



**The Corporation of the Town of Tillsonburg
Tillsonburg Airport Advisory Committee Meeting
MINUTES**

Thursday, December 12, 2024

5:30 PM

Tillsonburg Regional Airport - Meeting Room

244411 Airport Rd

Tillsonburg, ON N4G 4H1

ATTENDANCE: Mark Renaud, Chair
Nate Bain, Vice Chair
Emily Crombez
John Britton
David Hillner
Deb Gilvesy, Mayor

Regrets: Gurvir Hans
Jeff Miller
Dan Cameron
Valerie Durston, Township of South-West Oxford Councillor
Chris Parker, Councillor

Staff: Don Huras, Airport Manager
Richard Sparham, Manager of Public Works
Chris Baird, Acting Director of Operations and Development
Tanya Daniels, Director of Corporate Services/Clerk

1. Call to Order

Meeting called to order at 5:30 p.m.

2. Adoption of Agenda

Moved By: Emily Crombez

Seconded By: Deb Gilvesy, Mayor

THAT the agenda for the December 12, 2024 Airport Advisory Committee be approved.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

4. Adoption of Minutes of Previous Meeting

Moved By: John Britton

Seconded By: Emily Crombez

THAT the minutes from the September 19, 2024 Tillsonburg Airport Advisory Committee be approved as amended noting the correction of the Airport Manager's correct name spelling.

Carried

5. General Business and Reports

5.1 Airport Manager's Update

Don Huras, Airport Manager, provided an overview of the Airport Manager's Update including answering questions from Members of the Committee. The committee undertook a discussion regarding winter plowing.

Moved By: Emily Crombez

Seconded By: Nate Bain, Vice Chair

- A. THAT the Airport Managers Update be received as information; and
- B. THAT the snow plowing list details be circulated to members of the Committee along with confirmation of lease arrangements; and

- C. THAT the Airport Manager circulate cafe painting details to all tenants; and
- D. THAT staff investigate improved statistical tracking / metrics to movements.

Carried

5.2 Tillsonburg Airport Advisory Committee Standing Updates

The Committee undertook a discussion on the Standing Updates.

Moved By: Nate Bain, Vice Chair

Seconded By: Emily Crombez

THAT the Committee requests to Council the funding of runway crack sealing from the next Airport land sale as a priority repair.

Carried

Moved By: Nate Bain, Vice Chair

Seconded By: David Hillner

THAT the Tillsonburg Airport Advisory Committee Standing Updates be received with the noted December 12th updates

Carried

6. Information Items

6.1 Ontario Airport Capital Assistance Program

Moved By: Emily Crombez

Seconded By: Nate Bain, Vice Chair

- A. THAT the Ontario Airport Capital Assistance Program information item be received and
- B. THAT the Chair be requested to provide a presentation to the County of Oxford Council and Town of Tillsonburg Council on the Tillsonburg Airport; and
- C. THAT the Chair be requested to complete the OACAP letter of support with the inclusion of the medical vac, customs clearance, economic benefits and safety needs.

Carried

7. New Business

7.1 Fuel Nozzle

By consensus, the safety of the fuel nozzle discussion was added as new business. A general discussion occurred on the nozzle. The Airport Manager committed the nozzle to be fixed by January 1 or it will be removed.

7.2 Fire Inspections Status

By consensus, the fire inspection status discussion was added as new business.

Moved By: Emily Crombez

Seconded By: Nate Bain, Vice Chair

THAT staff be requested to source the Fire Inspection Reports for tenants and circulate.

Carried

8. Next Meeting

8.1 2025 Meeting Dates

Moved By: John Britton

Seconded By: Nate Bain, Vice Chair

THAT the 2025 Airport Advisory Committee meetings be approved bi-monthly commencing February 2025

Carried

9. Adjournment

Moved By: Emily Crombez

Seconded By: David Hillner

THAT the meeting adjourn at 6:30pm

Carried