



Niagara Central Dorothy Rungeling Airport Commission

Meeting Agenda

Date: October 2, 2024

Time: 6:00 p.m.

Location: Airport Administration Building

Zoom Details: <https://us06web.zoom.us/j/86394394210>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Report Out – Closed Sessions**
 - **June 27, 2024**
 - **July 25, 2024**
 - **August 28, 2024**
- 5. Approval of Minutes (Attached)**
 - 5.1 June 27, 2024**
 - 5.2 July 25, 2024**
 - 5.3 August 28, 2024**
- 6. Delegations**
- 7. Presentations**
- 8. Correspondence**
- 9. Chair's Remarks**
 - 9.1 Next Generation Rental Hangars (3 West)**

10. Facility Operator's Report

10.1 Fuel Update

10.2 Fuel Kiosk System

11. Operations Report and Updates (Facility Operator/ Vice Chair)

11.1 Fall Paving Contract

12. Financial Report Update (N. Giles/Facility Operator/Treasurer)

12.1 Budget 2025

12.2 HST Update

13. Special Projects (Secretary Treasurer)

13.1 Land Lease Transfer Guidelines

14. New Business

15. Upcoming Meeting

- **October 24, 2024 or call of Chair**

16. Confidential Items

Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Municipal Act, 2001.

16.1 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.

16.2 Minutes of the closed session portion of the June 27, 2024, July 25, 2024 and August 28th, 2024 Commission meeting.

17. Adjournment



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: June 27, 2024

Time: 6:00 p.m.

Location: Airport Administration Building

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

Absent: J. Lee, Member

Others Present: N. Giles, Bookkeeper
J. Roy, Facility Operator
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 R. Bodner

That the agenda dated June 27, 2024 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – May 30, 2024

The Clerk provided the following report from the Closed Session meeting held May 30, 2024:

The Commission met in closed session on May 30, 2024 to hear the following matters:

15.1 Commercial Lease Negotiation Update - As a result of this discussion direction was provided in accordance with the Municipal Act.

15.2 Lease Negotiation Update – As a result of this discussion there is nothing further to report at this time.

5. Approval of Minutes

5.1 May 30, 2024 Regular Meeting

Moved by Member K. Ker
Seconded by Member G. Speck

That the minutes of the Commission meeting held on May 30, 2024 be approved as circulated.

Carried

6. Delegations

None at this time.

7. Presentations

None at this time.

8. Correspondence

No correspondence

9. Chair's Remarks

9.1 Next generation Rental Hangars

Chair Maclellan relayed that he will seek an engineer next week to produce drawings for 5 hangars. The Commission discussed securing a loan to build the hangars. As a result of the discussion the following motion was considered:

Moved by L. Van Vliet
Seconded by G. Speck

That the Chair be approved to secure a loan to build the hangars for an amount not to exceed \$600k.

Carried

10. Facility Operator's Report

10.1 Datanova Cloud Services Update – Tuesday July 9th

A network upgrade is taking place on July 9th to enhance network performance and security on our Fuel Card authorization system. Service will be unavailable between 2-3pm with full offline shutdown.

10.2 Airport Police Training Video – Wed July 3rd

The Niagara Regional Police Service Video Unit will be on site the morning of July 3rd using the facilities of NCDRA to produce an in-house training video entitled Crime Doesn't Fly Here. They will provide actors but would like some volunteers as well. An email will go out to all Stakeholders on Friday.

10.3 Wood Burning

We have had a request from a Stakeholder to burn some scrap wood on the airport property. The Facility Operator received the following response from the Fire Prevention Officer from the Town of Pelham: "The Pelham fire department does not allow the burning of Skids, the bylaw states that it must be clean dry and seasoned wood." Fred will take care of removing the scrap wood.

10.4 Oxford Aviation Group Visit

The Oxford Aviation Group (8 Guests) from England visited the airport and were incredibly impressed with the Airport and hospitality. Thanks to Adrian and COPA 149 for hosting the event and bringing 30 plus out to the BBQ.

