



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: May 4, 2023

Time: 6:00 p.m.

Location: Airport Administration Building

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: B. Chernish, Facility Operator
N. Giles, Bookkeeper
N. Rubli, Clerk

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:07 p.m.

2. Adoption of Agenda

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

That the agenda dated May 4, 2023 be confirmed, as circulated.

Carried

3. Disclosures of Interest

Commissioner Ker declared an indirect pecuniary interest for item 9.6 - Roadway Identification.

4. Report Out – Closed Session March 30, 2023

The Clerk provided the following report from the Closed Session meeting held March 30, 2023.

The Commission met in Closed Session on March 30th for the following matters:

March 2, 2023 Closed Session Minutes; and

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 S. 239 (2)(k) of the Municipal Act.

As a result of this discussion, there is nothing further to report.

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

As a result of this discussion, direction to Staff was provided in accordance with the Municipal Act.

5. Approval of Minutes

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

That the minutes of the Commission meeting held on March 30, 2023 be approved as circulated.

Carried

6. Delegations

No delegations at this time.

7. Correspondence

None at this time.

8. Commission Report

8.1 Chair's Remarks – None at this time.

9. Operations Report and Updates (B. Cherish)

9.1 Current Project Updates

The entrance lighting pole replacement is being evaluated and quotes are being obtained. The replacement lighting pole will be LED lighting and the anticipated cost is approximately \$2500-\$3000. The Facility Operator will return with a report once all quotes are received.

The Town of Pelham Fire Department will provide defibrillator training at the Airport on May 27th at 10am. The training details will be provided to all Airport stakeholders this week.

The new T-Hanger engineering and costing is still in progress and should be completed soon.

Quotes for the furnace/AC system in the Administration building is deferred at this time due this project not being a priority and budget constraints.

The stone for Commercial Drive is being laid and is 85% complete. The topcoat will be completed after the commercial hanger construction is complete.

Discussions on purchasing the technical hardware (ie. OWL, recorder for minutes) for virtual meetings has been deferred at this time, however there may be a need to revisit this in the near future to allow for a smooth hybrid virtual meeting format.

9.2 Proposed Projects – None at this time

9.3 Facility Operator Report – Airport Conference Expense Policy

The Facility Operator compared Port Colborne, Wainfleet, Pelham and Welland's conference policies and took an average of the expenses permitted, to develop an Airport Conference Expense Policy. Conference attendance will be approved by the Commission. As a result of this discussion the following motion was considered:

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

That the conference expense rates contained within the proposed Expense Policy be approved.

Carried

9.4 Facility Operator Report – Hanger Lease Rates

The Facility Operator reviewed comparable airport hanger lease rates. The commercial hanger space will be box hangers and will be 40 feet by 32 feet. As a result of the lease rate review the following lease rates are proposed:

\$675 plus HST for a 4–10-year term lease

\$725 plus HST for a 1–3-year term lease

The Facility Operator will communicate the lease rates to those on the waiting list for hanger space. If hanger space remains after everyone on the list has been contacted, the lease opportunities will be put out to the public. As a result of this discussion the following motion was considered:

Moved by Member G. Bruno

Seconded by Member J. Lee

That the hanger lease rates of \$675 plus HST for a 4–10-year lease and \$725 plus HST for a 1–3-year lease be approved; and

That the Facility Operator be authorized to send out lease rate packages.

Carried

9.5 Facility Operator Report – Advisory Panel Revised Terms of Reference

The Facility Operator presented the revised Terms of Reference for the Advisory Panel, key highlights include allowing more members on the Committee, the Committee mandates were revised and appoints the Facility Operator as Staff Liaison to the Committee. The Facility Operator responded to comments and questions of the Commission. As a result of this discussion the following motion was considered:

Moved by Member L. Van Vliet

Seconded by Member G. Speck

That the amended Advisory Panel Terms of Reference be deferred to the next regular Commission meeting.

Carried

9.6 Facility Operator Report – Roadway Identification

(Commissioner Ker declared a conflict on this item, abstained from discussion and vote)

The Facility Operator explained that with the Airport's expanded infrastructure there are more roadways and there is a need to name the roads, so they are easily identified. At this time the Facility Operator proposes that the roadway that runs east to west be named Bud Ker Drive in recognition of Edgar Ker's contributions to the Airport and his service in World War II. It is proposed that Commercial Drive be named Bruce MacRichie Way in recognition of his contributions to the Airport and support for aviation. The Facility Operator will procure signage and organize a dedication ceremony. As a result of this discussion the following motion was considered:

Moved by Member L. Van Vliet
Seconded by Member J. MacLellan

That the roadway that runs east to west behind the hangers be named Bud Ker Drive; and

That the newly constructed commercial drive be named Bruce MacRichie Way.

Carried

10. Financial/Office Update/Reports

The Bookkeeper relayed that the Commission would receive monthly financial updates and that all four municipal grants have been received.

11. Upcoming Meeting

May 31, 2023 or at call of the Chair.

12. Confidential Items

Confidential reports have been distributed under separate cover.

Moved by Member J. Lee
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 March 30th, 2023 Commission meeting.

- 12.2 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.
- 12.3 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 8:58 p.m.

The Commission adjourned the meeting at approximately 8:59 p.m.



John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission