



The Corporation of the Town of Tillsonburg
TILLSONBURG AIRPORT ADVISORY COMMITTEE
March 29, 2023
6:00 p.m.
Hybrid Meeting

MINUTES

Present: Mark Renaud, Mayor Deb Gilvesy, Councillor Chris Parker, SWOX Councillor Valerie Durston, Gurvir Hans, Jeff Miller, Dan Cameron (Virtual - arrived at 6:45 p.m., departed at 7:06 p.m.), Nate Bain, Don Hurus, Anthony Thornton, Cedric Tomico and John Britton.

Absent with Regrets:

Emily Crombez

Also Present:

Jonathon Graham, Director of Operations and Development

Richard Sparham, Manager of Public Works

Tanya Daniels, Clerk

1. Call to Order

The meeting was called to order at 6:05 pm.

2. Adoption of Agenda

Resolution #1

Moved by: Councillor Parker

Seconded by: Cedric Tomico

THAT the Agenda as prepared for the March 30, 2023 meeting be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest declared.

4. Adoption of Previous Minutes

By consensus, adoption of the minutes were added to the agenda.

Resolution #2

Moved by: Mayor Gilvesy

Seconded by: Gurvir Hans

THAT the minutes from February 23, 2023 be approved.

Carried

5. General Business and Reports

5.1. Airport Manager Committee Membership/Role [Richard Sparham]

Richard Sparham provided an overview of the Airport Manager staff member status and his role on the committee. Mr. Huras tendered his resignation from the Committee to transition to a staff liaison role. The Committee decided by way of general consensus to leave the vacancy on the membership. Members provided general comment regarding the new manager's communication which has been excellent and requested it be continued.

5.2. DRAFT Fire Inspection / Notice [Jonathon Graham]

Staff provided an overview of the material included (draft letter) and overview of the future process. Inspections are tentatively scheduled for the Spring. The letter will be signed by both Fire Chiefs (Tillsonburg and SWOX). The Committee members asked various questions to staff.

Staff committed to the following:

To notify hanger owners / lease owners of acceptable standards so they can prepare their units including possible comparators details; and

To review bulk purchases for fire extinguishers or support for equipment for inspection results; and

Communication to close the inspection processes.

5.3. Airport Promotional Materials [Jonathon Graham]

Staff provided an overview of the material and possible promotional events. Committee members were requested to consider promotional events. Staff further discussed potential options such as Farmers Market,

Hanger Opening Day, BBQ's. Members provided initial comments to staff on areas to review when considering events.

Resolution # 3

Moved by Mayor Gilvesy

Seconded by Councillor Parker

THAT a subcommittee, with the staff liaison of Don Huras, be formed to review marketing and promotional events along with associated strategies with the following members:

Jeff Miller

Anthony Thornton

Mark Renaud

Carried

5.4. 2023 Budget Overview – Operating and Capital [Jonathon Graham]

Staff provided an overview of the budget process including possibility of grants or other funding objectives. Committee members had a discussion on the budget having staff answer various questions.

5.5. Oxford County Grant Request Material and Denial [Jonathon Graham]

Staff introduced the Oxford County response provided to members. The Committee members had a general discussion on the relevance of the Airport within the County. Mayor Gilvesy specifically thanked the City of Woodstock for past support as a recognition of the economic impact to the area.

5.6. Airport Operations Update [Airport Manager]

Don Huras provided an update to the Committee regarding airport operations including items such as maintenance issues, lease with the restaurant, and card lock system update

6. Other Business

Fiber Optic Cable - John Britton

J. Britton provided comment on the Harvard hanger access and becoming partner in cabling. R. Sparham provided an update in potential costing via Execulink for into airport service. R. Sparham noted covering a \$3,000 funds to

the terminal (Town's asset). It was quoted at \$6,000 cost tin total. Staff were requested to bring further details to the next meeting.

Back-up Generator - John Britton

J. Britton requested an update on the back-up generator. R. Sparham provided an update noting more details to come to a future meeting.

7. Next Meeting

Thursday, June 23rd, 2023 @ 5:30PM (Virtual)

8. Adjournment

Resolution #4

Moved by: Councillor Parker

Seconded by: Councillor Durston

THAT the March 30, 2023, Tillsonburg Airport Advisory Committee meeting be adjourned at 7:36 p.m.

Carried