

	<b>Report Title</b>	Airport Feasibility Analysis RFP Terms of Reference
	<b>Report No.</b>	OPS 19-13
	<b>Author</b>	Dan Locke, CET., Manager of Public Works
	<b>Meeting Type</b>	Council Meeting
	<b>Council Date</b>	May 13, 2019
	<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Draft RFP Terms of Reference</li> </ul>

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## **RECOMMENDATION**

**THAT Council receive Report OPS 19-13 Airport Feasibility Analysis RFP Terms of Reference;**

**AND THAT Council approve the scope defined within the Draft Airport Feasibility Analysis Terms of Reference.**

## **BACKGROUND**

As part of the 2018 draft budget staff brought forward the Airport Master Plan update to support the 2015 “Approved in Principle” conceptual master plan drawing and to provide new strategic direction and planning for the future of the Airport. During the 2018 budget deliberations it was communicated that Council needed additional information regarding the asset such as;

- potential increased funding and/or sale/transfer to Oxford County,
- potential for tax revenue sharing with SWOX,
- third party management, and
- options for disposal

As a result staff revised the 2018 Operations Business Plan and brought forward the concept of completing an “Airport Feasibility Analysis” in advance of proceeding with a strategic Airport Master Plan to address Councils additional information request.

Unfortunately Operations Services was unable to complete this 2018 business objective due to, in part, continuous and prolonged staff vacancies as well as coming to the realization that much of the scope of work is beyond typical Operations staff undertakings.

At the December 10, 2018 Council meeting Council requested staff to report on;

- a new business model of a flight school managing the Airport facility, and
- to provide a risk assessment of the general public accessing the Airport.

## **SUMMARY**

As part of the 2019 draft budget staff re-introduced the concept of an Airport Feasibility Analysis incorporating and expanding upon all the informational items requested by Council as outlined above. During the 2019 budget deliberations staff committed to bringing the draft Terms of Reference of the Airport Feasibility Analysis RFP to Council for consideration prior to issuing the bid. Staff are open to further suggestions and direction regarding the scope of the Airport Feasibility Analysis in order to work towards a strategic master plan for the Airport.

## **CONSULTATION/COMMUNICATION**

Given that the scope of work under this assignment has been generated mainly by Council requests and that the majority of items fall outside the Role of the Tillsonburg Airport Advisory Committee i.e. discussions/negotiations with SWOX, Oxford County, divestiture options as well as the potential for human resource implications, management is suggesting that the results of the Airport Feasibility Analysis be brought back to Council for consideration and further direction in advance of any additional feedback from the Tillsonburg Airport Advisory Committee on select aspects as directed by Council.

## **FUNDING IMPACT/ FUNDING SOURCE**

The 2019 Operations Business Plan identified \$35,000 towards the Airport Feasibility Analysis initiative funded through the Tax Rate Stabilization Reserve to be replenished upon the sale of Town owned lands adjacent to the Airport.

## **COMMUNITY STRATEGIC PLAN (CSP)**

This initiative supports Objective 1 – Excellence in Local Government and Objective 2 – Economic Sustainability of the Community Strategic Plan by providing additional information that works towards a strategic master plan for the Airport and overall fiscal responsibility.

## Report Approval Details

Document Title:	OPS 19-13 Airport Feasibility Analysis RFP Terms of Reference.docx
Attachments:	- OPS 19-13 Attachment 1 - Draft Terms of Reference.pdf
Final Approval Date:	May 6, 2019

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

**Dave Rushton - May 3, 2019 - 3:44 PM**



**David Calder - May 6, 2019 - 9:31 AM**

**Donna Wilson - May 6, 2019 - 9:41 AM**