



## Niagara Central Dorothy Rungeling Airport Commission

### Meeting Minutes

**Date:** December 9, 2024

**Time:** 6:00 p.m.

**Location:** Airport Administration Building

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

Absent: J. Lee, Member

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

#### 1. Call to Order

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

#### 2. Adoption of Agenda

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

That the agenda dated December 9, 2024 be confirmed.

Carried

#### 3. Disclosures of Interest

None noted.

#### 4. Report Out – October 2, 2024

On October 2, 2024, the Commission met in closed session to discuss the following matter:

Lease Negotiation Update pursuant to Section 239 (e) of the Act, as a result of this discussion there is nothing further to report.

**5. Approval of Minutes – October 2, 2024**

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

That the minutes of the Commission meetings held on October 2, 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**

Chair Maclellan relayed that the 3 West Hangar project will be tendered in the New Year.

**10. Facility Operator's Report**

**10.1 Fuel Kiosk Card System Down**

The Facility Operator relayed that for approximately 24 hours the fuel Kiosk card system was down in late November. The problem was resolved with the installation of a new keypad

**10.2 Fire Services**

The Facility Operator relayed that there was a silent alarm at the Airport in late November. Fire Trucks rolled and Staff were unable to identify which hangar the alarm came from. The Facility Operator will be reaching out to everyone and will create a document for occurrences and protocols moving forward. An Airport site map will be created and provided to the Fire Department.

**10.3 Airport Lighting**

The Facility Operator relayed that the Airport currently have all lights out on the main driveway and many on Hangar 1. The Facility Operator has initiated an action plan to have them repaired.

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

N. Giles relayed the October financials were circulated in November, November financials will be circulated in December. N. Giles also relayed that there are no updates at this time on the HST audit from Revenue Canada.

## **12. Special Projects**

### **12.1 Hiring Policy**

Member G. Bruno relayed that the Commission has been working on developing Airport policies and procedures. To date, the Procedure By-law and Commission Code of Conduct have been completed. The Hiring Policy tabled with the Commission provides guidance on the process to hire staff. Member Bruno and Clerk Rubli responded to questions received from the Commission.

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

That the Hiring Policy be adopted and,

That the Commission appoint Commissioners Ker, Bruno and Maclellan as the Hiring Committee for the remainder of the municipal Council term.

Carried

### **12.2 FedDev Ontario Grant Application (Secretary/Treasurer & FO)**

There may be an opportunity for the Airport to apply for funding under the FedDev Ontario Grant program. The Town of Pelham will be asked to assist with applying for the funding.

## **13. New Business**

Mr. Al Kaminsky requested a meeting with Bookkeeper N. Giles on Hangar 8, N. Giles indicated she will schedule a meeting. Mr. Kaminsky also asked if the Airport has been marketed to the new business in Port Colborne. Chair Maclellan relayed that he has met with the Owners and the ball is in their court.

## **14. Upcoming Meeting**

January 23, 2025 or call of Chair

## **15. Confidential Items**

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

That the Commission now enter into closed session at 6:28 p.m. to address the following matters: (\*Added as an Addendum to Agenda)

- 15.1 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.**
- 15.2 Minutes of the closed session portion of the October 2, 2024 Commission meeting.**
- \*15.3 Hangar Lease Negotiation - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c)**
- \*15.4 Airport Governance Model - 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 239(2)(k)**
- \*15.5 Airport Economic Development Strategy - information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them pursuant to 239(2)(h)**

Carried

**16. Adjournment**

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

That the meeting be adjourned at approximately 8:09 p.m.

Carried



John Maclellan  
Chair, Niagara Central Dorothy Rungeling Airport Commission