



The Corporation of the Town of Tillsonburg

TILLSONBURG AIRPORT ADVISORY COMMITTEE

February 23, 2023

5:30 p.m.

Electronic Meeting

MINUTES

Present:

Mark Renaud, Councillor Chris Parker, SWOX Councillor Valerie Durston, Gurvir Hans, Jeff Miller, Dan Cameron, Nate Bain, Don Hurus, Anthony Thornton, Cedric Tomico, John Britton, Emily Crombez (joined at 6:00 p.m.), Mayor Deb Gilvesy.

Absent with Regrets: None

Also Present:

Jonathon Graham, Director of Operations and Development
Richard Sparham, Manager of Public Works
Tracy Hird, Public Works Co-ordinator

1) Call to Order

The meeting was called to order at 5:30 pm.

2) Adoption of Agenda

Resolution #1

Moved by: Councillor Parker

Seconded by: Cedric Tomico

THAT the Agenda as prepared for the Airport Advisory Committee meeting of February 23, 2023 be approved.

Carried

3) Orientation

Amelia Jaggard, Deputy Clerk, was present to provide a brief orientation session.

4) Election of Chair and Vice-Chair

Resolution #2

Moved by: Councillor Parker

Seconded by: Councillor Durston

THAT Mark Renaud be appointed as Chair of the Airport Advisory Committee.

Carried

Resolution #3

Moved by: Cedric Tomico

Seconded by: Don Huras

THAT Nathan Bain be appointed as Vice-Chair of the Airport Advisory Committee.

Carried

5) Disclosures of Pecuniary Interest and the General Nature Thereof

Tony Thornton declared a pecuniary interest in agenda item 7.1. (Airport Management Firm) with the reason being that his wife is an employee of Loomex.

Don Huras declared a pecuniary interest in agenda item 7.1. (Airport Management Firm) with the reason being that staff will be discussing appointing him as the Interim Airport Manager.

No other disclosures of pecuniary interest were declared.

6) General Business and Reports

7.1 Airport Management Firm – to discuss the Council recommendation for the Interim Airport Management Firm

Staff is recommending to appoint Don Huras from Northland Adventure Projects as the Interim Airport Manager for the term of no longer than 364 days. This role will continue to be the main contact for all Airport communication. The financial commitment will be within the current approved budget.

Staff will bring the RFP for a permanent Airport Management Solution to the committee for review before it is issued.

Resolution #4

Moved by: Cedric Tomico

Seconded by: Councillor Parker

THAT the Airport Advisory Committee supports Town staff recommendation to appoint Don Huras from Northland Adventure Projects as the Interim Airport Manager.

Carried

7.2 Review proposed meeting schedule for 2023

Proposed Meeting Schedule Calendar

Thursday February 23, 2023 @ 5:30PM – Online

Thursday March 23, 2023 @ 5:30PM – In Person

Thursday June 23, 2023 @ 5:30PM – Online

Thursday September 28, 2023 @ 5:30PM – Online

Thursday December 14, 2023 @ 5:30PM – In person

7.3 Fire Inspection/Notice

Town of Tillsonburg Fire Services in conjunction with SWOX Fire would like to conduct fire inspections on the hangars this spring/summer. This inspection is to mitigate risk and provide a safe environment for Fire Fighters. A draft letter to the lessees will be provided to the committee to review at the next meeting.

Committee members believe that the only way the Town will gain access is to obtain a letter from a lawyer.

Staff to look into where compliance reports are to be sent from the previous inspections by SWOX Fire last year?

7.4 Hangar G1-7 Lease Application

Staff is taking a report to council for a lease agreement with Don Hersee for hangar G1-7.

7.5 Southwest Oxford Recycling/Waste Diversion Program

SWOX would like to bring the Airport on board with the Zero Waste – Waste Diversion Program. Staff will look into the feasibility of the program. Councillor Durston will look into having pickup at the Airport instead of curbside. An oil recycle bin would be beneficial to have at the Airport.

7) Other Business

- Staff will follow-up with the Building Procedures/Compliance and Inspection Process.
- Airport Master Plan to be circulated to committee members.
- WIFI (at a cost) would be great at the Airport for security reasons. Staff will bring back more information to committee next meeting.

8) Meeting Schedule

Resolution #5

Moved by: Councillor Parker

Seconded by: Cedric Tomico

THAT the Tillsonburg Airport Advisory Committee meet on the fourth Thursday at 5:30 p.m. in accordance with the 2023 meeting schedule or as directed by the committee.

Carried

9) Next Meeting

March 23, 2023 at 5:30 p.m.

8) Adjournment

Resolution #6

Moved by: Mayor Gilvesy

Seconded by: Councillor Parker

THAT the February 23, 2023, Airport Advisory Committee meeting be adjourned at 7:18 p.m.

Carried