

The Corporation of the Town of Tillsonburg

**TILLSONBURG AIRPORT ADVISORY COMMITTEE**



Thursday, February 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, John Prno (departed at 6:50 p.m.), Mark Renaud, Jeremy Stockmans **Staff:** Annette Murray, Dan Locke, Amelia Jaggard (departed at 6:15 p.m.), Donna Wilson (departed at 6:15 p.m.) **Guest:** Chris Rosehart

## **MEMBERS ABSENT/REGRETS**

None

### **1. Call to Order**

The meeting was called to order at 5:31 p.m. Donna Wilson, Town Clerk, acted as Chair of the meeting until the election of the new Committee Chair.

### **2. Adoption of Agenda**

Resolution #1

Moved By: John Prno

Seconded By: Jeremy Stockmans

THAT the Agenda as prepared for the Airport Advisory Committee meeting of February 21, 2019, be adopted.

*Carried.*

### **3. Disclosures of Pecuniary Interest and the General Nature Thereof**

None Declared

### **4. Adoption of Minutes of Previous Meeting**

No minutes were approved as this is the first meeting of the newly constituted committee.

## 5. Delegations and Presentations

None

## 6. General Business & Reports

### 6.1. Orientation

Donna Wilson and Amelia Jaggard conducted a committee orientation including key procedural processes:

- Explained pecuniary interest
- Explained that committee meetings are public meetings
- Publishing of the Agenda and Minutes
- Mayor can attend as de facto member of all committees
- Role of the Staff Liaison person
- Meetings outside of meetings. Business should not be carried on outside of actual TAAC meetings.
- Subcommittees can be created but a motion is required
- Explained the Code of Conduct
- Explained motions and amendments to motions
- Explained when Closed Sessions should be held
- Minutes go to the next scheduled Council meeting.

### 6.2. Election of Chair and Vice Chair

Members of the Committee were polled for interest in the positions of Chair and Vice Chair, as well as duration of term. A one-year term was decided upon.

Resolution # 2

Moved By: Deb Gilvesy

Seconded By: Geoff Lee

THAT Mark Renaud be appointed Chair of the Tillsonburg Airport Advisory Committee for a one-year term.

*Carried*

Resolution # 3

Moved By: John Prno

Seconded By: Jeremy Stockmans

THAT Euclid Benoit be appointed Vice-Chair of the Tillsonburg Airport Advisory Committee for a one-year term.

*Carried*

Donna Wilson turned over the meeting to Chair Mark Renaud.

### **6.2.1 Committee Secretary**

The need for a secretary was confirmed. Minutes are to be circulated to the Chair, Vice-Chair and Staff Liaison for review within 72 hours of completion of each meeting, and prior to distribution to all Committee members.

Resolution # 4

Moved By: Jeremy Stockmans      Seconded By: Deb Gilvesy

THAT John Prno be appointed Secretary of the Tillsonburg Airport Advisory Committee for a one-year term.

*Carried*

### **6.3 Summary of Previous Committee Initiatives**

Dan Locke reviewed the go-forward items referred on from the previous Committee. These included finalizing the Master Plan; Hydro Infrastructure Update; and Woodlot Removal to allow for a 5,000 foot runway. Dan noted that metering at the demarcation point to measure hydro consumption for the airport is a 2019 Budget item, but as yet unfunded. General discussion took place. It was noted that the Woodlot issue is not a real concern for the majority of airport users, and that the airport is not certified to the level that would require the neighbour to clear trees under federal requirements.

The Committee consensus was that the priority was to do all that is necessary to build hangars this year, and that none of the above items impacted that priority. Deb Gilvesy noted that some of the items are being addressed in the 2019 Budget, and that sale of surplus airport lands will be used to aid economic development of the airport moving forward.

### **6.4 Discussion on Terms of Reference**

Deferred.

### **6.5 Discussion of OPS 19-01 Report**

Dan Locke presented a summary of the report on Airport Building Permits, and the action to support development activities at the airport in-house, approved by Council on January 28, 2019.

Discussion took place.

Resolution # 5

Moved By: Jeremy Stockmans      Seconded By: Jeff Miller

THAT "Past Practices" be used for the processing of hangar applications in 2019, until the new policy has been developed and put in practice.

*Carried*

Mark Renaud advised that he will meet with Dan Locke and the Town Building Inspector as soon as possible to resolve issues around building separation, fire walls, water source, etc., with the goal of returning to using "Past Practices".

Valerie Durston asked that the CAO of SWOX be included in the circulation of any documents since SWOX is no longer involved in the building inspection process. Dan Locke confirmed that he will inform his Director that communication to SWOX needs to occur, as it impacts the current practice, to ensure that the concern is taken to Senior Management for their action.

Deb Gilvesy confirmed that Council has approved an extension of taxiway G3 which will accommodate the hangars being considered. Annette Murray will circulate the most current conceptual drawings including the G3 extension to the Committee members for clarification.

Jeff Miller will have to resubmit his application for an extension to his hangar under the revised process.

**7. Correspondence**

None

**8. Other Business**

None

**9. Closed Session**

None

**10. Next Meeting**

In order to move forward on several issues, the Committee will meet monthly for the near future, and the Chair will contact members by e-mail to set a schedule of meetings.

**11. Adjournment**

Resolution # 6

Moved By: Jeremy Stockmans

Seconded By: Euclid Benoit

THAT the Airport Advisory Committee Meeting of February 21, 2019 be adjourned at 8:00 p.m.