



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