

July 3<sup>rd</sup>, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Execution of Funding Agreement with Transport Canada for Electronic Runway Condition Equipment and Runway Friction Tester**



Please find attached a report prepared by Tom Batiuk, Airport Supervisor outlining all the background information on the funding agreement with Transport Canada for up-dated electronic Runway condition equipment and Runway Friction tester. This new equipment will replace the existing runway friction testing equipment set up in the airport ½ ton truck. Transport Canada has agreed to contribute 100% of the cost to have the equipment installed and provide staff training on how to utilize the new equipment.

The O & F executive committee recommends the following;

- 1) The Town execute the contribution agreements with Transport Canada for the new electronic Runway condition equipment and Runway Friction tester.
- 2) That the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

**RECOMMENDED**  
JUL 09 2014  
DIV. MNG. *Doug Brown*  
EXECUTIVE COMM. *R. Widenheg*

**Council approval of this report will ensure the following:**

- 1) The Town execute the contribution agreements with Transport Canada for the new electronic Runway condition equipment and Runway Friction Tester.
- 2) That the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.

2014-06-17

To: Doug Brown

From: Tom Batiuk

Re: ACAP Agreement for Runway Condition Reporting Equipment

Please find attached the agreement for Runway Condition reporting equipment through the ACAP Program.

Changes have been made to the ways that we report runway conditions in the winter months. It has become necessary to apply for funding for new equipment to sustain these changes as well as streamline the process. Our current friction meter is now 7 years old. This unit is not capable of the automation required with the new runway condition reporting equipment.

With the purchase of this equipment it will allow full automation as well as real time data transfer to Nav Canada electronically. This will also allow for easier record keeping within our current SMS program. We are currently faxing this data in on a form that Nav Canada doesn't allow any longer to disseminate data on runway condition reporting.

This equipment will be installed in our ½ ton truck and will be a permanent installation. Our existing unit can therefore be declared as surplus or kept as a spare unit or traded in at the time of purchase and install of the new unit.

The funding will allow the airport to purchase the necessary equipment with training provided to ensure that we continue to comply with the new requirements for runway condition reporting as set out by Nav Canada and Transport Canada. Once the funding has been received the equipment will be purchased and installed into our vehicle before the coming winter season 2014/2015.

Please forward the attached agreement to Town Council for execution so that we may start the process to receive the funding.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Tom Batiuk', with a stylized flourish at the end.

Tom Batiuk  
Airport Supervisor



Transport Canada    Transports Canada

Ontario Region  
Programs  
4900 Yonge Street, 4th Floor  
Toronto ON M2N 6A5

Région de l'Ontario  
Programmes  
4900, rue Yonge., 4<sup>ème</sup> étage  
Toronto ON M2N6A5

Our file    Notre référence  
**7161-0297-01**  
**RDIMS# 9492992**

May 27, 2014

Mr. Tom Batiuk  
Chief Executive Officer  
Fort Frances Municipal Airport  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Dear Mr. Batiuk:

**RE:    AIRPORTS CAPITAL ASSISTANCE PROGRAM (ACAP)  
ELECTRONIC RUNWAY CONDITION REPORTING EQUIPMENT AND FRICTION  
TESTER AT FORT FRANCES AIRPORT  
CONTRIBUTION AGREEMENT T-3194**

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Reference is made to my letter of April 9, 2014 confirming ACAP funding for the above-noted project.

Three original copies of the Financial Assistance Agreement are provided for the appropriate signatures. Once the documents have been executed by Transport Canada and registered by our legal department, one copy will be returned to you.

A teleconference will be set up with you in the next week or so to discuss any questions you may have in regard to the contribution agreement. We will also discuss the next steps in the project's implementation.

Should you have any questions, please feel free to contact me at 416-952-0484.

Yours truly,

  
Mary Louise Canning  
Regional Manager,  
Funded Programs