PORTSTORONTO

BILLY BISHOP TORONTO CITY AIRPORT

COMMUNITY LIAISON COMMITTEE
MEETING #20

MEETING MINUTES

Wednesday November 25, 2015
Harbourfront Community Centre
Toronto, Ontario

Minutes prepared by:

LURA
LISTEN · UNDERSTAND · RELATE · ADVANCE

NOTE: Toronto Port Authority announced on January 19, 2015 that it rebranded to PortsToronto effective immediately. All CLC meeting minutes going forward and inclusive of these minutes will have the PortsToronto logo.

These meeting minutes were prepared by Lura Consulting. Lura is providing neutral third-party consultation services for the PortsToronto Community Liaison Committee (CLC). These minutes are not intended to provide verbatim accounts of committee discussions. Rather, they summarize and document the key points made during the discussions, as well as the outcomes and actions arising from the committee meetings. If you have any questions or comments regarding the Meeting Minutes, please contact either:

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Summary of Action Items from Meeting #20

Action Item #	Action Item Task	Who is Responsible for Action Item
M#20-A1	Finalize and distribute minutes from CLC meeting #16 and #17 and Neighbourhood Association Subcommittee meeting #1 and #2.	Lura/PortsToronto

Appendices

Appendix A1-1: Tunnel and Ornge Facilities Tour Highlights Report
Appendix A1-2: Safety Management System Overview Presentation

List of Attendees

Name	Organization (if any)	Attendance
COMMITTEE MEMBERS		
Andrew Hilton	Waterfront Toronto	Regrets
Anna Palamarchuk	Waterfront Toronto	Present
Brad Cicero	Porter Airlines	Present
Chris Glaisek	Waterfront Toronto	Regrets
Christian Ilumin	Sky Regional Airlines	Absent
Councillor Joe Cressy	City of Toronto, Ward 20	Regrets
Councillor Pam McConnell	City of Toronto, Ward 28	Regrets
David Stonehouse	City of Toronto – Waterfront Secretariat	Present
David Whitaker	Tourism Toronto	Absent
Hal Beck	York Quay Neighbourhood Association (YQNA)	Present
Heather Johnson	Bathurst Quay Neighbourhood Association (BQNA)	Regrets
Lia Brewer	Councillor Joe Cressy's Office	Regrets
Matthew Kofsky	Board of Trade	Absent
Robert Kearns	Ireland Park	Absent
Ron Conard	Toronto Island Community Association (TICA)	Regrets
Sean McIntyre	Councillor Pam McConnell's Office	Regrets
Trevor Stevenson	Resident	Present
Warren Lampitt	Air Canada	Absent
TPA REPRESENTATIVES		
Gene Cabral – Chair	PortsToronto	Present
Ken Lundy	PortsToronto	Present
Mike Karsseboom	PortsToronto	Present
Deborah Wilson	PortsToronto	Present
Angela Homewood	PortsToronto	Present
Robert Comeau	PortsToronto	Present
MEMBERS OF THE PUBLIC		
Wayne Christian	York Quay Neighbourhood Association (YQNA)	Present
FACILITATION AND SECRETARIAT		
Jim Faught	Lura Consulting	Present
Leah Winter	Lura Consulting	Present

1. WELCOME AND INTRODUCTIONS

Mr. Jim Faught, Lura Consulting, welcomed members of the Billy Bishop Airport Community Liaison Committee (BBTCA - CLC) to the twentieth committee meeting. Mr. Faught reviewed the agenda and facilitated a round of introductions.

2. REVIEW OF PREVIOUS MEETING MINUTES

Mr. Faught reviewed the minutes from CLC meeting #19. He noted that draft meeting minutes from meeting #19 were distributed via email to committee members for review. No comments were received and the minutes from meeting #19 were posted on the PortsToronto website.

Mr. Gene Cabral, Ports Toronto, reiterated that the CLC Terms of Reference is established and sets out expectations for the Committee. The intention is to have the draft minutes distributed within three weeks of the meeting and CLC members are given four weeks to review before they are finalized. Minutes from all 19 meetings to date have been posted on the PortsToronto website. Mr. Cabral indicated that comments relating to meetings #16 and #17 were received from YQNA and the minutes will be revised and re-distributed following the meeting. The subcommittee meeting minutes are also close to being finalized. In the discussion on the status of the meeting minutes the following comments were raised:

- *The YQNA representative requests that the finalized meeting minutes be sent out to CLC members by email from Lura instead of just posting the final minutes on the website.*
- Mr. Faught emphasized that the meeting minutes are a summary of the meeting and not a verbatim record of what was said. Mr. Cabral reiterated that the goal is to deliver the minutes on time and avoid a backlog.

Action:

M#19-A1. Finalize and distribute minutes from CLC meeting #16 and #17 and Neighbourhood Association Subcommittee meeting #1 and #2. Also, going forward from CLC#16, minutes will be emailed once finalized as an extra step above posting them on the PortsToronto Website

3. BATHURST QUAY NEIGHBOURHOOD PLAN UPDATE

Mr. David Stonehouse, City of Toronto, provided a brief update on the Bathurst Quay Neighbourhood Plan. Key points from the update include:

- The Bathurst Quay Neighbourhood Plan (BQNP) began about a year ago and the work will continue into 2016.
- A report was considered by Toronto Community Council in June 2015 and then went to full City Council in July 2015. The report focused on the directions and principles of the plan.

- A public Open House is being held on December 15, 2015 from 4:00pm-7:00pm. It will be a drop-in format with a short presentation which will be repeated at 4:30pm and 6:30pm. Invitations for the Open House are to be sent out on Monday November 30, 2015.
- The purpose of the Open House is to provide an update on the progress of the study and work completed to date and to discuss the concept that is emerging out of the three concepts that were presented in June.
- The two main issues are transportation and use of the Canada Malting site.
- The City has hired a staff person to fill the vacancy of Christopher Dunn, who will be starting with the city on December 7, 2015.

4. 2016 AIRPORT CAPITAL PROJECTS UPDATE

Mr. Ken Lundy, PortsToronto, provided an update on the 2016 Airport Capital Projects that were presented at the previous meeting. Key points from the update include:

- PortsToronto has hired a consultant for the rehabilitation program. They have been engaged to prepare design drawings. PortsToronto anticipates going for tender in mid-February 2016, with responses back from contractors by the end of March. At this point PortsToronto will be able to determine what the construction schedule will look like.
- The consultants will also be providing the specifications for the design build of the ground run-up enclosure which will be running in parallel with the rehabilitation.
- At the next CLC meeting in February 2016 more details will be provided. There is also the option to invite the consultant to the meeting to discuss the plans and phasing of the work.

5. PORTER PROPOSALS – UPDATE

Mr. Gene Cabral, PortsToronto, provided an update on the three studies commissioned by PortsToronto as part of the Porter Proposal: the Environmental Assessment (EA) to evaluate potential impacts of introducing next-generation jet aircraft to BBTCA and extension of the land mass, the preliminary runway design, and the Master Planning exercise. Key points from the update include:

- For the last two years, PortsToronto has been updating the CLC members on the status of the three studies.
- The Minister of Transport communicated on November 12, 2015 through social media (Twitter) that the tripartite agreement would not be re-opened.
- No direct communication from the Federal government or the City of Toronto has been received by PortsToronto regarding the studies.
- At this point, the studies are in the technical assessment stage and getting close to completion.
- The work continues to be completed by the consultants and PortsToronto is preparing for the reports to be completed in early 2016 unless otherwise directed.

