



**Subject: Tillsonburg Regional Airport Communications Procedure**

**Report Number:** OPD 24-042

Department: Operations and Development Department

Submitted by: Richard Sparham, Manager of Public Works

Meeting Type: Advisory Committee Meeting

Meeting Date: Thursday, June 27, 2024

**RECOMMENDATION**

THAT report OPD 24-042 titled Tillsonburg Regional Airport Communications Procedure be received as information.

**BACKGROUND**

The Tillsonburg Regional Airport, code name CYTB, is classified as a registered aerodrome owned and operated by the Town of Tillsonburg and governed by Town Council and advised by the Tillsonburg Airport Advisory Committee (TAAC). The airport primarily serves flight training providers, private and corporate aircraft owners and operators, charters and aerial work activities and flying clubs and gliders.

In the past, confusion as to how to best voice and bring forth any concerns at the Airport, has caused delays in properly addressing these concerns which has created unwarranted delays and misinformation.

**DISCUSSION**

The development and approval of the attached Communications Procedure will provide a dictated avenue by which the attendants, lessees, airport business owners, aviation visitors as well as the public can have a means to voice any specific concerns of operations at the airport can be communicated, responded and clarity or resolution can be provided both to the complainant and the airport community as a whole.

**CONSULTATION**

- Director of Operations and Development

**FINANCIAL IMPACT/FUNDING SOURCE**

No financial impact

## **CORPORATE GOALS**

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal –**

**Strategic Direction –**

**Priority Project –**

## **ATTACHMENTS**

Appendix A – CYTB 100 Tillsonburg Regional Airport Communications Procedure