



## Niagara Central Dorothy Runge Airport Commission

### Meeting Minutes

**Date:** January 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 (Virtual)

Members Absent K. Ker, Member  
J. Lee, Member

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

#### 1. Call to Order

J. Maclellan called the meeting to order @ 6:12 p.m.

#### 2. Adoption of Agenda

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

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

Carried

#### 3. Disclosures of Interest

None noted.

#### 4. Report Out –November 23, 2023

The provided the following report from the Closed Session meetings held November 23, 2023:

The Commission met in Closed Session on November 23<sup>rd</sup>, 2023 for the following matter:

Facility Operator Recruitment – 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.

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

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.

As a result of this discussion, there is nothing further to report.

## **5. Approval of Minutes**

### **5.1 November 23, 2023 Regular Meeting**

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

That the minutes of the Commission meeting held on November 23, 2023 be approved as circulated.

Carried

## **6. Delegations**

None at this time.

## **7. Correspondence**

### **7.1 Giant Shoe Creative Agency**

Bookkeeper Giles related that the Giant Shoe Creative Agency reached out and would like to film at the Airport in the winter months for car tire content in the open space. The filming will be approximately 2-4 hours long with minimal production equipment brought on site. No hangars or planes would be filmed. N. Giles will relay the insurance requirements, request a CV, relay privacy requirements for lessees, a request for a FOD inspection after the shoot and provide the rental rate. A NOTAM will be issued regarding the film production if needed.

## **8. Chair's Remarks**

### **8.1 Hangar 2 West Construction status; occupancy**

Chair Maclellan relayed that construction is now complete and the hangars are all occupied. The Chair will be receiving written final approval from the engineer.

### **8.2 Additional Hangars; ( cluster plans)**

Chair Maclellan relayed that he will be requesting quotes to build up to an additional five (5) hangars, once the quotes are received, he will report back to Commission with options.

### **8.3 Facility Operator**

Chair Maclellan and N. Giles relayed that the job description for the Facility Operator has been revised to include marketing responsibilities. The ad for the position is live on numerous websites including LinkedIn, the municipal sites, and AMCO. The closing date is February 2, 2024.

### **8.4 Airport Security**

Chair Maclellan relayed that Niagara Police will be conducting an inspection for Airport security. This is common practice for Airports and Ports. It is likely that several recommendations will come from the inspection to enhance Airport security.

## **9. Operations Report and Updates (Vice Chair)**

### **9.1. Airport Signage**

Member Van Vliet relayed that he has called the Niagara Region Sign shop to inquire about procuring new signage. This will allow for consistency in Airport signage and will look more professional. There may be extra costs for Airport signs.

### **9.2. Wi-fi outage**

Member Van Vliet relayed that the Airport experienced a Wi-fi outage last week, it was rectified in a couple of hours.

### **9.3. Office/Pilot Lounge - Access**

Member Van Vliet relayed that beginning tomorrow the Pilot Lounge will be locked for security purposes. Pilots and Commissioners will have access to the Lounge through the normal established process. (Signage is provided)

## **10. Financial Report Update (N. Giles)**

### **10.1 2023 Year End Operating budget draft closeout**

N. Giles relayed that spending is closed for 2023 and is expecting a balanced budget. There will be adjustments for fuel variances. Bills for insurance have been small since November. N. Giles called the Airport insurance provider to ensure proper insurance coverage is in place including for Hangar 2 West. There are concerns with the current insurance broker. Member Van Vliet will reach out to former Commissioner Jim Larouche to discuss procuring his services for insurance services to review the Airport's premiums and ensure the Airport's risk and liability

portfolio is correct. There is money for professional services in the 2024 budget to fund this expense.

Member G. Bruno relayed that since 2019 the reliance of the municipal subsidy has been considerably reduced and tightened. The municipal subsidy from 2019-2024 is as follows:

2019 – 56% Municipal subsidy  
2020 – 52% Municipal subsidy  
2021 – 46% Municipal subsidy  
2022 – 37% Municipal subsidy  
2023 -- 31% Municipal subsidy  
2024 -- 28% Municipal subsidy

This is positive news for the Airport.

## **10.2 2023 Financial Audit**

N. Giles relayed that the financial audit started on January 10<sup>th</sup>. N. Giles is working with Auditors and fulfilling their request for documents. The Commission may have to consider an Asset Retirement Policy. N. Giles will review the requirement and report back to the Commission.

## **10.3 2024 Capital Plan Update**

Member G. Bruno relayed that in the current operational budget there is \$53,000 allocated for capital expenses. There is a committed capital budget allocation carried forward for the construction of hangars in the amount of \$150,000. There is also uncommitted capital funds that exist in a capital reserve fund in the amount of \$157,000. Typically, a capital project lists is designed. Moving forward the capital expenses budget will have projects assigned annually by the Commission.

## **11. Special Projects (G. Bruno)**

### **11.1 Grant ready projects (formulate)**

Member G. Bruno reiterated that once all capital projects are identified, opportunities for grant funding will be sought from the provincial and federal government.

## **12. New Business**

None noted

## **13. Upcoming Meeting**

**13.1 February 22, 2024 or call of Chair**

**14. Confidential Items**

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

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 - 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 - 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 Minutes of the closed session portion of the November 23, 2023 Commission meeting.**

Carried

**15. Adjournment**

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

That the meeting be adjourned at approximately 8:27 p.m.

Carried



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John Maclellan  
Chair, Niagara Central Dorothy Rungeling Airport Commission