



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: May 30, 2024

Time: 6:00 p.m.

Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member
R. Bodner, Member (Arrived @ 6:16 p.m.)
G. Speck, Member (Virtual)
K. Ker, Member
J. Lee, Member (Virtual)

Absent: L. Van Vliet, Member

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

1. Call to Order

J. Maclellan called the meeting to order @ 6:10 p.m.

2. Adoption of Agenda

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

That the agenda dated May 30, 2024 be confirmed, as amended.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – April 25, 2024

The Clerk provided the following report from the Closed Session meeting held April 25, 2024:

The Commission met in closed session on April 25, 2024 to hear the following matters:

15.1 Commercial Lease Negotiation - 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 April 25, 2024 Regular Meeting

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

That the minutes of the Commission meeting held on April 25, 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 is investigating different options for less expensive doors for the hangars. Once the door models are chosen the Chair will report back to the Commission with the different hangar build options, drawings and quotes.

10. Facility Operator's Report

10.1 Niagara Regional Police - Request for Airport Police Training Video

The Facility Operator relayed that the Niagara Regional Police Service Video Unit has enquired on using the facilities of NCDRA to produce an in-house training video entitled Crime Doesn't Fly Here. This program is designed to introduce law enforcement officers to their local General Aviation community as part of an awareness campaign dealing with the possible criminal exploitation of General Aviation, with an emphasis on smaller airfields and waterways. They would like to film a two-part scenario to film in June.

Scenario 1 would portray a local law enforcement officer visiting the airport and introducing himself and the promotional materials for the Crime Doesn't Fly Here campaign. Filming time would be roughly 3-5 hours.

Scenario 2 would portray an employee from the airport, who had previously talked with the officer during the tour, calling the officer sometime later to report some suspicious activity that had taken place in a private hangar recently. Filming time at airport would be roughly 3 hours.

Additional Info - If there are opportunities to film any other general flight, maintenance or other activities at the airport that would be great. If staff or other affiliated persons are interested in appearing in the scenes, the Commission and Facility Operator welcome their participation. Filming is anticipated to take place in June.

10.2 Oxford Aviation Group Visit – June 16th

The Facility Operator relayed that the Oxford Aviation Group (8 Guests) from England will be visiting NCDRA on June 16 shortly after 3 pm. They are aviation enthusiasts who travel the world visiting aviation sites and events. They are coming to Canada and would like to visit the airport that afternoon. COPA will be hosting a BBQ that day and the group would like to look at some planes and talk to some people. COPA have asked if we can give out a swag bag. They have also requested one of the Commissioners officially welcoming the group to the airport and assist in funding the BBQ.

11. Operations Report and Updates

11.1 Airport Signage

Chair Maclellan relayed that Member Van Vliet is pursuing design and quotes for two street signs which includes installation for 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.

12. Financial Report Update (N. Giles)

12.1 April Financial Report

N. Giles relayed that the April financial reports were provided to the Commissioners. The Airport financials are in line with revenue and expenses. Decisions still need to be made on some capital projects including the building of a new hangar.

12.2 Canada Revenue Agency (CRA) Correspondence – HST Audit

N. Giles relayed that she has heard back from CRA, and while they verbally agree that the Airport should be considered a special-purpose provincial or territorially established authority, the CRA Office the Airport are dealing with says they don't

have the authority to make that decision. The Airport will have to make an application. Once the written response from CRA is received, N. Giles will work with Grant Thornton to make this application. The CRA Office did indicate that the application could be retroactive for up to four years which would then cover the period of their audit. There is no firm answer on this yet. The Airport will be putting forth a case that it should be retroactive as the Airport has always operated in this manner. N. Giles will provide further updates on this matter at a subsequent Commission meeting.

Another finding of the audit was that the Airport should be charging HST on all leases or chargebacks to anyone. When N. Giles took over the books, the Airport only charged HST on leases where the Commission owned the building, for example hangar 1 and now hangars 2 West and 5. The Airport did not charge HST on land or property taxes that were charged back to hangar owners. The Airport does not pay HST on property tax to the Town of Pelham, but because the Airport is charging it back to the hangar owners, the Airport is required to collect and remit it. A notice was sent to all hangar owners this week advising that this will be starting effective June 1, 2024.

13. Special Projects (G. Bruno)

13.1 Nicole Rubli – Code of Conduct – Airport Commission

The Clerk tabled a new Code of Conduct before the Airport Commission for consideration and adoption. This will be discussed at the next meeting to allow for the Commission members to review. As a result of this discussion, a motion to defer was tabled:

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

That consideration of the Airport Commission Code of Conduct be deferred to the June 27, 2024 Commission meeting.

Carried

13.2 Business Plan – Capital Projects

Member G. Bruno relayed that a full list of capital projects was created. Correspondence and an invitation will be sent to the local MPs and MPPs to tour the Airport to allow an opportunity to discuss the Airport needs and funding opportunities. The Facility Manager will administer this project.

14. New Business

15. Upcoming Meeting

June 27, 2024 or call of Chair

16. Confidential Items

Moved by Member R. Bodner
Seconded by Member G. Speck

That the Commission now enter into closed session 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.
- 15.3 Minutes of the closed session portion of the April 25, 2024 Commission meeting.

Carried

17. Adjournment

Moved by Member J. Lee
Seconded by Member G. Speck

That the meeting be adjourned at approximately 8:04 p.m.

Carried



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission