



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: October 2, 2024
Time: 6:00 p.m.
Location: Airport Administration Building

Members Present: G. Bruno, Member (Chaired)
R. Bodner, Member
G. Speck, Member (Virtual – Joined at 7:06pm)
K. Ker, Member
L. Van Vliet, Member (Virtual)
J. Lee, Member

Absent: J. Maclellan, Member

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

1. Call to Order

G. Bruno called the meeting to order @ 6:03 p.m.

2. Adoption of Agenda

Moved by Member R. Bodner
Seconded by Member J. Lee

That the agenda dated October 2, 2024 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – June 27, 2024, July 25, 2024 & August 28, 2024

On June 27, 2024 the Commission met in closed session to discuss the following matters:

A Commercial Lease Negotiations Update pursuant to Section 239(c) of the Municipal Act, direction was provided as a result of this discussion.

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

On July 25, 2024 the Commission met in closed session to discuss the following matters:

Lease Negotiation Update - pursuant to Section 239(2)(e) of the Municipal Act, as a result of this discussion there is nothing further to report.

Future Hangar Lease Agreements - pursuant to Section 239(2)(e) of the Municipal Act, direction was provided as a result of this discussion.

On August 28th, 2024 the Commission met in closed session to discuss the following matters:

Lease Negotiation Update - pursuant to Section 239(2)(e) of the Municipal Act, direction was provided as a result of this discussion.

Hangar Sale Requirements - pursuant to Section 239(2)(f) of the Municipal Act, as a result of this discussion there is nothing further to report.

Hangar Loan Negotiations - pursuant to Section 239(2)(k) of the Municipal Act, direction was provided as a result of this discussion.

5. Approval of Minutes - June 27, 2024, July 25, 2024 & August 28, 2024

Moved by Member K. Ker
Seconded by Member L. Van Vliet

That the minutes of the Commission meetings held on June 27, 2024, July 25, 2024 & August 28, 2024 be approved as circulated.

Carried

6. Delegations

6.1 Doug Reilly, COPA 149

Mr. Doug Reilly from COPA 149 presented a plaque to the Commissioners in appreciation of the donation and support of the Discover Aviation held August 17, 2024.

7. Presentations

None at this time.

8. Correspondence

No correspondence

9. Chair's Remarks

9.1 Next Generation Rental Hangars (3 West)

Member Bruno relayed that Chair Maclellan has received two quotes of the three requested for the build of the 3 West hangars. The Chair, Vice Chair and Secretary Treasurer feel the quotes should be renegotiated, but at a later date. At this time, a decision has been made to hold this project to Winter/Spring 2025 to allow the construction/trades market to change and interest rates to decrease. The lender has agreed to hold the loan as interest rates are expected to drop. The Facility Operator will advertise presale of the hangars in the interim.

9.2 Commission Agenda/Reports

Member Bruno relayed that the Facility Operator will now bring agenda items and draft reports to the Commission.

10. Facility Operator's Report

10.1 Fuel Update

The Facility Operator relayed that there is still a fuel shortage but demand has decreased. There will be enough fuel for the balance of the year.

10.2 Fuel Kiosk System

The Facility Operator relayed that during the night of Oct 5th the credit card system will be down for maintenance for 1 hour. This will take place at 11pm.

10.3 Airport Coverage on Cogeco TV

The Facility Operator relayed that there was coverage of the Airport from the Mayor of Welland and Member Lee. The interview will air on Cogeco TV, Channel 10 on the following dates: October 21, October 27, October 30 and November 3.

11. Operations Report and Updates (Facility Operator/ Vice Chair)

11.1 Fall Paving Contract

The Facility Operator relayed that three quotes for the paving project have been received. The three quotes are:

Rankin Construction - \$37,629
Circle P Paving Ltd. - \$57,008
Van Jon Paving - \$36,974

The Facility Operator recommends awarding the contract to the lowest bidder, Van Jon Paving. As a result of this discussion the following motion was considered:

Moved by Member R. Bodner
Seconded by Member J. Lee

That the contract for the Fall Paving project be awarded to Van Jon Paving in an amount not to exceed \$40,000.

Carried

12. Financial Report Update (N. Giles/Facility Operator/Treasurer)

12.1 Budget 2025

N. Giles reviewed the 2025 proposed operation and capital budgets. N. Giles also reviewed the budget assumptions. Member G. Bruno reviewed the inflationary and other notable increases for 2025. It was relayed that through the years the municipal subsidy had reduced to 28%, this year temporarily that will increase to 38%. However, the Hangar 3W build will be self funded which will then reduce the 38% municipal subsidy, as new net revenue will bring back to approximately 26-32%, depending on completion date of new hangars. N. Giles and Member Bruno responded to questions received from the Commissioners. The following motions were considered:

Moved by Member R. Bodner
Seconded by Member J. Lee

That the proposed 2025 Airport capital budget be amended from \$70,000 to \$75,000 to complete capital projects to be funded from the reserves/cash on hand;

That the proposed 2025 Airport operational budget be amended to include a \$5,000 donation to the 87 Eagle Royal Canadian Air Cadets for their hangar renovations to be funded from the reserves/cash on hand;

That the 2025 Airport operation and capital budget be approved as amended; and

That the Bookkeeper be directed to provide the approved budget to the four municipalities.

Carried

12.2 HST Update

N. Giles relayed that an application has been filed with the Minister of Revenue seeking municipal designation and that an appeal has also been filed. N. Giles relayed that the appeal may take 6-9 months. Grant Thornton assisted with the application and is checking the application status, there is no further action required at this time.

13. Special Projects (Secretary Treasurer)

13.1 Land Lease Transfer Guidelines

Member G. Bruno reviewed the need and highlights of the proposed Land Lease Transfer Guidelines. Member G. Bruno responded to questions received from the Commissioners.

Moved by Member J. Lee
Seconded by Member R. Bodner

That the Land Lease Transfer Guidelines be approved as presented.

Carried

14. New Business

14.1 Airport Security

Member K. Ker relayed that in parts of Alberta and British Columbia, small airports have been broken into, including the hangars. Security issues are becoming more prevalent at small airports, Member Ker relayed the Airport should conduct a security audit and encouraged Airport hangar owners to be vigilant.

15. Upcoming Meeting

November 28, 2024 or call of Chair

16. Confidential Items

Moved by Member L. Van Vliet
Seconded by Member K. Ker

That the Commission now enter into closed session at 7:11 p.m. to address the following matters:

- 16.1 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.
- 16.2 Minutes of the closed session portion of the June 27, 2024, July 25, 2024 and August 28th, 2024 Commission meeting.

Carried

17. Adjournment

Moved by Member J. Lee
Seconded by Member K. Ker

That the meeting be adjourned at approximately 7:30 p.m.

Carried



John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission