

# The Corporation of the Town of Tillsonburg

## Tillsonburg Airport Advisory Committee Meeting

### AGENDA



February 27, 2025

5:30 PM

Tillsonburg Regional Airport - Meeting Room

244411 Airport Rd

Tillsonburg, ON N4G 4H1

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**1. Call to Order**

**2. Adoption of Agenda**

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the agenda for the Airport Advisory Committee meeting of February 27, 2025, be approved.

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

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

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Airport Advisory Committee minutes dated December 12, 2024, be approved.

**5. General Business and Reports**

**5.1 Airport Manager's Update**

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Airport Manager's update be received as information.

**5.2 Tillsonburg Airport Advisory Committee Standing Updates**

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_  
THAT the standing updates be received as information.

**5.3 Fire Safety Inspection Report**

Moved By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
THAT the fire safety inspection report be received as information.

**6. Next Meeting**

**7. Adjournment**

Moved By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
THAT the Airport Advisory Committee meeting of February 27, 2025, be adjourned at \_\_\_\_\_  
p.m.



**The Corporation of the Town of Tillsonburg  
Tillsonburg Airport Advisory Committee Meeting  
MINUTES**

Thursday, December 12, 2024

5:30 PM

Tillsonburg Regional Airport - Meeting Room

244411 Airport Rd

Tillsonburg, ON N4G 4H1

ATTENDANCE: Mark Renaud, Chair  
Nate Bain, Vice Chair  
Emily Crombez  
John Britton  
David Hillner  
Deb Gilvesy, Mayor

Regrets: Gurvir Hans  
Jeff Miller  
Dan Cameron  
Valerie Durston, Township of South-West Oxford Councillor  
Chris Parker, Councillor

Staff: Don Huras, Airport Manager  
Richard Sparham, Manager of Public Works  
Chris Baird, Acting Director of Operations and Development  
Tanya Daniels, Director of Corporate Services/Clerk

**1. Call to Order**

Meeting called to order at 5:30 p.m.

**2. Adoption of Agenda**

**Moved By:** Emily Crombez

**Seconded By:** Deb Gilvesy, Mayor

THAT the agenda for the December 12, 2024 Airport Advisory Committee be approved.

**Carried**

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

None.

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

**Moved By:** John Britton

**Seconded By:** Emily Crombez

THAT the minutes from the September 19, 2024 Tillsonburg Airport Advisory Committee be approved as amended noting the correction of the Airport Manager's correct name spelling.

**Carried**

**5. General Business and Reports**

**5.1 Airport Manager's Update**

Don Huras, Airport Manager, provided an overview of the Airport Manager's Update including answering questions from Members of the Committee. The committee undertook a discussion regarding winter plowing.

**Moved By:** Emily Crombez

**Seconded By:** Nate Bain, Vice Chair

A. THAT the Airport Managers Update be received as information; and

B. THAT the snow plowing list details be circulated to members of the Committee along with confirmation of lease arrangements; and

- C. THAT the Airport Manager circulate cafe painting details to all tenants; and
- D. THAT staff investigate improved statistical tracking / metrics to movements.

**Carried**

## **5.2 Tillsonburg Airport Advisory Committee Standing Updates**

The Committee undertook a discussion on the Standing Updates.

**Moved By:** Nate Bain, Vice Chair

**Seconded By:** Emily Crombez

THAT the Committee requests to Council the funding of runway crack sealing from the next Airport land sale as a priority repair.

**Carried**

**Moved By:** Nate Bain, Vice Chair

**Seconded By:** David Hillner

THAT the Tillsonburg Airport Advisory Committee Standing Updates be received with the noted December 12th updates

**Carried**

## **6. Information Items**

### **6.1 Ontario Airport Capital Assistance Program**

**Moved By:** Emily Crombez

**Seconded By:** Nate Bain, Vice Chair

- A. THAT the Ontario Airport Capital Assistance Program information item be received and
- B. THAT the Chair be requested to provide a presentation to the County of Oxford Council and Town of Tillsonburg Council on the Tillsonburg Airport; and
- C. THAT the Chair be requested to complete the OACAP letter of support with the inclusion of the medical vac, customs clearance, economic benefits and safety needs.

**Carried**

**7. New Business**

**7.1 Fuel Nozzle**

By consensus, the safety of the fuel nozzle discussion was added as new business. A general discussion occurred on the nozzle. The Airport Manager committed the nozzle to be fixed by January 1 or it will be removed.

**7.2 Fire Inspections Status**

By consensus, the fire inspection status discussion was added as new business.

**Moved By:** Emily Crombez

**Seconded By:** Nate Bain, Vice Chair

THAT staff be requested to source the Fire Inspection Reports for tenants and circulate.

**Carried**

**8. Next Meeting**

**8.1 2025 Meeting Dates**

**Moved By:** John Britton

**Seconded By:** Nate Bain, Vice Chair

THAT the 2025 Airport Advisory Committee meetings be approved bi-monthly commencing February 2025

**Carried**

**9. Adjournment**

**Moved By:** Emily Crombez

**Seconded By:** David Hillner

THAT the meeting adjourn at 6:30pm

**Carried**

## Manager's Report / CYTB Flight Deck Update

### **Spring Safety Seminar/Nav Canada Presentation:**

Plans are under way for our annual safety seminar. This year's session will feature a presentation by Nav Canada representative Sean McDonald. Discussion topics will include pilot currency vs. proficiency, recent aviation accidents, updated circuit procedures at uncontrolled aerodromes and many more. Watch for the date and be ready to mark your calendars.

### **Terminal Building Improvements:**

The café in the terminal has been revitalized with a hand painted mural by local artist Stella Jurgen, funded in part by local airport tenants and businesses. The main café area is now entering its final phase. Phase 2 for the hallway area will get underway in the Spring with the costs supported entirely by the sponsors.

### **Harvard Association's 2025 Schedule:**

This year's Harvard schedule is a full slate of fly-days and air shows. This year the Harvard association intends to have another Harvard ready to take to the skies. Several events are planned to follow what was one of the busiest schedules ever in 2024.

### **Fuel System:**

The fuel nozzle issue has been addressed. The pump pressure was part of the issue not originally properly diagnosed. This has now been corrected and a new nozzle, screen and swivel installed.

### **Property Maintenance:**

Wildlife impacting on the runway lighting has been a re-occurring event in the past few weeks. 4 runway lights were damaged by Coyotes chewing through the electrical wiring. Local hunters have been contacted to control the local population. I will update you on those efforts at our next meeting.

### **Fuel Sales:**

Q4 2023 W.T.I. crude oil \$73.90

Avgas	31,750 litres	\$ 76,782	Avg. Sale Price \$2.42	Avg. Mark up \$0.43
Jet	4,223 litres	\$10,346	Avg. Sale Price \$2.45	Avg. Mark up \$0.80

Q4 2024 W.T.I. crude oil \$72.37

Avgas	41,855 litres	\$97,105	Avg. Sale Price \$2.32	Avg. Mark up \$0.38
Jet	10,028 litres	\$21,611	Avg. Sale Price \$2.16	Avg. Mark up \$0.64

### **Aircraft Movements:**

Total aircraft movements for December of 2025 were 394 compared to 838 for the same period last year. The addition of landing fees for Ornge Medevac and Corrections Ontario helped contribute over \$5000 in additional revenue in 2024.

### **Security Enhancements:**

New security cameras will be installed in the next couple weeks. The system will feature video recording capable of 4k infrared viewing of the fuel system and ramp to help capture more accurate aircraft movements 24 hours a day. The system features 170 hours of motion activated video recording capability.

### **Construction and Development:**

The Froese hangar G1-7 shell was completed in December. Final grading of the lot will take place in the spring. The final stages of concrete and electrical have also been scheduled for the spring.



