



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: March 30, 2023

Time: 6:00 p.m.

Location: Airport Administration Building

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

Others Present: B. Chernish, Facility Operator
N. Giles, Bookkeeper
N. Rubli, Clerk (Virtual)

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:00 p.m.

2. Adoption of Agenda

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

That the agenda dated March 30, 2023 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on March 2, 2023 be approved as circulated.

Carried

5. Financial/Office Update/Reports

5.1 2022 Financial Audit – Auditors Grant Thornton (N. Giles)

Melanie Dugard and Samantha Cheung from Grant Thornton provided the Commission with an overview of the 2022 Financial Audit Report. Ms. Dugard and Ms. Cheung answered questions received from the Commission members.

Moved by Member R. Bodner
Seconded by Member L. Van Vliet

That the 2022 Financial Audit Report be received.

Carried

6. Report Out – Closed Session March 2, 2023

The Clerk provided the following report from the Closed Session meeting held March 2, 2023.

The Commission met in Closed Session on March 2nd for the following matters:

Lease Negotiations pursuant to S. 239(k) of the Municipal Act,

An ongoing investigation respecting a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, pursuant to Section 239(3)(b) of the Act; and,

Employment Contract Terms-Facility Operator - Labour relations or employee negotiations pursuant to Section 239(2)(d) of the Municipal Act.

As a result of that meeting, direction to Staff was provided in accordance with the Municipal Act.

7. Delegations

8. Correspondence

9. Commission Report

9.1 Chair's Remarks

Chair Maclellan relayed that the stone is being laid on Commercial Drive, which is a project that was approved in the budget. It is anticipated that this project will come in under budget.

10. Operations Report and Updates (B. Cherish)

10.1 Current Updates

The entrance lighting pole replacement is being evaluated, the electrical cannot be run under the roadway, Cornell Electrical will provide other options for the replacement of the lighting pole.

The Town of Pelham Fire Department will provide defibrillator training at the Airport on May 27th at 10am. Everyone will be invited to participate, this training is not a certificate course, but will provide a demonstration on use of the defibrillator.

The new T-Hanger lease rates are being evaluated, and an email will go out to the list of people on the waiting list to lease that space. Once the list is exhausted an ad will go out to the general public. Receipt of the site plan and hanger plan is anticipated for the end of April and then an application will be submitted for a building permit.

Quotes for the furnace/AC system in the Administration building is deferred at this time.

The new website is live, the Facility Operator encourages everyone to visit the website. The Facility Operator expressed appreciation to Myles and Commissioner Bruno for their contributions with the development of the website.

The stone for Commercial Drive is being laid, it is anticipated that the base layer will be complete by Monday April 3rd. The project has a 3-to-4-week completion timeline. This project will allow for a roadway to a commercial hangers.

Discussions on purchasing the technical hardware (ie. OWL, recorder for minutes) for virtual meetings has been deferred at this time, however there may be a need to revisit this in the near future to allow for a smooth hybrid virtual meeting format.

The diesel fuel tank is installed and operational.

The main fuel tank is still awaiting repairs, however there is an issue with purchasing the proper parts. The Contractor is looking into purchasing the parts.

10.2 Proposed Project(s)

The AMCO Conference is being held May 2nd and 3rd, 2023 in Midland. AMCO has been instrumental in guiding the Airport. The Facility Operator would like to attend this conference. As a result of this discussion the following motion was considered:

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

That the Facility Operator be authorized to attend the AMCO Conference; and

That a per diem for meals be established, in line with an average of the four municipalities and a report be brought back.

Carried

11. New Business

11.1 Aviation News (R. Bodner)

A cell tower near Bethel in Port Colborne caught on fire, which could have posed safety concerns for aviation. As a result of the fire a light burnt out on the tower. This light was repaired, and the City of Port Colborne is ensuring there is a protocol put in place to ensure the proper authorities are aware of any further incidents.

12. Upcoming Meeting

April 27, 2023 or at call of the Chair.

13. Confidential Items

Confidential reports have been distributed under separate cover.

Moved by Member L. Van Vliet
Seconded by Member R. Bodner

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

12.1 Minutes of the closed session portion of the March 2nd, 2023 Commission meeting.

12.2 Lease Negotiations - 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.

12.3 Employment Contract Terms-Facility Operator - Labour relations or employee negotiations pursuant to Section 239(2)(d) of the Municipal Act, 2001.

Carried

14. Adjournment

The Commission entered into Closed Session at approximately 6:58 p.m.

The Commission reconvened into Open Session at approximately 7:58 p.m.

The Commission adjourned the meeting at approximately 7:59 p.m.



John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission