



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: February 22, 2024
Time: 6:00 p.m.
Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member
R. Bodner, Member
L. Van Vliet, Member
G. Speck, Member
K. Ker, Member
J. Lee, Member (Virtual)

Others Present: N. Giles (Bookkeeper)
N. Rubli, Clerk

1. Call to Order

J. Maclellan called the meeting to order @ 6:02 p.m.

2. Adoption of Agenda

Moved by Member L. Van Vliet
Seconded by Member G. Bruno

That the agenda dated February 22, 2024 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – January 22, 2024

The Clerk provided the following report from the Closed Session meetings held January 22, 2024:

The Commission met in closed session on January 22, 2024 and discussed the following items:

14.1 Lease Negotiation Update

14.3 Land Lease Negotiation

14.4 Municipal Shareholders Agreement

As a result of these discussions there is nothing further to report.

The Commission also discussed item:

14.2 Commercial Lease Negotiation

As a result of this discussion direction was provided in accordance with the Municipal Act.

5. Approval of Minutes

5.1 January 22, 2024 Regular Meeting

Moved by Member R. Bodner

Seconded by Member K. Ker

That the minutes of the Commission meeting held on January 22, 2024 be approved as circulated.

Carried

6. Delegations

None at this time.

7. Correspondence

7.1 Oxford Aviation Group

Correspondence was received from the Oxford Aviation Group, they would like to visit the Airport on Sunday June 16th, 2024. The Group comes from England and has proposed a 3:20pm arrival with 5-10 people anticipated. N. Giles provided this information to COPA and COPA may host a BBQ and provide a sightseeing tour. Commissioners are asked to mark their calendar for the event to welcome the Group.

8. Chair's Remarks

8.1 Facility Operator Recruitment Update

Chair Maclellan relayed that approximately 60 applications were received. Two interviews were conducted. An offer has gone out to one of the applicants and upon accepted, it is anticipated the new Facility Operator will start March 13th. Once the employment contract is signed further details will be released on the new Facility Operator.

8.2 Niagara Regional Police Airport Inspection

Chair Maclellan relayed that the Niagara Regional Police performed an inspection at the Airport to review Airport security. There were security observations that arose from the inspection. The Chair would like to seek senior government funding to implement some of the recommendations.

9. Operations Report and Updates (Vice Chair)

9.1. Airport Signage

Member Van Vliet relayed that he has calls out to the Niagara Region Sign shop to inquire about procuring new signage.

9.2. Weather Report on Airport Website

N. Giles reported that the Say Weather system is not working properly. They are working to get the problems rectified.

9.3. Niagara Region Public Health Unit Inspection

N. Giles relayed that the Health Unit did an inspection on the water reports. Suggestions were made on enhanced water reporting that could be kept. The Health Unit passed the Airport and stated everything is in compliance. N. Giles has drafted some procedures regarding water that will be followed moving forward.

10. Financial Report Update (N. Giles)

10.1 2023 Financial Audit

N. Giles relayed that the financial audit started on January 10th and is almost complete. N. Giles is working with the Accountant on how to best calculate Asset Retirement. A Designated Substance report may be required, and a quote was obtained from a contractor that did similar work at Port Colborne to perform this work. The quote to do the report is approximately \$5000. To perform the Asset Retirement costing the quote to do this work is an additional \$5000. N. Giles will call Wainfleet to ask who did similar work for the municipality and will report back to the Commission.

The Canada Revenue Agency (CRA) also called regarding an audit they were conducting on the Airport with regards to HST. N. Giles has provided all documents the CRA required.

10.2 Tie Down Rates

Member G. Bruno relayed that the tie down rates have not been reviewed since 2021. There are currently 5 yearly tie down spots being used. There are 24 spots available for daily tie downs. Last year there was \$300 in daily tie down revenue.

After a review of comparable Airport tie down rates, Member G. Bruno and N. Giles are recommending the following rates be implemented April 1st, 2024:

- \$ 15 inclusive of HST - daily tie down rate (Current rate is \$15 daily)
- \$90 exclusive of HST - monthly tie down rate (Current rate is \$75 monthly)
- \$990 exclusive of HST - annual tie down rate (Current rate is \$825 annually)

Based on this discussion the following motion was considered:

Moved by Member G. Bruno
Seconded by Member L. Van Vliet

That the new tie down rates of \$15 daily inclusive of HST and \$90 monthly and \$990 annually exclusive of HST be adopted and effective April 1, 2024.

Carried

11. Special Projects (G. Bruno)

11.1 Capital Projects Proposal for Grant Funding Opportunities

Member G. Bruno relayed there is \$157,539 in an uncommitted reserve fund. Member G. Bruno feels there are potential projects (capital wish list) that the Airport should seek senior level of funding to complete. Proposed projects and estimated costs at a high level are:

- Front Entrance and Main Drive/Parking Lot Paving \$90,000
- Surveillance Cameras \$40,000
- Perimeter Fencing and Gates \$200,000
- Equipment Storage/Workshop \$200,000
- Above Ground Fuel Tanks \$175,000
- Additional Rental Hangars @ \$60,000 each

The funding from senior levels of government may require a matching of funds from the Airport. Member G. Bruno would like to approach the local MPs and MPPs to see if there are grant programs available to support the proposed projects. Member K. Ker suggested speaking to the Municipal Grant Writers to see if there are funding opportunities available. The Facility Operator will be tasked with this project to seek funding opportunities.

12. New Business

None noted

13. Upcoming Meeting

13.1 March 28, 2024 or call of Chair

14. Confidential Items

Moved by Member L. Van Vliet
Seconded by Member K. Ker

That the Commission now enter into closed session to address the following matters:

- 14.1 Lease Negotiation Update - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act.**
- 14.2 Commercial Lease Negotiation Update - a proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act.**
- 14.3 Land Lease Negotiation Update - a proposed or pending acquisition or disposition of land by the municipality or local board and personal matters about an identifiable individual, including municipal or local board employees pursuant to Section 239(2)(b) and (c) of the Municipal Act.**
- 14.4 Municipal Shareholders Agreement - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to Section 239(2)(k) of the Municipal Act, 2001.**
- 14.5 Facility Operator Recruitment Update – Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239 (2)(d) labour relations or employee negotiations.**
- 14.6 Minutes of the closed session portion of the January 22, 2024 Commission meeting.**

Carried

15. Adjournment

Moved by Member R. Bodner
Seconded by Member G. Bruno

That the meeting be adjourned at approximately 9:06 p.m.

Carried



John MacLellan
Chair, Niagara Central Dorothy Rungeling Airport Commission