



Brockville 1000 Islands Regional Tackaberry Airport Commission Agenda

Tuesday, June 16, 2026 - 9:00 AM

Virtual

Page

Land Acknowledgement Statement

We would like to acknowledge the land on which we meet today. For thousands of years it has been the traditional land of the Algonquin Nation. Today, this meeting place is still the home to many Indigenous people, and we are grateful to have the opportunity to live and work on this land.

Chair's Remarks

Disclosure of Pecuniary Interest

Adoption of the Minutes

3 - 7 *THAT the minutes of the Airport Commission meeting dated May 19, 2026 be adopted.*

Correspondence and Communications

Nil.

Delegations and Presentations

Nil.

Staff Reports

Nil.

New Business

- 8 - 9
1. Recent Airport Improvements - Chair Dyke
 2. Article in Business View Magazines - Chair Dyke and Vice Chair David

3. Solar Charging Opportunities - Chair Dyke
4. Review of Solar Bid Results and Plans for 2027 - Vice Chair David
- 10 - 32 5. New Building Terminal Update - B. Kennedy
6. Air Mobility - P. Ling
7. Summer Schedule - Chair Dyke

Member Reports and Project Updates

Adjournment

THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for September 15, 2026.



Brockville
1000 Islands Regional Tackaberry
Airport Commission
Minutes
Tuesday, May 19, 2026 - 9:00 AM
Virtual

The Airport Commission meeting was called to order on Tuesday, May 19, 2026, at 9:00 AM, virtually, with the following present:

Members Present: Colin Dyke, Brian Williams, Councillor Cameron Wales, Dakota Shaver, Guy David, Michael Bowen, Philip Ling, and Robert Kennedy

Regrets: Andrew Mulder

Staff: Jessica Blanchard, Deputy City Clerk, Pat Brown, Supervisor of Transportation & Fleet Services, Phil Wood, Director of Operations, and Sandra MacDonald, City Manager

Land Acknowledgement Statement

Chair's Remarks

Nil.

Disclosure of Pecuniary Interest

Nil.

Adoption of the Minutes

Moved by: Councillor Wales

Seconded by: G. David

THAT the minutes of the Airport Commission meeting dated April 21, 2026 be adopted.

CARRIED

Correspondence and Communications

Nil.

Delegations and Presentations

Nil.

Staff Reports

1. Building Rental Lease - Pat Brown, Supervisor of Transportation & Fleet Services

P. Brown requested that additional detail be included under agenda headings in future agenda packages.

Members discussed the future of the Hanger 2 lease and the importance of securing an aviation related tenant for the property.

D. Shaver joined the meeting at 9:09 a.m.

Moved by: Councillor Wales
Seconded by: B. Kennedy

THAT the Airport Commission recommend to Council that the City find an aviation related tenant for the Hanger 2 property.

CARRIED

M. Bowen joined the meeting at 9:28 a.m.

2. New Terminal Building Update - Pat Brown, Supervisor of Transportation & Fleet Services and Member Kennedy

P. Brown reported that the updated project scope had been sent to Eastern Engineering Group (EEG) for review, and that an additional \$3,800 would need to be approved by Council to complete the design work.

B. Kennedy added that he had not received any direct comments back and noted that the purpose of the design was for comments before going to EEG.

Members discussed concerns that the proposed terminal footprint may be too small and agreed that the design should focus on long-term flexibility rather than future additions. Members emphasized the importance of creating a more welcoming and functional space at the airport, including opportunities for meeting rooms, classrooms, and multipurpose community use.

P. Wood noted that the current terminal building is beyond its useful life and may require significant repairs if retained.

Members also discussed focusing on maximizing usable space within the approved budget through an open and flexible layout and suggested removing the shower area to create additional usable space.

P. Brown thanked members for their feedback and suggested continuing the detailed design discussion offline.

3. Altimeter Calibration - Pat Brown, Supervisor of Transportation & Fleet Services

Chair Dyke asked what would be required to recalibrate the altimeter.

P. Brown advised that the preliminary quotes indicated it would cost approximately \$200 to send the unit out for recalibration. He added that additional contractor pricing is still being gathered to service the unit at the airport.

4. 1956 Plow Truck Removal Update - Pat Brown, Supervisor of Transportation & Fleet Services

Chair Dyke reported that the 1956 plow truck had been moved and expressed concern that it should not be used on the runway due to safety and space consideration.

P. Brown responded that truck is currently maintained as an emergency backup vehicle but could request that it be relocated out of the main line of sight.

5. Tar Chip Removal Update - Pat Brown, Supervisor of Transportation & Fleet Services

P. Brown advised that the remaining tar and chip piles are scheduled to be removed from the site on June 15, and the cleanup is expected to take less than one day.

6. Rental Property Cleanup Update - Pat Brown, Supervisor of Transportation & Fleet Services

P. Brown reported that the Rocky Road cleanup deadline is May 30 and that staff will follow up with the appropriate contact regarding the completion.

He reported the additional maintenance updates:

- Street sweeping was completed on May 7.
- Loose asphalt identified by Brock Air has since been repaired.
- Grass cutting is expected to be completed during the week.
- The signal circular review contract has been awarded, with completion targeted for June 13 for submission to Nav Canada.
- A rolling manual gate was installed on May 24 and is expected to be operational soon.

New Business

1. Alectra Update - Vice Chair David

Vice Chair David suggested that P. Brown speak to Alectra about including the Commission in on the debrief meeting.

P. Brown advised that he raised the request with Alectra, who indicated that they would be happy to meet with the Commission. He noted that Alectra indicated that the project was outside current market conditions and was considered too expensive for the proposed sizing.

2. Article in Business View Magazines - Chair Dyke and Vice Chair David

Chair Dyke shared that a North America-wide aviation publication focused on airport promotion will feature an article about the airport. He said that the article is expected to be published at the end of the month and will be available online.

Member Reports and Project Updates

Nil.

Adjournment

Moved by: M. Bowen
Seconded by: B. Williams

THAT the Airport Commission meeting be adjourned until its next regular meeting scheduled for June 16, 2026.

CARRIED

The meeting adjourned at 10:08 a.m.



Before



After



Terminal Design



Considerations

March 14, 2026

Brockville Airport Commission

Overall Design Philosophy

- Highly functional, low-staff building (1 employee on duty).
- Clear sightlines to runway and apron for traffic monitoring.
- Warm, durable finishes suitable for Eastern Ontario winters.
- Logical separation between public, crew, and operations zones.
- Expandable footprint: future 20+ person regional waiting area can attach to the public side without disrupting operations.
- Designed for GA passengers, charter clients, occasional business jet visitors, pilots/crew, medivac personnel, visitors and education.
- Simple building design for cost considerations

Functional Uses

- Centre for airport operations
- Pilot/aircrew rest/relax area
- Pilot/aircrew workspace for planning
- Executive Conference Room (meet at airport. Fly in/out)
- Passenger/Visitor Lounge area for up to 20 guests
- Public Washrooms (sightseers, potential for end of BrockTrail use)
- Potential education center, flight instruction

Flow Considerations

- Passengers from Curb/Parking -> Lobby -> Airside
- Pilots from Airside -> Crew Rest & Briefing/Planning
- Staff from Desk to Airside Operations & Fueling
- Visitors who come to watch aircraft

Branding

- Design should tell a story
- Materials
- Colour
- Lighting Tone
- Architectural Lines
- Signage/Wayfinding

Design Considerations

- High Traffic Durability
- Cleanability
- Lighting that enhances mood and visibility
- Safety and Security
- Future Expansion
- Brand Alignment (City of Brockville)
- Acoustics and Privacy
- Crew comfort
- Operational Workflow

Functional Area Design

Phase 1 - 2,000 sq ft

Phase 2 – 750 sq ft +

1. Public / Visitor Zone Visitor Lounge Seating

- Large windows facing runway
- Small refreshment counter (coffee, water, fridge)
- Space for local tourism/municipal info
- Public Washrooms (1-AODA compliant)
- Vestibule / Airlock Entrance (AODA compliant) for heat retention
- Future Expansion Wall
 - Positioned so a 20+ person regional waiting room can be added later
 - Expansion area would tie into washroom and security line if required

2. Operations / Admin Core Zone

- Operations Desk / Dispatch Counter (Open to Lobby)
 - Direct view of apron and runway
 - Radios, weather station, NOTAM access, CCTV

3. Crew Lounge Zone - Private, quiet, and separated from public areas.

- Crew Lounge
 - Recliners or couches
 - TV, kitchenette, charging stations, work stations
 - Sound-insulated
- Crew Washroom
- Crew Shower with change area
- High-value feature for medevac and survey crews

4. Meeting Room Zone

A flexible space for:

- Charter briefings
- Training sessions or other educational activities (schools etc)
- Local business use
- Seats 12 comfortably
- AV screen + conference table
- Airport board meetings
- Can double as overflow passenger space during irregular operations

5. Back-of-House / Utility

- Mechanical
- Electrical
- Tie in for backup generator

6. Public Washrooms

- Accessible without entering secure or crew areas
- 1- AODA compliant
- 1- Regular

Site Orientation Requirements

Runway-Facing Wall

- Large windows for:
 - Traffic monitoring
 - Visitor experience
 - Situational awareness
 - Staff desk/Crew Lounge should have direct line of sight to apron, fuel area, taxiway/runway intersection

Public Side

- Parking for 10+ vehicles
- Heated entrance vestibule
- Space for future expansion wing

Airside

- Secure gate for passengers(expansion)
- Clear path to apron without crossing vehicle lanes

Materials & Finishes Guide

1. Building Envelope (Exterior)

Walls

- Insulated metal panels (IMP) — 3–4” thick
 - R-24 to R-32
 - Fast installation, low maintenance
 - Light grey or charcoal

Roof

- Standing-seam metal roof 26-24 gauge, 40-50 year lifespan
 - Snow-shedding profile with snow guards over entrances
- High-R insulation (R-40+)

Windows

- Triple-pane, low-E, argon-filled
- Thermally broken aluminum frames
- Large runway-facing glazing for visibility

Doors

- Commercial aluminum storefront system for public entrance
- Steel insulated doors for crew and airside access
- Double vestibule or deep airlock to prevent heat loss

2. HVAC & Mechanical

Heating & Cooling

- High-efficiency heat pump system (cold-climate rated)
- Backup electric or propane furnace for -25°C and below
- Zoned HVAC:
 - Public area
 - Ops/admin
 - Crew lounge
 - Meeting room
 - Ventilation
 - HRV (Heat Recovery Ventilator)
 - Essential for energy efficiency
 - Keeps air fresh in winter when windows stay closed

Radiant Floor Heating (Optional)

- Dramatically improves comfort in winter

3. Interior Finishes (Durable, Easy to Maintain)

Flooring

- Public Areas
 - Luxury vinyl tile (LVT)
 - Salt-resistant
 - Warm underfoot
 - Easy to clean
- Entrance vestibule:
 - Commercial rubber tile or porcelain tile
 - Designed for snow, slush, and grit
 - Consider floor grate
- Crew Lounge
 - LVT or commercial carpet tile
 - Local area carpet to reduce noise
- Ops Desk Area
 - LVT
 - Durable for rolling chairs
 - Easy to clean
- Washrooms
 - Porcelain tile

Walls

- High-durability drywall with washable paint (eggshell or satin)

Colours

- Light greys, off-whites, muted blues
- Avoid dark colours in high-traffic winter areas (shows salt)

Ceilings

- Acoustic ceiling tiles (ACT) in:
 - Visitor lounge
 - Meeting room
 - Ops/admin
- Moisture-resistant ACT in washrooms
- Drywall ceilings in vestibule and mechanical rooms

4. Furniture & Fixtures

Visitor Lounge

- Commercial-grade seating (vinyl or performance fabric)
- Coffee counter with:
 - Under-counter fridge
 - Microwave
 - Durable laminate top

Crew Lounge

- Recliners or soft seating
- Wall mounted TV
- Small kitchenette with sink, mini fridge
- Dishwasher

Meeting Room

- 12-person conference table
- Wall-mounted display (55–65”)
- Acoustic panels (optional but recommended)

5. Lighting

Interior

- LED panel lights (4000K neutral white)
- Dimmable in:
 - Crew lounge
 - Meeting room
- Task lighting at Ops Desk
- Motion sensors in washrooms and storage rooms

Exterior

- LED wall packs
- Apron-side lighting coordinated with airport lighting plan
- Heated entrance canopy lighting

6. Electrical & IT

Power

- Generator tie-in panel (critical for medevac operations)
- Dedicated circuits for:
 - Ops desk
 - IT rack
 - HVAC zones

Data

- Wireless hub
- Central IT closet with:
 - Network rack
 - Server for Video recording, door security, temperature control
 - Weather station interface
 - Radio equipment

Security

- Card access on crew and airside doors
- CCTV covering:
 - Apron
 - Fuel area
 - Public entrance
 - Parking lot

7. Washrooms

Public Washroom

- Porcelain tile
- Solid-surface vanity
- Touchless fixtures
- High-CFM exhaust fan

Crew Washroom and Shower Room

- FRP or tile shower enclosure
- Slip-resistant tile
- Bench and hooks for winter gear

8. Future Expansion Considerations

- Matching exterior metal panels
- Matching roof profile
- Shared HVAC
- Shared washrooms (sized accordingly now)
- Knock-out wall on visitor lounge side
- Electrical panel sized for expansion

Meeting Customer Requirements

Small Business Jets / Charters

- Visitor lounge is adequate
- Meeting room adds value for business travelers

Future Regional Flights (20 +)

- Expansion should attach to the public side
- Shared washrooms reduce cost
- Security screening area can be modular

GA & Training Aircraft

- Small lounge is sufficient
- Meeting room can double as flight-planning space

Medevac

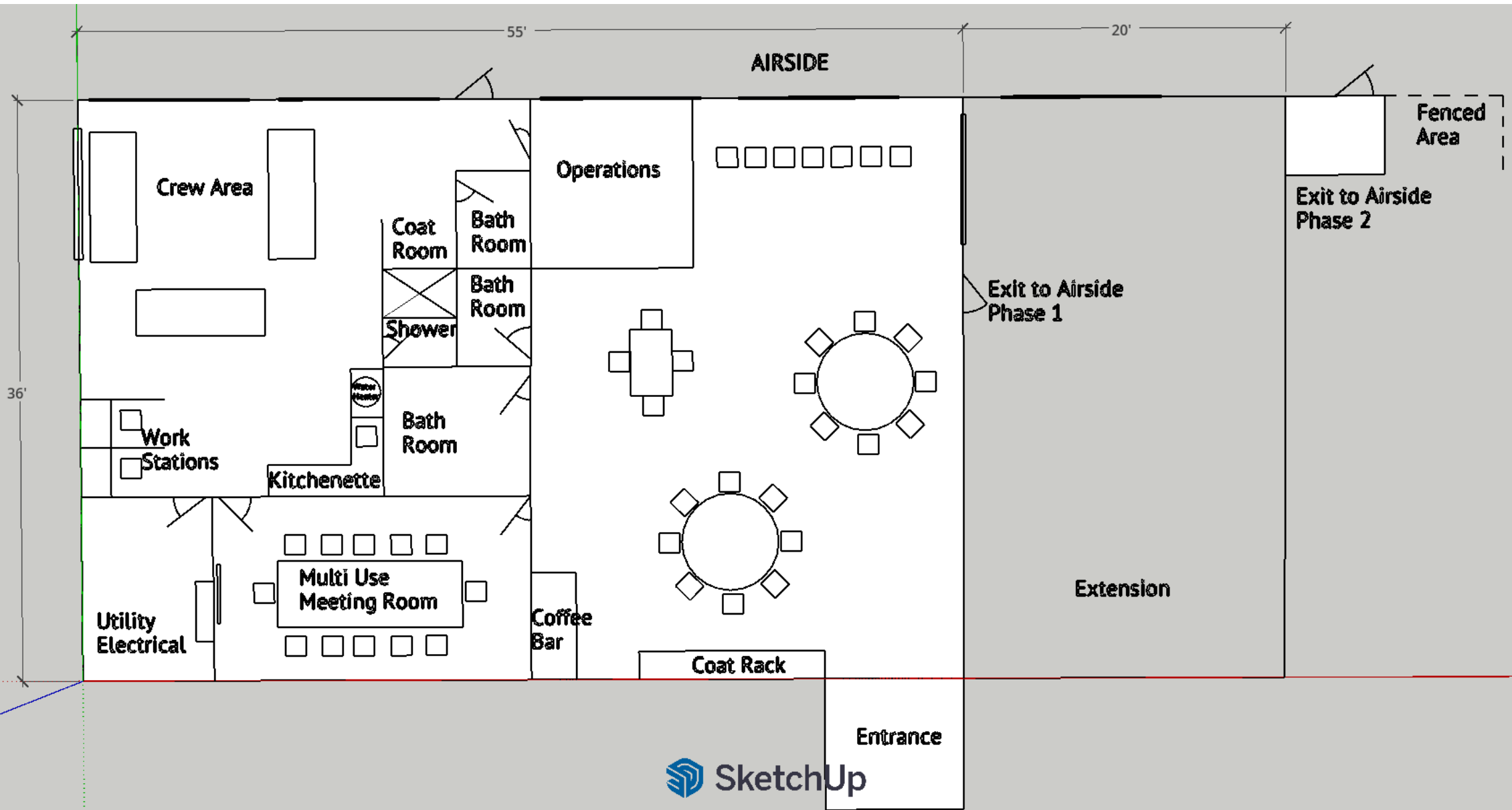
- Private crew lounge + shower is a major benefit
- Direct apron access is essential

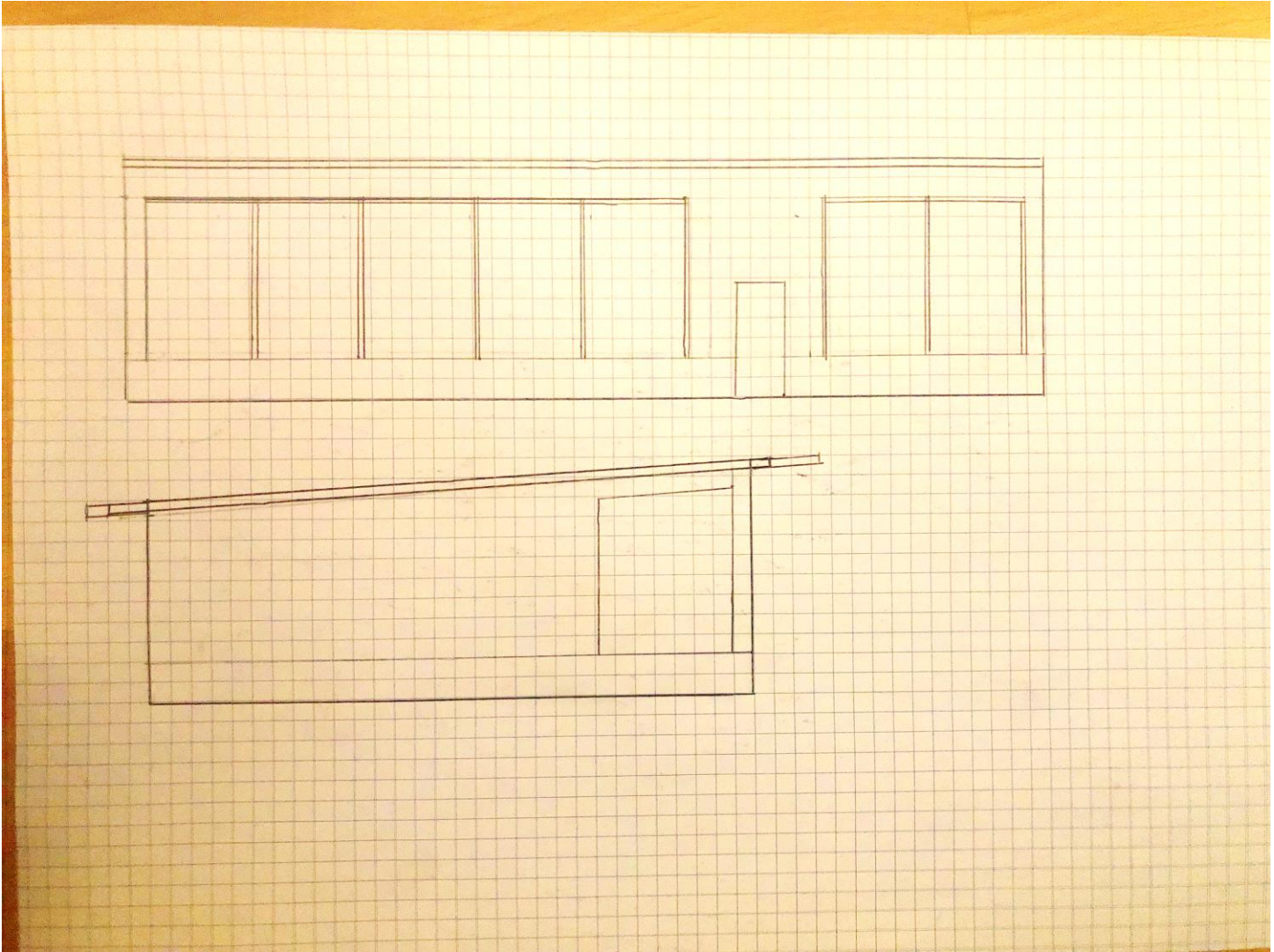
Survey Helicopters

- Need quick in/out access
- Prefer a quiet room for crew downtime

Sample Layout/Elevation

- **For discussion**
- **1,980 sq ft Phase 1**
- **Phase 2 - 750 sq ft or bigger depending on situation**
- **Meets criteria in simple building envelope**
- **Easy to prefab shell**
- **Placement – ideal where current building is**





14-15' vertical height air side
10-11' vertical height back side