Below is a summary of the comments and questions raised by committee members regarding the Porter Proposal studies:

- *The YQNA representative inquired if all signatories of the tripartite agreement are kept informed of the past and ongoing cost of the studies.* Mr. Cabral expressed that PortsToronto provides updates on a regular basis to various levels including Transport Canada, Councillors and city

staff. The projects are fully funded by PortsToronto through the Airport Improvement Fees. No funding comes from outside of PortsToronto. PortsToronto has stated that the studies have cost up to $4M.

- *The YQNA representative stated that community members are interested in seeing the studies completed for the pre-existing and baseline conditions and that YQNA is endorsing the continuation of the studies so that the data and community concerns can be documented. He expressed that to date these concerns are not visible in the literature.*
- *The YQNA representative was interested in the cost sharing for the studies.* Ms. Deborah Wilson, PortsToronto, clarified that PortsToronto is paying for the studies in full and there will be no distribution of costs between the signatories. She emphasized that no taxpayer dollars are paying for the studies. Mr. Cabral added that the EA for the Porter Proposal is looking at a baseline conditions from 2012.
- Ms. Angela Homewood, Ports Toronto, further explained that the EA looks at the proposed project and its impacts, and how to mitigate against those impacts. The EA doesn't consist of a regulatory review or going back in time to look at what the impacts are. It considers a point in time based on when the data is available as it relates to a specific proposal.
- *The YQNA representative stated that there was never an EA done for the proposed airport expansion in 2002. He indicated that the EA should look at both the pre-existing and baseline conditions. From the community's perspective, they would like to understand what the obligations of the signatories are. YQNA would like to leverage the EA work to satisfy the needs of the community and the needs of all the signatories.*
- Mr. Cabral stated that the reports are anticipated to be completed in Early 2016.
- *The YQNA representative requested that a copy of the final runway design submitted to Transport Canada in October be shared.* Mr. Cabral indicated that it cannot be shared publicly as it is not normal practice or consistent with other airports to share that information due to safety and security concerns.

6. TUNNEL AND ORGNE TOUR OVERVIEW

Mr. Jim Faught, Lura Consulting, provided an overview of the CLC Tunnel and Orge Facilities Tour that took place on October 14, 2015. Key points from the presentation include:

- Four CLC members attended the tour on October 14, 2015.
- The tour began in the mainland vehicle drop-off area where participants viewed the turning circle and flow of traffic.
- Inside the mainland terminal building participants viewed the digital display screens and life-sized bronze statues of Billy Bishop and William Barker.
- There are six mainland side elevators with a capacity of 1066 passengers/hour.
- Inside the tunnel participants commented that it felt like being in an airport terminal rather than a tunnel, given the size and brightness of the space.
- At the top of the escalators on the island size, participants viewed the glass pyramid overhead exposing views of the Toronto skyline.
- At the Ornge hangar, participants met base manager Karen Orr who provided a tour of the facility including the helicopters and ambulances designed to transport critically ill patients.

- During the tour, one of the two operating helicopters was dispatched to Milton for a patient transfer.

Below is a summary of the comments and questions raised by committee members regarding the tour overview:

- *The YQNA representative expressed his thanks to PortsToronto for organizing the tour.*
- Mr. Cabral stated that there will be future opportunities to tour other areas of the airport.
- *The YQNA representative asked for clarification on the purpose of the advertisement screens that are enabled to track the presence of a smartphone.* Mr. Cabral explained that the purpose is to see where people are congregating within the terminal and tunnel for advertising purposes and to understand passenger flows.
- Mr. Cabral indicated that he will ensure the CLC is made aware of the annual Ornge Doors Open event for those that were unable to attend the tour.

7. BBTCA FIRE CHIEF INTRODUCTION

Mr. Robert Comeau introduced himself as the BTTCA Fire Chief. He provided an overview of his background and experience as a firefighter and fire prevention officer:

- Mr. Comeau joined BBTCA in April 2015. He has been a firefighter for 27 years. He came from the Quinte West Fire Department where he served as a Fire Prevention Officer for 5 years. Prior to that he was a military firefighter for 22 years. He has travelled around the world and Canada throughout his career. He has also been a Chemical Biological Radiation and Nuclear Specialist, Platoon Chief and Fire Chief.
- A tabletop simulation will be taking place on December 3, 2015 where a crash and tunnel security incident will be simulated. The emergency response plan is very robust and the simulation will also help to determine if updates need to be made.
- There is an opportunity for CLC members to tour the fire department facility in 2016 and hear further presentations.

