



## **Niagara Central Dorothy Rungeling Airport Commission**

### **Meeting Minutes**

**Date:** March 28, 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

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

#### **1. Call to Order**

J. Maclellan called the meeting to order @ 6:01 p.m.

#### **2. Introduction of Facility Operator: John Roy**

The Chair introduced Mr. John Roy, Facility Operator. Mr. Roy provided an overview of his work experience and plans moving forward.

#### **3. Adoption of Agenda**

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

That the agenda dated March 28, 2024 be confirmed, as circulated.

Carried

#### **4. Disclosures of Interest**

None noted.

## **5. Report Out – February 22, 2024**

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

The Commission met in closed session on February 22<sup>nd</sup>, 2024 to hear the following matters:

15.1 Lease Negotiation Update pursuant to Section 239(2)(e) As a result of this discussion there is nothing further to report.

The Commission also discussed:

Item 15.2 Commercial Lease Negotiation pursuant to S 239(2)(c)

Item 15.3 Land Lease Negotiation - pursuant to Section 239(2)(b) and (c) of the Municipal Act and

Item 15.5 Facility Operator Recruitment Update – pursuant to Section 239(2)(b) (d)

As a result of these discussions direction was provided in accordance with the Municipal act

The Commission deferred 15.4 Municipal Shareholders Agreement - pursuant to Section 239(2)(k) to a future closed meeting.

## **6. Approval of Minutes**

### **6.1 February 22, 2024 Regular Meeting**

Moved by Member L. Van Vliet

Seconded by Member J. Lee

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

Carried

## **7. Delegations**

None at this time.

## **8. Correspondence**

### **8.1 Oxford Aviation Group**

Correspondence was received from the Oxford Aviation Group, they will be visiting the Airport on Sunday June 16<sup>th</sup>, 2024. The Group comes from England and has proposed a 3:20pm arrival with 5-10 people anticipated, swag bags will be provided. Commissioners are reminded to mark their calendar for the event to welcome the Group.

## **8.2 Discover Aviation Event – COPA**

COPA will host the Discover Aviation Program, which is planned for Saturday August 17, 2024, from 10:00 am to 4:00 pm. This event has been marked in the Commissioner's calendars.

## **9. Chair's Remarks**

### **9.1 Next generation Rental Hangars**

Chair Maclellan relayed that there are funds remaining to build more hangars. The Chair is currently looking at different build options and quotes. The Airport will also update the Hangar waiting list. The Chair will report back to the Commission on this project.

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

### **10.1. Airport Signage**

Member Van Vliet relayed that he is pursuing design and quotes for two street signs: Ker Drive West and McRitchie Drive East from the Niagara Region Sign shop. Member Van Vliet will procure new hangar signs from Bee Line Signs so they match the current hangar signs and will report back to the Commission on the pricing.

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

### **11.1 2023 Financial Audit Update and Asset Management Update**

The audit was delayed in March as N. Giles was preparing the Airport Asset Retirement Obligation report with the assistance of the Director of Public Works for the Township of Wainfleet. This has now been completed and submitted to our auditors for review.

The Audit was also delayed due to correspondence received from Canada Revenue Agency concerning the Airport's HST returns for 2023, and the possibility that there would have to be some adjusting entries.

### **11.2 CRA Correspondence**

At the end of February, N. Giles received a call from CRA requesting additional information to support the Airport's Input Tax Credit Claims. The Airport collected HST for CRA for the hangar rentals and fuel purchases. HST is also paid on items the Airport purchased and the HST is claimed back from CRA.

As a result of the purchase of Hangar 5 and the building of Hangar 2 West, the Airport made significant claims for a refund of HST on these large items as well as the day-to-day operations. This then triggered an audit of the Airport's account.

As a result of the initial audit, the CRA did not believe the Airport was eligible to claim back most of the HST as they felt the Airport operated as a non-profit organization.

A senior tax auditor from Grant Thornton was engaged and believes the Airport has made a case that it is not a non-profit organization, but rather a para-municipal organization and is eligible to claim these input tax credits.

A letter was sent today to CRA outlining the Airport's position and asking for a review of their initial determination. An update on this matter will be provided at the April meeting.

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

None at this time.

## **13. New Business**

### **13.1 Solar eclipse of April 8, 2024**

There has been interest from pilots who would like to land at the Airport to view the solar eclipse. The Ninety-Nines are hosting a private event to view the eclipse. Traffic cones will be used and Fred will be on site as an Airport contact.

## **14. Upcoming Meeting**

April 25, 2024 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 to address the following matters:

15.1 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.

15.2 Minutes of the closed session portion of the February 22, 2024 Commission meeting.

Carried



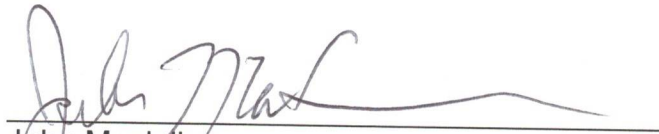
**16. Adjournment**

Moved by Member R. Bodner

Seconded by Member K. Ker

That the meeting be adjourned at approximately 7:39 p.m.

Carried

A handwritten signature in dark ink, appearing to read 'John Maclellan', written over a horizontal line.

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission