



The Corporation of the Town of Tillsonburg

## AIRPORT ADVISORY COMMITTEE

September 11, 2018

5:30 p.m.

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

# MINUTES

### ATTENDANCE

Henry Atkinson (by telephone), Euclid Benoit, Geoffrey Lee, Rick Lee, John Prno, Chris Rosehart, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke

### MEMBERS ABSENT/REGRETS

Andre Brisson, Valerie Durston, Mel Getty, Richard Van Maele

### Call to Order

The meeting was called to order at 5:37 p.m. Euclid Benoit sat as the Chair and John Prno acted as Recording Secretary for the meeting.

### 1. Adoption of Agenda

Resolution #1

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Agenda as prepared for the Airport Advisory Committee meeting of September 11, 2018 , be adopted.

*Carried*

### 2. Disclosures of Pecuniary Interest and the General Nature Thereof

None Declared

### 3. Adoption of Minutes of Previous Meeting

3.1. Minutes of the Meeting of June 28, 2018

Resolution #2

Moved By: Geoffrey Lee

Seconded By: Jeremy Stockmans

THAT the Minutes of the Airport Advisory Committee Meeting of June 28, 2018, be approved.

*Carried*

#### **4. Delegations and Presentations**

None

#### **5. General Business & Reports**

##### **5.1. Business Arising**

###### **5.1.1. Miller Hanger Update**

This is an operational issue that continues to be dealt with by Staff.

###### **5.1.2. Terms of Reference Update**

Dan Locke presented the revised Terms of Reference document which will come into force with next Council term. A number of the suggestions made by committee members have been adopted in the new document.

###### **5.1.3. Master Plan Update**

In response to a question from the Committee, Dan Locke advised that there is no update on approval of the Master Plan, but noted that the 2019 Budget process has begun. The Committee wished to express their continued concern about the deferral of the Airport Plan and associated works from the 2018 Budget.

Resolution # 3

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Airport Advisory Committee reiterate to Council the need for the Airport Plan and the importance of the related improvements in the continued growth of the Airport.

*Carried*

## **6. Correspondence**

None Received

## **7. Other Business**

### **7.1. Airport Activity Update**

Annette Murray reported that line painting will occur on September 19<sup>th</sup> from midnight to 8 a.m. A suggestion was made by a Committee member for additional line painting to address a recent issue of taxiing in an inappropriate location.

Annette also reported on the very successful Wings and Wheels event last weekend. From all appearances, it was the most successful event yet.

## **8. Closed Session**

Not required

## **9. Next Meeting**

As the next meeting of the Airport Advisory Committee will be the final one of the Council Term, Committee members are asked to forward any outstanding issues to be either addressed at the meeting or passed on as recommendations to the next Committee.

The next meeting will be held on Wednesday, November 28, 2018 at 5:30 p.m.

## **10. Adjournment**

Resolution # 4

Moved By: Rick Lee

Seconded By: Jeremy Stockmans

THAT the Airport Advisory Committee Meeting of September 11, 2018 be adjourned at 6:40 p.m.

*Carried*