Below is a summary of the comments and questions raised by committee members following Mr. Comeau's introduction as Fire Chief:

- *The YQNA representative requested that the next fire department presentation also include control and management of explosive substances. Residents are concerned with fuel storage.* Mr. Cabral indicated that he would like to also propose a tour of the fuel storage facility which would include emergency management.
- *The YQNA representative suggested that the community be notified of the emergency exercise happening on December 3.* Mr. Cabral clarified that the exercise taking place on December 3 is a tabletop simulation. Every two years they are required to do a full live scale emergency exercise and every other year it is a tabletop exercise. For a live simulation the community would be notified.

8. BBTCA SAFETY MANAGEMENT SYSTEM OVERVIEW

Mr. Mike Karsseboom, PortsToronto, provided a presentation on the BBTCA Safety Management System (SMS). Key points in the presentation include:

- Transport Canada defines SMS as a documented process for managing risks that integrates operations and technical systems with the management of financial and human resources to ensure aviation safety or the safety of the public.
- The implementation of SMS is a legislated requirement by Transport Canada and mandatory for all Canadian airports.
- The Accountable Executive is Gene Cabral who reports to the CEO as well as approved directly by Transport Canada.
- All safety critical functions of the airport are controlled and audited under the Airport SMS. They are audited on a three-year cycle, but all documents are also in a continuous improvement process.
- Every SMS Program has annual goals and objectives.
- Every airport is required to have an SMS Manual. The manual is audited and approved by Transport Canada. It was most recently updated on July 30, 2015.
- Some SMS initiatives include: SMS bulletin board for all employees to submit safety concerns; a computerized reporting system for company wide access to the SMS; SMS awareness training; human and organizational factors training for all employees with direct responsibilities airside; monthly safety posters highlighting an aspect of airport safety; and monthly SMS Committee meetings to discuss safety in all aspects.

Below is a summary of the comments and questions raised by committee members regarding the Safety Management System overview presentation:

- *The resident-at-large representative inquired about how frequently bird strikes occur and how the worm issue is managed.* Mr. Karsseboom explained that the runways are swept in order to manage the worm issue. Other airports use pesticides on the edge of the runways but given the proximity of BBTCA to Lake Ontario that approach is not preferred. With respect to bird strikes, the Canadian average is 2 strikes per 10,000 movements. BBTCA is at 1.6 strikes, which is below the average of other airports. The bird population tends to stay north and south of the main runway.
- *The YQNA representative inquired about how the bird strikes are counted.* Mr. Karsseboom explained that a bird strike is counted if a pilot reports a strike or if a bird is found within 200 feet of the edge of the runway. If multiple birds are struck in one incident, it is counted as a single strike. Generally, they are reported by NAV Canada through the Civil Aviation Daily Occurrence Reporting System (CADORS) or through the airline. It is mandatory for a pilot to report a bird strike to NAV Canada.
- *The YQNA representative inquired about the radius from the airport that a bird strike gets attributed to a particular airport.* Mr. Karsseboom responded that it is mandatory to report a bird strike no matter where it occurs. Where the strike gets accounted becomes questionable. BBTCA controls birds for 1 km and monitors for 8 km around the airport.
- *The City of Toronto representative inquired about regular security audits.* Mr. Karsseboom explained that aviation safety and aviation security are distinct areas. A Security Management

System will be required soon from Transport Canada. Currently BBTCA has an Airport Security Program. This information is not available publicly.

9. BUSINESS ARISING

Mr. Cabral described the potential site visits for 2016 based on previous CLC member feedback:

- Firehall and Maintenance Facility Tour (suggested for February, combined with de-icing operations)
- Fuel Storage – Facilities and Management (suggested for spring or summer)

Mr. Cabral opened up the floor for additional suggestions or comments on the potential site visits:

- *The YQNA representative indicated that some community members have expressed concerns with how the birds are scared away. He requested if it is possible to show how that is carried out during a site visit.* Mr. Cabral responded that this can be arranged and combined with the fuel storage tour.
- *The YQNA representative expressed that most of the community concerns are related to the bird sanctuary and how the airport is impacting migratory and non-migratory birds.* Mr. Cabral suggested that the wildlife biologist that was part of the EA process would be a good resource to provide more information on that at a future meeting.

With respect to future requested attendees, Mr. Cabral expressed that PortsToronto is working to get Transport Canada to attend the next CLC meeting on February 24, 2015. Other suggestions for requested attendees include:

- *The City of Toronto representative indicated he would like to meet the new terminal operator.*

10. WRAP UP

Mr. Faught thanked CLC members for attending the meeting, and informed members of the dates for the four BBTCA CLC meetings taking place in 2016.

- February 24
- June 1
- September 21
- November 23

ADJOURN

Appendix A1 – 1

Tunnel and Orgne Facilities Tour Highlights Report

BBTCA Tunnel and Ornge Tour Highlights – October 14, 2015

Introduction

PortsToronto hosted a tour of the BBTCA tunnel and Ornge facilities for Community Liaison Committee (CLC) members on October 14, 2015 at 4:00pm. Four CLC members attended.

Tour Participants

- David Stonehouse, City of Toronto Waterfront Secretariat
- Heather Johnson, BQNA
- Hal Beck, YQNA
- Brad Cicero, Porter Airlines (Part)
- Greg Ballantyne
- Gene Cabral, PortsToronto
- Jim Faught, Lura Consulting
- Leah Winter, Lura Consulting

Tunnel Tour

- Participants began the tour of the BBTCA tunnel in the mainland vehicle drop off area. Mr. Cabral explained that the new shuttle drop off will be beside the main building entrance which will increase taxi capacity at the current shuttle drop off site. This will be implemented over the next few months.
- There are eight temporary drop-off/pick-up spots at the turning circle and there is a consistent flow of traffic, with staff directing vehicles and pedestrians. Signage will also be added to the turning circle to indicate no charge/short term waiting.
- The improved flow of vehicles has alleviated traffic on Eireann Quay and a traffic study of the surrounding area will be conducted.
- Since the tunnel opening, PortsToronto has seen an 85% decrease in ferry usage. The ferry continues to run approximately every 15 minutes.
- The City of Toronto is continuing to raise funds to rehabilitate the dock wall and would like to create public access to the water's edge.
- Inside the mainland tunnel pavilion is a large digital screen displaying airport information (arrivals/departures) and advertisements. The pavilion also features life-size bronze statues of Billy Bishop and William Barker.
- The mainland side of the tunnel has 6 elevators with a capacity of 1066 passengers/hour.
- The tunnel is 110 ft deep and 853 ft long from the mainland to the island side atrium.
- Within the tunnel there is an 11 ft elevation change to accommodate the island side escalators. There are three escalators; typically running two downward and one upward.

- Participants commented that the inside of the tunnel feels like a typical airport terminal rather than a tunnel.
- Advertisements lining the island side escalators can track the flow of passengers by sensing the presence of mobile phones.
- At the top of the escalators passengers enter the island side terminal below a glass pyramid exposing views of the Toronto skyline.
- Suspended in the island atrium is a replica of Billy Bishop's Nieuport 17 fighter plane.
- Thanksgiving weekend was the busiest weekend for tunnel traffic to date.

Ornge Tour

- Karen Orr, the Base Manager at Ornge, provided a tour of the Ornge hangar.
- Ornge provides high quality air ambulance service and medical transport to people who are critically ill or injured.
- Ornge has 11 bases throughout Ontario in: London, Toronto, Markham, Peterborough, Ottawa, Sudbury, Timmins, Thunder Bay, Sioux Lookout, Kenora, and Moosonee.
- There are two crews operating from the Toronto base with 24/7 coverage. Crews consist of two pilots and two paramedics. The Toronto base conducts patient transfers as well as scene calls.
- Two AgustaWestland AW139 rotor wing aircraft operate at the base with a 3rd AW139 stationed as backup. The aircraft are equipped to land in water and do not operate in icing conditions. The helicopters have a range of approximately 450 nautical miles.
- The interior of the helicopters are designed to transport critically ill patients.
- Patients are usually transferred directly to trauma centres at St. Michael's Hospital and Sunnybrook Hospital.
- Ornge accounted for 5500-6000 aircraft movements at BBTCA last year.
- Ornge operates fixed wing aircraft in northern Ontario. Jets, which are subcontracted by Ornge, are able to land at the Toronto base which is in close proximity to trauma centres in the downtown core.
- During the CLC tour a crew departed for Milton for a patient transfer.

Appendix A1 – 2

Safety Management System Overview Presentation



Billy Bishop Toronto City Airport
Safety Management System

Date: November 25, 2015

Presented By: Mike Karsseboom

PORTS TORONTO



What is SMS



SMS is a Safety Management System (SMS)

Transport Canada Definition:

A documented process for managing risks that integrates operations and technical systems with the management of financial and human resources to ensure aviation safety or the safety of the public.

The implementation of SMS is a legislated requirement by Transport Canada and mandatory for all Canadian airports

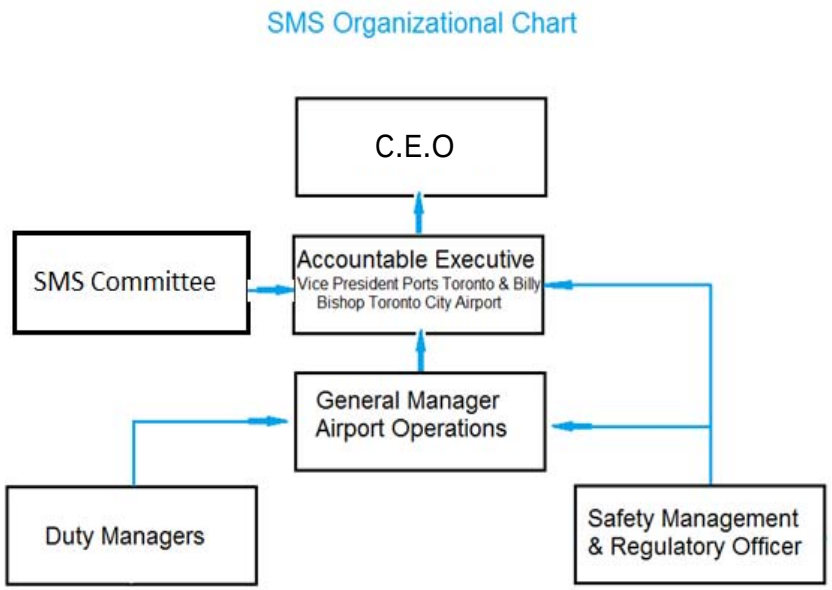
SMS is a Proactive approach to managing safety.

...Be Seen...Be Aware...Be Safe

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Organizational Chart for SMS



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All Safety Critical Functions of the Airport are Controlled and Audited under the Airport SMS.

100% of the activities authorized under the certificate are reviewed and audited including but not limited to:

- Wildlife Management Program
- Emergency Response Plan
- Safety Management System
- Obligations of the Operator
- Airport Operations Manual
- Winter Maintenance
- TP312
- Aircraft Rescue and Fire Fighting

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SMS Initiatives
Goals & Objectives 2015

Safety Management Systems
Airport Goals & Objectives
2015

1. Increase SMS Safety Reports by 10% over 2014.
2. Reduction of Bird Strikes by 10% over 2014.
3. Reduce Runway Incursions by 20% over 2014.
4. Monitor & Track FOD by Location & Type.
5. Monitor & Track Unauthorized Access.
6. Increase Awareness of Airport Safety through Airport Safety Awareness Poster Program.

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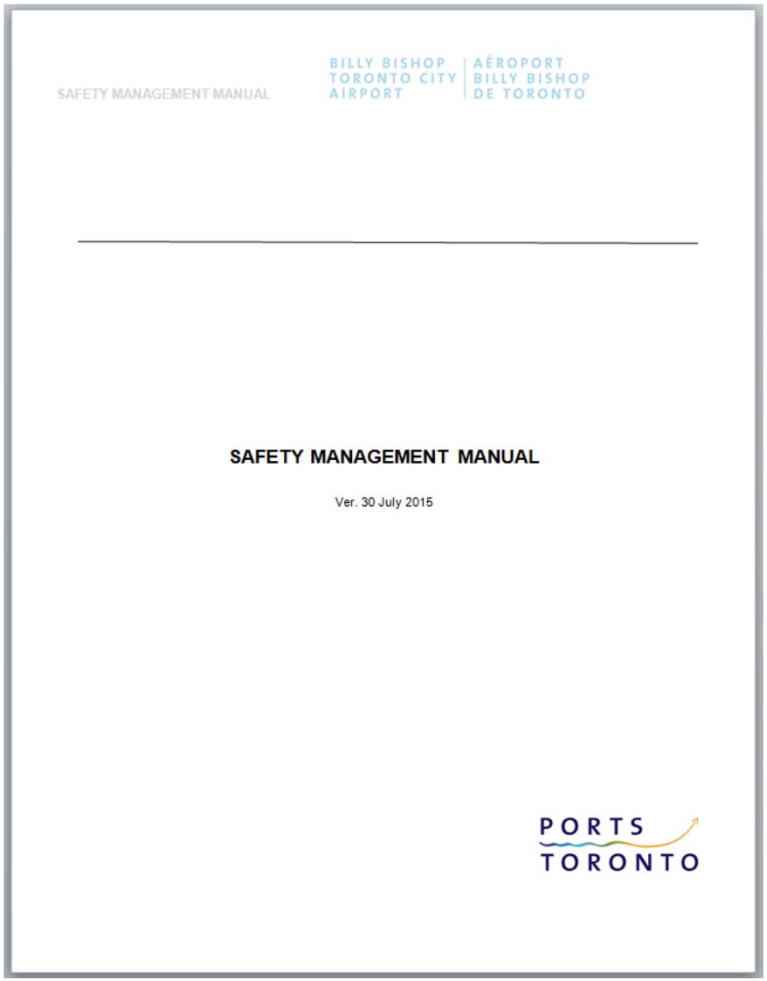
AIRPORT SAFETY AWARENESS PROGRAM

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SMS Initiatives

Comprehensive SMS Manual

Approved by Transport Canada



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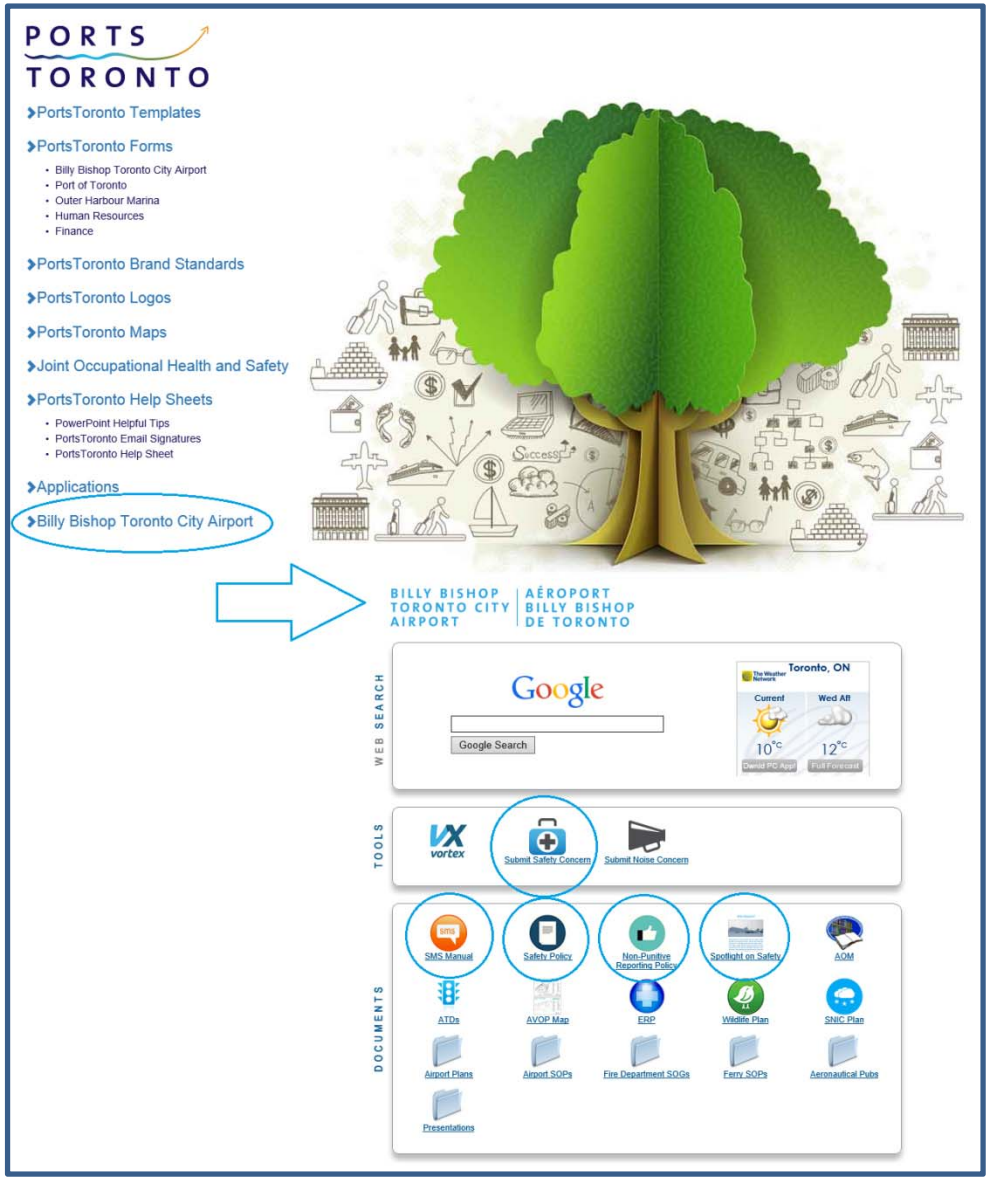
SMS Initiatives

SMS Bulletin Board for ALL Employees to submit Safety Concerns



SMS Initiatives

Computerized Reporting System for company wide access to the SMS.



SMS Initiatives

All Employees receive

SMS Awareness Training



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SMS Initiatives

All employees with direct Responsibilities Airside Receive Human and Organizational Factors Training.



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SMS Initiatives

Monthly Safety Posters highlighting an aspect of Airport Safety



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SMS Initiatives – SMS Committee

- Monthly SMS Committee Meetings to discuss Safety in all aspects.
- Members include the Accountable Executive and representatives from all levels of airport management.
- Working group for monitoring and reviewing the effectiveness of the Safety Management System.
- Quarterly review of SMS by Senior Management of the Billy Bishop Toronto City Airport and PortsToronto.

Questions?