

	<b>Report Title</b>	Airport Building Permits
	<b>Report No.</b>	OPS 19-01
	<b>Author</b>	Dan Locke, C.E.T., Manager of Public Works
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	January 28, 2019
	<b>Attachments</b>	• Town Solicitor Letter

## **RECOMMENDATION**

**THAT Council receive Report OPS 19-01 Airport Building Permits;**

**AND THAT Council direct staff to develop an Airport Development Manual to support the administration of development activity at the Airport entirely in-house.**

## **BACKGROUND**

At the Regular Council meeting of December 10<sup>th</sup> 2018 the following direction was provided to staff:

*“THAT the Delegation regarding Tillsonburg Airport Development be received;*

*AND THAT the matter be referred to staff for a report back to Council which shall include the following:*

- *A legal interpretation of Federal Aviation Rules with regards to the authority to issue building permits – South-West Oxford or Tillsonburg no later than the January 28, 2019 Council meeting;*
- *A new business model incorporating a flight school instructor/manager model be investigated;*
- *A risk assessment for the general public accessing the airport;*

*AND THAT the following be added to the 2019 budget deliberations for consideration:*

- *The extension of the 25ft x 230ft taxiway;*
- *Commercial taxiway repairs; and*
- *Testing of the load capacity of hydro.”*

This Report looks to address the first item in the above Resolution. The other matters will be addressed at a later date or through the 2019 budget process.

## **SUMMARY**

The historical practice has been that the potential Hangar Applicant would verbally indicate intent and work with staff to identify an agreeable location to construct a new hangar. Staff would then prepare a land lease agreement for the potential Hanger Applicant review and signature and a report for Council consideration. At the same time the potential Hangar Applicant would obtain a building permit from South-West Oxford.

## **CONSULTATION/COMMUNICATION**

A letter from the Towns Solicitor entitled 'Airport Building Regulations' is attached for Council's information and indicates that neither the Township of South-West Oxford nor the Town of Tillsonburg has the authority to require building permits or require buildings be constructed to the standard required by the provincial Ontario Building Code (OBC). However, legal opinion advises that since the Airport is owned by the Town of Tillsonburg that building construction be regulated on a contractual basis.

Therefore, staff recommend that the OBC standard of construction and associated building permit process be followed as a best practice in order to ensure building construction or modifications are completed to an approved standard and that the OBC requirement be included in all new land lease agreements or amendments. Furthermore staff recommend that an Airport Development Manual be developed in order to provide a clear and streamlined process that would allow for the efficient review, approval and issuance of building permits with all being administered in-house by Town staff (i.e. similar to the site plan application and ensuing building permit/construction process).

## **FINANCIAL IMPACT/FUNDING SOURCE**

Administering the entire development process (application through to building permit/construction inspection) at the Airport in-house will increase the requirement on inter-departmental staff time which should be recovered at some level through a new Application and Inspection fee within the Rates & Fees By-law.

## **COMMUNITY STRATEGIC PLAN**

The development and implementation of an Airport Development Manual supports Objective 2 – Economic Sustainability of the Community Strategic Plan by providing a streamlined process for existing and new business opportunities at the Airport.

## Report Approval Details

Document Title:	OPS 19-01 Airport Building Permits.docx
Attachments:	- OPS 19-01 Attachment 1 - Town Solicitor Letter.pdf
Final Approval Date:	Jan 21, 2019

This report and all of its attachments were approved and signed as outlined below:



**David Calder - Jan 21, 2019 - 2:00 PM**