

The Corporation of the Town of Tillsonburg
TILLSONBURG AIRPORT ADVISORY COMMITTEE



Thursday, March 21, 2019

5:30 p.m.

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

MINUTES

ATTENDANCE

Euclid Benoit, David Brandon, Dan Cameron, Jeff Dean, Valerie Durston, Deb Gilvesy, Geoffrey Lee, Jeffrey Miller, Mark Renaud, Jeremy Stockmans(departed at 6:30p.m.) **Staff:** Annette Murray, Dan Locke (departed at 6:30 p.m.) Kevin De Leebeeck, **Guest:** Mary Ellen Greb (departed at 6:30 p.m.)

MEMBERS ABSENT/REGRETS

John Prno

1. Call to Order

The meeting was called to order at 5:31 p.m.

2. Adoption of Agenda

Resolution #1

Moved By: Deb Gilvesy

Seconded By: Valerie Durston

THAT the Agenda as prepared for the Airport Advisory Committee meeting of March 21, 2019, 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 February 21, 2019

Discussion regarding the minutes noted that a Resolution was omitted from the minutes.

The resolution is as outlined below:

Moved by: Jeremy Stockmans

Seconded by: Jeff Miller

Resolution #2

“THAT the Conceptual Master plan drawing(s) be amended to include land lots along the east side of Taxiway G1 and to include the 250 ft extension of Taxiway G3 to the north and associated Taxiway G3 land lots,

AND THAT the revisions of the conceptual drawing(s) be the only part of the master plan to move forward.”

Carried.

5. Presentation/Deputations

Committee Member Geoff Lee Presentation - Withdrawn

6. General Business & Reports

6.1. Unfinished Business

6.1.1. Terms of Reference

Dan reviewed the TOR with the Committee. No further comments or questions were received. It was noted that the committee has the ability to request the TOR be reviewed at any time during the four year term.

6.1.2. Review of previous minutes attached (moved to 4.1)

6.1.3. OPS 19-01 Airport Building Permits

Discussion took place regarding the resolution as the report had been referred to the TAAC by Town Council and a resolution was needed to move the action items from Report OPS 19-01 forward.

Resolution #3

Moved by: Geoffrey Lee

Seconded by: Jeremy Stockmans

“THAT the Tillsonburg Airport Advisory Committee supports the administration of development activity at the Airport entirely in-house by Town Staff

AND THAT Town staff expedite the assembly of the Airport Development Manual”

Carried.

6.2. Other Business

6.2.1 Taxiway G1 Draft Development Plan Layout

Kevin De Leebeeck, P.Eng. Director of Operations presented a draft development plan layout for the construction of potential hangars along the east side of Taxiway G1. A discussion ensued with a consensus that there is flexibility within the layout plan to accommodate various hangar sizes as required by potential new tenants.

Resolution #4

Moved by: Jeffrey Miller

Seconded by: Dan Cameron

“THAT the Tillsonburg Airport Advisory Committee gives direction to staff to make available for lease non-hydro serviced lots along the east side of existing Taxiway G1”

Carried.

6.2.2 “THAT the Tillsonburg Airport Advisory Committee recommend Tillsonburg Town Council reserve three (3) proposed hangar building sites along the northerly extension of Taxiway G3 for a received development application for a (2) two year timeframe – Withdrawn

6.2.3. Taxiway G3 Conceptual Drawings

Kevin De Leebeeck presented the TAAC with five (5) conceptual drawings of the Taxiway G3 extension and requested input/feedback from committee members to assist staff in developing a finalized plan. Discussion ensued. Staff to confirm fire wall requirements, building spacing, etc. as part of revised conceptual plan.

Resolution #5

Moved by: Geoffrey Lee

Seconded by: Dan Cameron

“THAT the Tillsonburg Airport Advisory Committee direct staff to bring forward a revised conceptual plan for the extension of Taxiway G3 that reflects the committee’s general discussion including proposed future hangars and the realignment of the taxiway extension to accommodate a minimum 30 foot distance from the rear face of existing hangars to the centreline of Taxiway G3 extension”

Carried.

7. Correspondence

None

8. Other Business

8.1 SWOX Councillor Valerie Durston noted that the following needed to be considered now that building permits were no longer going to be obtained from SWOX prior to development at the Airport.

- A process needs to be developed to inform SWOX for development at the Airport,
- SWOX Fire Chief needs to be notified of development,
- Questioned the ability to supply adequate water to fight a fire at the Airport,

SWOX CAO Mary Ellen Greb added that Emergency Fire Response and Growth of Assessment are real concerns and needs to be resolved. Mary Ellen also noted that there is a Mutual Aid Agreement in place for all Oxford County Municipalities already.

Staff suggested that the matters identified by SWOX should be dealt with at a staff level rather than at the Committee level. SWOX CAO to schedule a meeting with Town staff.

David Brandon requested that staff explore funding available from "Funding opportunities for Southern Ontario Organizations".

9. Next Meeting

9.1 Proposed Meeting Schedule

The committee reviewed the proposed meeting schedule with a general consensus to meet monthly to advance business.

The next meeting of the Airport Advisory Committee will be at 5:30 p.m. on April 18, 2019

10. Adjournment

Resolution # 6

Moved By: Jeffery Miller

Seconded By: Euclid Benoit

THAT the Tillsonburg Airport Advisory Committee Meeting of March 21, 2019 be adjourned at 7:18 p.m.