



The Corporation of the Town of Tillsonburg

AIRPORT ADVISORY COMMITTEE

November 26, 2018

12:00 p.m.

Tillsonburg Regional Airport Boardroom
244411 Airport Rd., South-West Oxford

MINUTES

ATTENDANCE

Henry Atkinson, Euclid Benoit, Valerie Durston (until 12:45 p.m.), Geoffrey Lee, Rick Lee, John Prno, **Staff:** Annette Murray, Dan Locke **Guests:** Councillor-Elect Deb Gilvesy

MEMBERS ABSENT/REGRETS

Mel Getty, Jeremy Stockmans, Richard Van Maele

1. Call to Order

The meeting was called to order at 12:12 p.m. Euclid Benoit sat as the Chair and John Prno acted as Recording Secretary for the meeting. Chair Benoit announced that as this was the final Committee meeting for the Council term, the primary goal would be to provide a list of outstanding items for consideration and follow-up by the new Committee.

2. Adoption of Agenda

Resolution #1

Moved By: Valerie Durston

Seconded By: Rick Lee

THAT the Agenda as prepared for the Airport Advisory Committee meeting of November 26, 2018, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

4. Adoption of Minutes of Previous Meeting

4.1. Minutes of the Meeting of September 11, 2018

Resolution #2

Moved By: Geoff Lee

Seconded By: Henry Atkinson

THAT the Minutes of the Airport Advisory Committee Meeting of September 11, 2018, be approved.

Carried

5. Delegations and Presentations

None

6. General Business & Reports

6.1 Moving Forward

Given the tight timeline existing, Chair Benoit offered to immediately send out the call for new Committee members to the Committee's list of hangar owners and tenants, encouraging interested parties to submit nominations by the November 30th deadline.

Discussion then took place with the Committee members providing the following suggestions for the transition to, and consideration by the new Tillsonburg Airport Advisory Committee (TAAC):

- The Airport Manager continue her past practice of providing an orientation package for the new committee, including copies of recent minutes, this list of items and the most recent maps of potential expansion opportunities.
- Reduce the existing barriers to generating new "immediate" development at the airport. This includes streamlining both internal (Town of Tillsonburg) and external (South-West Oxford and other) approval processes, and creating a formalized step-by-step process map to direct those interested in building on the airport property. This would eliminate any surprises as new development moves forward.
- In the longer term, no item is more critical to the Airport moving forward, than completion of the long awaited Master Plan to support the concept work previously done. In November 2016, Council received Staff **Report OPS 16-31 Airport Comprehensive Review** and subsequently referred the recommendations back to the Airport Advisory Committee. The Committee fully supported the improvements in the Review and recommended the following funding schedule:
 - o Self-Serve Fueling Conversion (2017)
 - o Crack Sealing (2017)
 - o Hydro (Three-Phase Power) Infrastructure Update (2018)
 - o Water System Improvements (2018)

- Woodlot Removal to allow for a 5,000 ft runway (2019)
- Finalize Master Plan (2019)

The fueling conversion, crack sealing and water system improvements were completed during 2017. In December 2017, the Committee was advised that for Budget purposes, the Master Plan would be moved up to consideration in 2018 while the Hydro Infrastructure work would be delayed to 2019. Staff felt that having the Master Plan completed first, was a requirement to better determining future Hydro needs. Despite this change, the Committee was advised in March 2018 that the Master Plan and associated works had been deleted from the 2018 Budget. At that time, the Committee expressed its disappointment of the deferral by resolution and reiterated to Council, “the need for the Master Plan and the importance of the related improvements in the continued growth of the Airport.” A similar resolution was generated at the September 11, 2018 Committee meeting, in anticipation of the 2019 Budget process.

Outstanding at the present time are the following capital work items, critical to ongoing development of the Airport:

- Finalize Master Plan
- Hydro Infrastructure Update
- Woodlot Removal to allow for a 5,000 foot runway

7. Correspondence

None

8. Other Business

8.1. Fueling Costs

In response to a Committee member’s question about the difference in fuel cost between the Tillsonburg and St. Thomas airports, Annette Murray confirmed that there has been no change to the airport’s “profit margin”. Fuel costs change constantly and Tillsonburg is traditionally among the lowest cost airports. For whatever reason, e.g., greater volume purchases, etc., this year St. Thomas has been able to provide significantly lower prices, and has certainly attracted business. Fuel sales are down approximately 15% in Tillsonburg, but this could also be due to a poor weather flying season this year. There have also been issues with the self-serve fueling facility which may be impacting sales. A poll of area airport fuel costs was distributed showing that Tillsonburg remains among the lowest cost airports. Annette continues to work with the

fuel facility provider to improve reliability, and will continue to monitor fuel prices and consumption for the Committee.

8.2. Miller Hangar Update

In response to a Committee member's question about apparent lack of progress on the Miller Hangar, Dan Locke indicated that Staff continued to monitor the situation and work with Mr. Miller on completion of the hangar. A second committee member noted that there appeared to be work being done after hours inside the hangar on a daily basis.

9. Closed Session

None

10. Next Meeting

Chair Benoit and Dan Locke thanked the Committee members for their commitment over the past four years, with a special mention to Henry Atkinson who has announced his departure from the Committee after more than twenty years! In his parting comments, Henry expressed his ongoing concern that the lack of a completed Master Plan has been used by Council to prevent interested parties from building at the Airport. He expressed optimism that the new Council would see the benefits of additional development at this important Town asset. The Master Plan, whether completed or not, should always be considered a guide to airport development, allowing for flexibility when opportunities arise.

The membership, as well as date and time of the next meeting of the renamed Tillsonburg Airport Advisory Committee will be announced at a future date.

11. Adjournment

Resolution #3

Moved By: Henry Atkinson

Seconded By: Geoff Lee

THAT the Airport Advisory Committee Meeting of November 26, 2018 be adjourned at 1:05 p.m.

Carried