10.5 Discover Aviation – August 17th

Discover Aviation is taking place on Saturday August 17th and will involve 100 youth aviators and families. The committee are looking at Advertising, Supplies, Food and Fuel to help with the cost of the event. As a result of this discussion the following motion was considered:

Moved by K. Ker

Seconded by R. Bodner

That the Commission sponsor the Discover Aviation Day event in the amount of \$500.00

Carried

11. Operations Report and Updates

11.1 Airport Signage

Member Van Vliet relayed that the signage for the two street signs for Ker Drive West and McRitchie Drive East has been approved. The Niagara Region Sign shop is manufacturing the signs. Member Van Vliet will evaluate the quality of the signs and decide if the Region will manufacture the hangar signs as well.

12. Financial Report Update (N. Giles)

12.1 May Financial Report

N. Giles relayed that the May financial reports were provided to the Commissioners.

12.2 Canada Revenue Agency (CRA) Correspondence – HST Audit

N. Giles relayed that an application will be filed with the Minister of Revenue seeking status as a municipal organization. As of June 1, 2024 all land leases will include HST, a notice was sent to all hangar owners advising them of this change.

13. Special Projects (G. Bruno)

13.1 Nicole Rubli – Code of Conduct – Airport Commission

The Clerk provided an overview of the draft Code of Conduct and answered questions received from the Commissioners. The Commission requested that a provision be added that the Code of Conduct be reviewed in four years. As a result of this discussion the following motion was considered:

Moved by Member K. Ker
Seconded by Member G. Speck

That the Code of Conduct be adopted with an amendment to add a four year review provision.

Carried

14. New Business

15. Upcoming Meeting

September 26, 2024 or call of Chair

16. Confidential Items

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

That the Commission now enter into closed session at 6:51 p.m. to address the following matters:

- 16.1 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.

16.2 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.

16.3 Minutes of the closed session portion of the May 30, 2024 Commission meeting.

Carried

17. Adjournment

Moved by Member K. Ker

Seconded by Member L. Van Vliet

That the meeting be adjourned at approximately 8:01 p.m.

Carried

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission



Niagara Central Dorothy Rungeling Airport Commission

Special Meeting Minutes

Date: July 25, 2024

Time: 6:00 p.m.

Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member
G. Speck, Member
L. Van Vliet, Member

Absent: J. Lee, Member
R. Bodner, Member
K. Ker, Member

Others Present: J. Roy, Facility Operator
N. Rubli, Clerk

1. Call to Order

J. Maclellan called the meeting to order @ 6:05 p.m.

2. Adoption of Agenda

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

That the agenda dated July 25, 2024 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Chair's Remarks

4.1 Next generation Rental Hangars

Chair Maclellan relayed that he spoke to an engineer and should receive preliminary drawings next week. Chair Maclellan requested that an option for a shop be included at one end of a hangar as part of the design.

4.2 New Lease Rates (3 West)

This discussion is deferred until the cost of the hangar build is obtained.

4.3 Paving

Quotes will be obtained to pave/asphalt near Hangar 2W. Chair Maclellan will meet with the Hangar lessee to discuss the project scope.

5. Facility Operator's Report

5.1 RCMP Visit

Two representatives from the RCMP – Border Integrity Program visited the Airport on July 17th. They sat down with Adrian and the Facility Operator to discuss policies and procedures for airplanes crossing the US border. This was an initial meeting, the RCMP indicated they would like to return again to meet with pilots as well as perform surveillance of the airport.

5.2 New Hangar Build Coming to Website

Details have begun to promote the new Hangar build to website. This work is in progress.

5.3 Discover Aviation – August 17th, 2024

Discover Aviation is taking place on Saturday August 17th and will involve 100 youth aviators and families. The committee are looking at Advertising, Supplies, Food and Fuel to help with the cost of the event. The Commission has sponsored this event.

6. Operations Report and Updates (Vice Chair)

6.1 Airport Signage

The Niagara Region Sign shop is manufacturing the signs.

7. Financial Report Update

7.1 Canada Revenue Agency (CRA) – HST Audit

Member Bruno relayed that an application has been filed with the Minister of Revenue seeking status as a municipal organization. The Airport Auditors assisted with the application. If the Airport is granted an exemption, it may be retroactive. It is unknown how long the process will take for the CRA to review the application and respond.

8. Confidential Items

Moved by Member G. Bruno
Seconded by Member G. Speck

That the Commission now enter into closed session at 6:27 p.m. to address the following matters:

- 16.1 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.
- 16.2 Future Hangar Lease Agreements – 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.

Carried

9. Next Meeting

September 26, 2024 or call of Chair

10. Adjournment

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

That the meeting be adjourned at approximately 7:25 p.m.

Carried

John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission



Niagara Central Dorothy Rungeling Airport Commission

Special Meeting Minutes

Date: August 28, 2024

Time: 4:30 p.m.

Location: Airport Administration Building

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

Absent: G. Speck, Member

Others Present: J. Roy, Facility Operator
N. Giles, Bookkeeper
N. Rubli, Clerk

1. Call to Order

J. Maclellan called the meeting to order @ 4:45 p.m.

2. Disclosures of Interest

Chair Maclellan declared a conflict of interest on item 6.2 Main Drive Paving Quotes/Procure Contractor.

3. Adoption of Agenda

Moved by Member K. Ker
Seconded by Member J. Lee

That the agenda dated August 28, 2024 be amended to hear item 6.2 first.

Carried

6.2 Main Drive Paving Quotes/Procure Contractor

It was noted that Chair Maclellan declared a conflict of interest on this item and exited the meeting during this discussion. Vice Chair Van Vliet chaired this portion of the meeting.

Member Bruno relayed that the Airport's financial position allows for this project to proceed. Member Bruno relayed that 3 quotes are to be received for the Main Drive Paving Project. Two bids received, one was approximately \$80,000 and the other was approximately \$180,000. There was also a bid received last fall, which the bidder has agreed to update and provide to the Commission. It is now confirmed that this project can be done for \$80,000 or less. As a result of this discussion the following motion was considered:

Moved by: G. Bruno

Seconded by: R. Bodner

That the paving of Main Entrance Road be approved with an upset limit of \$80,000.

Carried

4. Chair's Remarks

4.1 Next Generation Rental Hangars (3 West)

Chair Maclellan relayed that he has received final drawings for the new Hangars and is sending the drawings out to receive quotes. Once the quotes are received Chair Maclellan will bring back costs back to the Commission. Deposits will be received from those who are interested in leasing the new Hangars. The Facility Operator will implement a marketing strategy to lease the new Hangars.

5. Facility Operator's Report

5.1 Fuel Shortage

On Friday the Airport received 10,000L which will take the Airport into October with supply. The Airport suppliers are dealing with a refinery shutdown on west and CN rail strike at the border. They do have alternate plans if shortage continues. This is a high priority.

5.2 Paving

Work is currently underway to replace culverts on main road prior to paving. Once complete paving can begin.

5.3 Discover Aviation – August 17th

Discover Aviation took place on Saturday August 24th and approximately 90 kids were taken on flights. Congrats to Doug Reilly and COPA for putting on a great event.

6. Operations Report and Updates (Vice Chair)

6.1 Airport Signage

Vice Chair Van Vliet relayed that the Niagara Region Sign shop has finished the signs and the locates are also done. It is anticipated that the signs will be erected within the next couple of weeks.

7. Financial Report Update (N. Giles)

7.1 2025 Budget Preparation and Capital Request

Member Bruno and Bookkeeper Giles relayed that the 2025 budget preparations are underway. Any capital request should be sent to Nancy for inclusion in the draft budget that will be considered by the Commission.

8. Special Projects (G. Bruno)

8.1 Land Lease Transfer Policy

Member Bruno relayed that currently at the Airport there are hangars that are privately owned by more than one individual. In the lease agreements it states that if one owner wants to sell there is a requirement to contact the Airport and apply to the Commission for approval. It has been identified that it would be beneficial to have a formal policy outlining requirements that must be met when an owner wants to leave the Airport.

Member Bruno relayed that a new Land Lease Policy will come before the Commission at a future meeting.

8.2 New Hangar (3 West) Lease Rates

This item will be deferred to a future meeting.

9. Confidential Items

Moved by Member R. Bodner
Seconded by Member K. Ker

That the Commission now enter into closed session at 5:07 p.m. to address the following matters:

- 9.1 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.
- 9.2 Hangar Sale Requirements - advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

9.3 Hangar Loan 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

Carried

10. Next Meeting

September 26, 2024 or call of Chair

11. Adjournment

Moved by Member R. Bodner

Seconded by Member J. Lee

That the meeting be adjourned at approximately 5:58 p.m.

Carried

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission

**Niagara Central Dorothy Rungeling Airport Commission
Proposed 2025 BUDGET**

		Jan - Dec 2025
INCOME	Fuel Sales	150,000
	Rent/Lease	155,398
	Other Income	16,825
TOTAL INCOME		<u>322,223</u>
EXPENSES	Fuel	136,300
	Property Taxes	44,000
	Professional Services	52,130
	Utilities	5,900
	Repairs and Maintenance	20,930
	Office	7,550
	Internal Contractor Fees and Employee Wages	80,750
	Insurance	25,000
	COPA Bursary	1,000
	Lease Payment - Kubota	7,600
	Capital	70,000
	Interest on Long Term Debt	26,520
	Capital Loan Repayment	77,543
TOTAL EXPENSES		<u>555,223</u>
DEFICIT		(233,000)
FROM RESERVES/CASH ON HAND		
MUNICIPAL CONTRIBUTIONS	Capital Expenses	33,000
	City of Welland	110,547
	City of Port Colborne	39,724
	Township of Wainfleet	13,656
	Town of Pelham	36,073
	Total Municipal Grants	<u>200,000</u>
NET OPERATINGS EARNINGS		0

Note 1

Municipal contributions based on per capita share as per agreement based on the following populations reported on the 2021 census: Welland - 55,750; Port Colborne - 20,033; Pelham - 18,192; Wainfleet - 6,887.

PREPARED: SEPTEMBER 29, 2024

REQUESTING LANDLORD'S CONSENT TO TRANSFER AN INTEREST IN A LEASE

In the event that a lessee under a current lease with the Niagara Central Airport Commission ("NCAC") wishes to assign, transfer, sublease or otherwise deal with an interest in an existing lease prior to the expiry of its term, the consent of the NCAC is required, unless otherwise stated in the lease.

All requests for consent from NCAC must be made in writing to Airport Facility Operator by email.

The NCAC will review requests for consent pursuant to the terms of each lease. In order to evaluate the request for consent, the NCAC requires that the current tenant or proposed assignee provide the following information concerning the prospective successors:

1. Identification Information:
 - a. Full name(s);
 - b. Date(s) of birth;
 - c. Home address;
 - d. Email address; and
 - e. Telephone number;
2. Current occupation and name and address of employer;
3. Copy of two (2) pieces of unexpired government issued photo identification;
4. Proof of a valid pilot's license;
5. A Police records check from the prospective assignees from the jurisdiction in which they reside dated within 30 calendar days; (Please note that this requirement was as a result of recent discussions between the Landlord and RCMP and is requested for security reasons given the nature of the leased lands and airport access);
6. Reference from one (1) current or former tenant of the airport or from an individual who has known the assignee for at least five (5) years. References will be contact by the NCAC;
7. Statement from the prospective assignee concerning their intended use of the leased premises;
8. Tail number(s) of any recreational aircraft owned by the prospective assignee that are to be stored on the leased premises;
9. Any other information the NCAC may deem necessary and appropriate.

The issuance of a consent to assign, transfer or sublease will be subject to an evaluation of the above information by the NCAC. The decision of the NCAC shall be made in its sole and absolute discretion and the NCAC reserves its right to arbitrarily or unreasonably withhold consent, subject to the terms of the Lease. The NCAC will provide a response to a request for consent within thirty (30) days of receipt of the above information. The NCAC may impose certain conditions with respect to the approval of the assignment, transfer, or sublease, which may include amendments to the Lease.

If consent is granted, the Landlord will prepare an assignment/amendment of lease for the tenants and proposed assignees to sign, at the cost of the tenants or proposed assignees. The NCAC's fee is \$600.00 plus HST, representing its estimated legal costs with respect to the preparation of required documentation.