## CURRENT

Tillsonburg Airport Advisory Committee		
Standing Updates - Last Updated December 12, 2024		
Item		Notes
Security Camera	Expected completion is approximately Q1 or Q2 of 2024. Improvements still ongoing. RS to provide update at December meeting.	
Drainage Options for 02/20	The quote recieved was high. This item is shelved for the moment and will require proper authorization from Council. November 30 2024 drainage consultant attending airport.	Jonathon provided an update. Don has reached out to someone else for a quote to see if cost can be reduced
Displaced Threshold	Completion date unclear Threshold update from Airport Manager. Threshold reduced. Potential 2 new LPV approaches.	Revolving around approaches/tress. Have been meeting with legal and will be presented to council shortly
Strategy for Promotion of the Tillsonburg Airport	This is with Economic Development and Marketing Through ED officer, there are currently 3 proposed pacakages for golf/fly-in (some ovrenight). Close to finalizing pacakages - hopefully completed in next month. Reports to come back to next committee meeting. Also general advertising about events. Presentation occurred at Sept 19th meeting. In progress.	
Crack Sealing	Included in the 2024 budget A quote has been received (aprox. 50-60k). Budget pending for 2025 or alternatives surplus.	
2023 Capital Projects for 2023 (Apron expansion and AWOS system)	A 10 year forecast was submitted to Council. The direction from Council must come from a grant portfolio or be tied to a future land sale an purchase and the generation of revenue. This is subject to Council's discretion	Pending land sale.
Lawn Seeding	Note: When will grass be planted around the hangars (built approx. two years ago)	In the works.
Unresolved Drainage Ditch		
Taxiways	C-1 runway needs re-painted, taxi way widened and line not center. North of the Harward hanger, if hanger is on the grass it may connect plane to plane. Line painting to be completed by October 4th.	

# CURRENT

Tillsonburg Airport Advisory Committee		
Standing Updates - Last Updated December 12, 2024		
Item		Notes
Airport Operations Manual	2022 draft version has not been finalized. Staff report to Council. May 2025 updates completion date and review with Committee prior to presenting to Council.	
SMS Manual	2016 Document needing updates. Airport Manager to review and update. Provide an update to Committee in May 2025.	

# COMPLETED

Tillsonburg Airport Advisory Committee		
Standing Updates		
Item	Updated	Remove?
Gate Power	The conduit has been installed and it is a matter of connecting the gate. Staff to follow-up with Hydro-one. Completed.	New ticket was submitted

## **Tillsonburg Airport Advisory Committee**

### **Fire Safety Inspection Report**

#### **Background**

In June of 2023, the Township of South-West Oxford Fire Services and the Town of Tillsonburg Fire Services undertook joint fire safety inspections of all buildings at the Tillsonburg Regional Airport. These inspections were part of a collaborative effort to ensure the safety and preparedness of the airport in the event of a fire emergency.

#### **Objectives**

The primary goals of the fire safety inspections were as follows:

- To educate building owners on fire safety practices.
- To assess the buildings for any potential fire safety hazards.
- To reduce the risks and impact of fire incidents at the airport.
- To enhance the response to fire emergencies and minimize risks to firefighters who are tasked with responding to emergencies at the airport.

#### **Process**

While the intent and goals of the inspection process were clear, a few challenges related to notification procedures and staffing turnover within both fire services delayed the inspections and the reporting of the results.

As per the request from the Airport Advisory Committee, this report provides a summary of the key inspection issues identified and a list of inspection items has been forwarded to the Airport Manager for distribution to each respective hangar owner.

#### **Summary of Inspection Items**

The following issues were identified during the inspections of the airport hangars:

##### **1. Fire Extinguishers:**

- Missing fire extinguishers.
- Fire extinguishers of the incorrect type or undersized.
- Lack of monthly or annual inspections.
- Expired or outdated fire extinguishers (6 & 12 year)

**2. Means of Egress:**

- Egress paths obstructed or combustible storage.

**3. Storage of Combustibles:**

- Combustibles stored near electrical service panels.

**4. Propane Cylinders:**

- Propane cylinders stored indoors.

**5. Extension Cords:**

- Extension cords as permanent wiring.

**Acknowledgments**

We would like to thank all airport stakeholders for their cooperation throughout this inspection process. Your commitment to improving fire safety at the Tillsonburg Regional Airport contributes to the safety of all owners, employees, visitors, and our firefighters.

Please feel free to contact Fire Chief Shane Caskanette if you have any questions or need further clarification on this report.

**Sincerely,**

**Shane Caskanette**  
**Fire Chief / CEMC**  
**Township of South-West Oxford**

**Scott Tegler**  
**Interim Fire Chief / CEMC**  
**Town of Tillsonburg**