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Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: March 2, 2023

Time: 6:00 p.m.

Location: Air Cadet Hall

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

Others Present:

N. Giles (Bookkeeper)
N. Rubli (Clerk)

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:08 p.m.

2. Introduction of the Commissioner representing the Town of Pelham

Chair Maclellan introduced and welcomed Commissioner Kevin Ker representing the Town of Pelham to the Commission.

3. Adoption of Agenda

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

That the agenda dated March 2, 2023 be confirmed, as circulated.

Carried

4. Disclosures of Interest

None.

5. Approval of Minutes

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

That the minutes of the Commission meeting held on January 11, 2023 be approved as circulated.

Carried

6. Delegations

6.1 Airport Advisory Panel - Roland Meisel

Mr. Meisel provided the Commission with correspondence regarding the Airport Advisory Panel. Chair Maclellan provided a response in writing addressing the items in the correspondence. Commissioner Bruno stated that matters arising from the Advisory Panel shall be brought to the Facility Operator. The Facility Operator will address those items that fall within his authority. All other matters will be brought to the Commission in the form of a report with recommendations from the Facility Operator for the Commission's consideration.

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

That the delegation from Mr. Meisel be received.

Carried

6.2 COPA 149 – Adrian Verburg

Mr. Verburg introduced himself and provided an overview of COPA 149 and their mandate. Mr. Verburg also provided an overview of the projects completed for the Niagara Central Dorothy Rungeling Airport through the years. A list of the projects forms an appendix to the minutes.

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

That the delegation from Mr. Verburg be received.

Carried

7. Correspondence

N/A

8. Commission Report

8.1 Chair's Remarks

Chair Maclellan thanked COPA 149 for their efforts and collaboration with the Airport.

9. Operations Report and Updates (B. Cherish)

9.1 Current Project Updates

The defibrillator is now installed in the Administration Building. The Town of Pelham Fire Department will provide training at the Airport in the near future.

T-Hanger engineering is anticipated to be drafted within the next month.

Contractors will be providing quotes for the furnace/AC system in the Administration building.

The new website should be fully online by the end of the week.

The fuel prices are stable and have remained at the same price of \$2.87/l.

The emergency procedures will be completed in the coming weeks and will include provisions for the newly purchased defibrillator.

The diesel fuel tank will be installed and operational by end of the week.

Heavy snowfalls have been challenging, both tractors have been utilized to clear snow and ensure runways remain clear.

Discussions on purchasing the technical hardware (ie. OWL, recorder for minutes) for virtual meetings has been deferred at this time.

New signage options for the main gate will be looked at shortly and will be brought back to the Commission for consideration.

The Facility Operator encouraged everyone to check out the Welland Tribune article on the Niagara's Skydive 10th anniversary at Niagara Central Dorothy Rungeling Airport.

The Facility Operator will come back to the Commission with a progress update on the commercial drive plans.

The Health Unit did an inspection on March 1st, the Facility Operator relayed that the inspection went well and the Airport passed.

10. Financial/Office Update/Reports (N. Giles)

10.1 2023 Operating/Capital Budget Attached (N. Giles/G .Bruno/ B. Chernish)

Bookkeeper Giles relayed that the audit with Grant Thornton is underway and that the auditor report is anticipated to come back to the Commission at the March 30th meeting.

The Commission was provided a detailed 2023 budget sheet for review. Commissioner Bruno provided an overview of the 2023 budget and relayed that the municipalities will not see an increase of their funding for the 2023 Airport budget. As a result of the 2023 budget discussion the following motion was considered:

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

That the 2023 operational and capital budget be approved.

Carried

11. Upcoming Meeting

March 30, 2023 or at call of the Chair.

12. Confidential Items

Confidential reports have been distributed under separate cover.

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

That the Commission now enter into closed session to address the following matters:

- 12.1 Minutes of the closed session portion of the May 4th, 2022 Commission meeting.
- 12.2 An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, pursuant to Section 239(3)(b) of the *Municipal Act*, 2001.
- 12.3. Lease 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*, 2001.

- 12.4. Employment Contract Terms-Facility Operator - Labour relations or employee negotiations pursuant to Section 239(2)(d) of the Municipal Act, 2001.

Carried

13. Adjournment

The Commission entered into Closed Session at approximately 7:45 p.m.

The Commission reconvened into Open Session at approximately 9:13 p.m.

The Commission adjourned the meeting at approximately 9:14 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission