/REGRETS

John Prno; David Brandon, Dan Cameron, Valerie Durston, Kevin Deleebeeck

#### 1. Call to Order

The meeting was called to order at 5:31 p.m.

#### 2. Adoption of Agenda

Resolution #1

Moved By: Deb Gilvesy

Seconded By: Euclid Benoit

THAT the Agenda as prepared for the Airport Advisory Committee meeting of September 19, 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 August 15, 2019

Resolution #2

Moved by: Jeff Dean

Seconded by: Deb Gilvesy

## **5. Presentation/Deputations**

None/withdrawn

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

### **6.1 Taxiway Paving Project Update**

Dan Locke updated the committee. Paving of taxiway G3 will be completed before the end of the year.

### **6.2 New Hangar Development**

Dan Locke updated the committee in hangar development activities. Corners for 3 hangars will be put in place next week by engineering.

### **6.3 Hydro Update**

Dan Locke advised that the same company that did the hydro evaluation on the GA side will also be doing the same on the commercial side.

### **6.4 October Tenant meeting Planning Discussion**

A signup sheet will be present at the meeting to collect tenant contact info for future correspondence. Some of the topics to be discussed include:

- Update on paving
- Hydro update
- Hangar Development Update
- 5 Items for 2020 budget
- Safety access airside
- Update on Feasibility Study

Meeting to take place on October 24<sup>th</sup> at 6:30 pm at the Terminal Building

An email will go out to tenants asking for topic ideas in advance of the October 24<sup>th</sup> meeting.

A special TAAC meeting will take place on October 10th to review Feasibility Study at 5PM so it can go to Council prior to the tenant meeting. (Note this meeting is not going forward at this time. Report will go back to council for their consideration first)

## **7. Correspondence**

None

## **8. Other Business**

### **8.1 Drainage**

Deb Gilvesy requested information on drainage at the airport. Dan Locke advised that he is working with SWOX and will bring the info back to the TAAC when he has more info to share, targeting the December TAAC meeting.

### **8.2 Dodsley Propane.**

Deb Gilvesy inquired about the future placement of propane tanks at the airport. Dodsley Propane will be completing an assessment of placements for tanks in the future. Dan Locke to confirm the delivery date of the information from Dodsley.

### **8.3 Runway Maintenance**

Jeremy Stockmans asked about the preventative maintenance of the main runway. Staff advised that a complete crack sealing of entire runway took place in 2018.

### **8.4 Load rating on taxiways**

Jeremy Stockmans commented on the heavy concrete truck utilizing the taxiways to get to the hangar under construction and asked what the load rating is for taxiways at the airport. Staff advised members that all taxiways were done at different times and likely all have a different load rating. Best practice would be to avoid the wet season for this kind on traffic on all taxiways.

### **8.5 Prop Strike June 21 2019**

Geoff Lee requested information on the incident that took place on June 21 on grass runway 02 and what next steps will be. Staff explained that cones were placed on the runway threshold due to water ponding in a spot to avoid aircraft traffic in that area. The runway was not NOTAM'd closed as the remainder of the runway was in good condition.

## **9. Closed Session**

None

#### **10. Next Meeting**

Next TAAC meeting is November 28<sup>th</sup> at 5:30 pm moved from November 21 due to council conflict.

#### **11. Adjournment**

Resolution # 6

Moved By: Euclid Benoit

Seconded By: Jeff Miller

THAT the Airport Advisory Committee Meeting of September 19, 2019 be adjourned at 6:22 p.m.