



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: January 13, 2022

Time: 6:00 p.m.

Location: Virtually via Zoom

Members Present: R. Bodner, Member
G. Bruno, Member
L. Haun, Member
J. Larouche, Member
J. Maclellan, Chair
A. Moote, Member and Vice-Chair
L. Van Vliet, Member

Others Present: N. Giles, Bookkeeper
C. Madden (minutes)

1. Call to Order

Chair John Maclellan called the meeting to order.

2. Adoption of Agenda

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

That the agenda dated January 13, 2022 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

Moved by Member G. Bruno
Seconded by Member A. Moote

That the minutes of the Commission meeting held on November 25, 2021, be approved as circulated.

Carried

5. Delegations

None.

6. Correspondence

6.1 Advisory Panel Letter dated October 26, 2021

The Chair advised the Commission that he would discuss the Advisory Panel letter dated October 26, 2021 with Adrian Verburg and that the letter would be attached to this meeting's minutes.

6.2 2022 Interprovincial Air Tour

Mr. Adrian Verburg informed the Commission that on June 2, 2022, 50 aircrafts will be visiting the Airport for the 2022 Interprovincial Air Tour. Mr. Verburg provided further details on the event and answered questions received from the Commission.

7. Commission Reports

7.1 Chair's Remarks (J. Maclellan) – Status Update on T Hangars RFP; Roadway Stone and Grade/Drainage; Septic System Investigation; Aviation Mechanical Services; and 2022 Monthly Meetings Schedule

Chair J. Maclellan provided an update with respect to the Request For Proposal (RFP) for the Airport's T Hangars, noting that Upper Canada Consultants would be drafting the RFP in the near future to distribute to tender.

Chair J. Maclellan informed the Commission that the stone topping and grading of the roadways was completed before the Christmas holiday.

Chair J. Maclellan reported that an investigation is required regarding the septic system at the Airport.

Moved by Member A. Moote
Seconded by Member L. Haun

That the Commission approve the hiring of a qualified septic service contractor to investigate with report, the current status of the Airport's septic system to an upside limit of \$5,000 exclusive of taxes.

Carried

Chair J. Maclellan informed the Commission and the public that moving forward, the Tarczy family's Aviation Mechanical Services will operate as a mobile service that repairs planes at the Airport.

Chair J. Maclellan suggested that the 2022 monthly Commission meetings schedule be amended.

Moved by Member L. Haun
Seconded by Member J. Larouche

That the Commission approve holding the Niagara Central Dorothy Rungeling Airport Commission meetings for 2022 on the last Thursday of the month at 6 p.m. or at the call of the Chair, beginning in February 2022.

Carried

**7.2 Property Update (L. Van Vliet) – Status Update on AV Gas Hose Reel
New: Office Entrance Gate with Signage**

Member L. Van Vliet informed the Commission that the Airport's AV gas hose reel has a chain that is stretched, worn and requires replacement. He further reported that a new gas reel is on order.

Member L. Van Vliet reported that a new pedestrian gate from the Airport parking lot to the administration office would improve the conditions at the Airport. He further noted that if a gate is installed, sidewalks would be required also.

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

That the Commission approve the soliciting of estimates for a separate pedestrian gate from the Airport parking lot to the office as well as pricing for additional directional signage.

Carried

**7.3 Financial Update (N. Giles) – Status Update on Year-end Financials;
2021 Auditor; Insurance Certificate; and Hangar Owners
New: Property Tax 20224**

N. Giles reported that one more week will be required for the year-end financials in order to close off any outstanding bills from December.

N. Giles informed the Commission that the City of Welland has retained Grant Thornton to prepare the Airport's audit for the next three years. N. Giles noted that she will be requesting that they have the audit complete for presentation to the Commission at the March meeting.

N. Giles provided an update with respect to the insurance certificates, noting that following correspondence sent out at the end of July to 13 individuals/businesses requesting that they provide a copy of their insurance, 7 completed insurance certificates have been received. N. Giles reported that two additional certificates require tweaking of the Airport's mailing address, two hangar owners are working on providing a copy, and two hangar owners have not yet responded. N. Giles further reported that a subsequent email was sent last Sunday advising a deadline of February 28th to provide their certificate of insurance. If the completed certificates are not received by that

date, then the hangar owners will be in violation of their lease agreement and the Commission can decide at that time if further action will be taken.

N. Giles noted that in 2021, property taxes were collected to bring payment of taxes from the owners to the Commission to current year. She recommended that the 2022 annual property tax collection be invoiced on September 1st of each year with payment due by October 31st of each year, beginning in 2022.

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

That the Commission approve invoicing individual hangar owners the current year (2022) annual property tax collection (reimbursement) on September 1st of each year, for payment by October 31st of each year, beginning in 2022. (Note: late payment will be subject to interest commensurate with the local municipalities' charge to the NCDRAC.)

Carried

**7.4 Special Projects initiatives (G. Bruno) – Status Update on Policies and Procedures; Governance CAO Meeting
New: Municipal Service Corporation (MSC); Website; Facility Operator; and T Hangar Lease Rates**

Member G. Bruno informed the Commission that the policies and procedures are a work in progress and that they would hopefully be coming forward for the Commission's review in February.

Member G. Bruno provided an update on the Governance CAO meetings, noting that the meeting could not occur in December but that the intention is to bring the four Chief Administrative Officers out to the Airport for a tour in the near future, subject to COVID restrictions and availability.

Member G. Bruno introduced to the Commission a mechanism called a Municipal Services Corporation (MSC) which would allow the Airport to seek grants and other opportunities that become offered by higher levels of government. The Commission discussed MSC and Member G. Bruno responded to questions.

Moved by Member G. Bruno
Seconded by Member A. Moote

That the Commission, in an effort to provide a better governance model and improved revenue/grant opportunities, investigate all aspects of creating a Municipal Services Corporation (MSC) and report those findings back to the Commission.

Carried

Member G. Bruno and Vice-Chair A. Moote reported that the Commission should make efforts to bring the Airport's website into compliance with the Accessibility for Ontarians with Disabilities Act. The Commission discussed

and agreed that a sub-committee should be formed in order to investigate best possible solutions.

Moved by Member G. Bruno
Seconded by Member L. Haun

That Vice-Chair A. Moote and Member R. Bodner be appointed as a sub-committee to investigate the procurement of a web designer/firm to host and create a new website showcasing the Niagara Central Dorothy Rungeling Airport.

Carried

Member G. Bruno noted that hiring a Facility Operator is desirable so that there is presence of someone working at the Airport on a part-time basis. He further indicated that the intention is for this position to start in March and that a sub-committee should be formed to facilitate the hiring process.

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

That the Commission, in order to advertise for a part-time Facility Operator or company, immediately appoint a four-Commissioner sub-committee with three voting members, consisting of Chair J. Maclellan, Member G. Bruno, Member L. Haun, and Member L. Van Vliet, to facilitate all aspects of this hiring process with the expectation of a final selection no later than March 31, 2022.

The search process and requirements should include, but not be limited to a list of operational duties, applicants' previous work experience and skills, and expectation of certain on-site hours. The sub-committee shall ensure all budgetary and legal requirements are adhered to and shall welcome stakeholder input, with the goal of fulfillment by March 31, 2022.

Carried

Member G. Bruno noted that with the RFP that the Chair is working on for the T Hangars, and the noted upside limit, the Chair will notify the Commission by email or by calling a meeting if anything comes up in the meantime regarding T Hangar Lease Rates.

8. New Business

8.1 Hangar Identification Numbers (L. Van Vliet)

Member L. Van Vliet informed the Commission that some of the Airport hangars require identification numbers. He noted that some hangars have these numbers and some do not but that all Hangars should have a reflective identification number both on the front and back of the hangar in order to assist in any type of emergency. The Commission discussed with input received from members of the public in attendance virtually. Member L. Van

Vliet indicated that he would investigate pricing for all hangars to get reflective numbering. He also noted that he would meet with Pelham's Fire Chief to discuss this matter as well.

8.2 Advisory Panel Letter (L. Van Vliet)

Member L. Van Vliet addressed the various topics included in the letter that was sent in from the Advisory Panel.

9. Upcoming Meeting

Chair J. Maclellan indicated that the next Niagara Central Dorothy Rungeling Airport Commission meeting will be held on February 24, 2022.

10. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 7:31 p.m.

A handwritten signature in dark ink, appearing to read "John Maclellan", with a long horizontal flourish extending to the right.

John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission