



# tion of the Town of Tillsonburg

## port Advisory Committee Meeting

### MINUTES

Thursday, June 27, 2024

5:30 PM

Tillsonburg Regional Airport - Meeting Room

244411 Airport Rd

Tillsonburg, ON N4G 4H1

**ATTENDANCE:**

Gurvir Hans  
Mark Renaud, Chair  
John Britton  
Chris Parker  
Deb Gilvesy  
Valerie Durston

**Regrets:**

Jeff Miller  
Dan Cameron  
Nate Bain  
Emily Crombez  
David Hillner

**Staff:**

Richard Sparham, Manager of Public Works  
Jonathon Graham, Director of Operations and Development  
Julie Ellis, Deputy Clerk

**Regrets:**

Don Huras, Airport Manager

**1. Call to Order**

The meeting was called to order at 5:43 p.m.

**2. Adoption of Agenda**

**Resolution # 1****Moved By:** Chris Parker**Seconded By:** Deb Gilvesy

THAT the Agenda as presented for the Tillsonburg Airport Advisory Committee meeting of June 27, 2024, be approved.

**Carried****3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest.

**4. Adoption of Minutes of Previous Meeting****Resolution # 2****Moved By:** Chris Parker**Seconded By:** John Britton

THAT the minutes of the Tillsonburg Airport Advisory Committee meeting dated March 21, 2024, be approved.

**Carried****5. General Business and Reports****5.1 Airport Manager's Update**

Richard Sparham, Manager of Public Works, provided an update on operations and maintenance at the airport. Highlights included:

- Aircraft movements in March - May of 2024 remain steady when compared to the same timeframe in 2023
- Fuel sales - while Av Gas sales remain steady, there was a significant increase in jet fuel sales
- Safety Update - the final report was issued regarding the incident that occurred on the evening of December 1, 2023. The incident was not reported until February of 2024 and the final report follow-up was received May 12, 2024. There will be no further follow-up required. Staff noted that the incident highlights the need for trees to be cut down in the future.

- Upcoming Canadian Harvard Aircraft Association (CHAA) Fly-days will be July 20th and August 17th
- Town staff have met with the organizers of CHAA's Wings and Wheels event (September 7th, 2024) to identify additional parking requirements and traffic detours. A South West Oxford representative will also be meeting with the organizers. A Traffic Management Plan will be developed for the Wings and Wheels event.
- Since the implementation of Report a Problem for the Airport, there has been a low ticket volume and members of the Airport Community are encouraged to use the system to report issues.

Committee members asked questions regarding:

- Availability of Airport staff to answer the radio, as complaints have been received.
  - Staff asked that these issues be communicated to the Airport Manager so that they are aware of any issues with level of service
- The creation of a demo of the Report a Problem system be sent out to citizens?
  - Staff will look into this with the communications team
- Could the communications procedure and information regarding Report a Problem be included in a package for new lessees?
  - Staff agreed that this is something that could be considered
- What is required when there are events at the airport in terms of traffic management, agreements, event plans, etc.?
  - Staff confirmed that they are working on this with CHAA and looking at a potential long-term agreement

## **5.2 Tillsonburg Airport Advisory Committee Standing Updates**

Jonathon Graham, Director of Operations and Development and Richard Sparham, Manager of Public Works reviewed the list of standing items and provided the following updates:

- Gate Power - a new ticket was submitted with hydro one and work should be completed shortly

- Security Camera - this has been completed and can be removed from the list
- Drainage - Don Huras, Airport Manager, has reached out to someone else for a quote to see if the cost can be reduced
- Displaced Threshold - staff have been meeting with legal and a report will be presented to Council shortly
- Strategy for Promotion of the Tillsonburg Airport - The Town's Economic Development Commissioner has created some golf/fly-in pages (some overnight). The packages are close to being finalized. A report will come back to the next committee meeting. Advertising about other town events is also in development.
- Crack Sealing - a quote has been received
- Law Seeding - this is in the works

The committee inquired about who is charged for areas that aren't maintained. Jonathon Graham confirmed that staff are working on this, and will get back to the committee at a future meeting.

### **5.3 Report a Problem System**

Jonathon Graham, Director of Operations and Development, provided the Committee with a walk through of the Report a Problem System.

Highlights included:

- Until two months ago, airport-related requests were managed by internal staff. It has now been opened up so that the public can report problems at the airport.
- Only 14 requests relating to the airport have been received thus far
- The system allows staff to see complaints, track progress of issues, conduct reports, and ensure that issues are addressed
- A town address is not required to issue a complaint, as "N/A" is an option. Staff will look into putting "not a town resident" as an option.
- Staff can get reports to their e-mail that show incomplete requests

### **5.4 OPD-24-042 - CYTB 100 - Tillsonburg Regional Airport Communications Procedure**

Richard Sparham, Manager of Public Works, introduced his report and explained the proposed Tillsonburg Regional Airport Communications Procedure. The goal of the procedure is to streamline communications. Suggestions from the committee included more information about how to access Report A Problem (possible adding the QR code), and adding that delegations need to contact

Outlines a procedure. Hope is to streamline communications.

Suggestions from committee members included providing additional information on how to access Report A Problem, and ensuring that delegations were encouraged to reach out to clerks@tillsonburg.ca

### **Resolution # 3**

**Moved By:** Chris Parker

**Seconded By:** John Britton

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

THAT the proposed Tillsonburg Regional Airport Communications Procedure be sent to Council for approval.

**Carried**

## **6. Next Meeting**

Thursday, September 19th at 5:30 p.m. at the Tillsonburg Regional Airport

## **7. Adjournment**

### **Resolution # 4**

**Moved By:** John Britton

**Seconded By:** Chris Parker

THAT the Tillsonburg Airport Advisory Committee meeting of Tuesday, March 12, 2024 be adjourned at 6:39 p.m.

**Carried**