



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: November 30, 2022

Time: 6:00 p.m.

Location: Administrative Building

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

Members Absent: A. Moote, Member and Vice-Chair

Others Present: B. Chernish, Facility Operator
N. Giles (Bookkeeper)
N. Rubli (Clerk)

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:11 p.m.

2. Adoption of Agenda

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

That the agenda dated November 30, 2022 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on September 29, 2022 be approved as circulated.

Carried

5. Delegations

N/A

6. Correspondence

N/A

7. Commission Report

7.1 Chair's Remarks and Updates (J. Maclellan)- Septic System; Fuel dispensing; Commercial Drive, Introduction of New Facility Operator, Oil tank, Tractor and attachments

Chair Maclellan provided the Commission with an update on the septic system. The system is installed and operating well. The Chair is awaiting a letter from the contractor who installed the septic system, so that it may be filed with the Region. This project is now complete.

Chair Maclellan provided the Commission with an update on the fuel dispensing system repair. A temporary repair on the pump of the current system has been made, which has allowed the Airport to begin selling fuel again on November 26th. The install of the new system is anticipated for February of 2023. The pump that was repaired will be kept as a spare once the new system is operating.

Chair Maclellan officially introduced Bill Chernish as the Airport's new Facility Operator. Mr. Chernish has been flying at the airport since 1972 and is excited to work with the Commission to continue the great work and efforts underway.

The Commission would like to extend commercial drive to the west. The Chair is working on the feasibility of extending the commercial drive to the wind sock to facilitate more hangers.

Chair Maclellan provided an update on the two oil tanks at Hanger 1. The two home heating oil tanks at Hanger 1 have reached their expiry date and need to be replaced. The Chair and Facility Operator are obtaining quotes to replace the two tanks. As a result of this discussion the following motion was considered:

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

That the purchase of two oil tanks at Hanger 1 not to exceed \$8500 before HST, be approved.

Carried

Chair Maclellan provided the Commission with an update on the purchase of a tractor and attachments. Quotes for tractors have been obtained. A used tractor with a front mount snow blower was quoted at approximately

\$142,000. A quote for a new tractor and attachments was quoted from Redtrac International at a cost of approximately \$158,000. The purchase from Redtrac would come with full warranty. As a result of this discussion the following motion was considered:

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

That the purchase of a new tractor and attachments from Red Trac International at a cost of \$158,625 plus HST, be approved;

That the new tractor purchase be funded from the Dorothy Rungeling Bequest Trust; and,

That the Facility Operator be directed to obtain quotes for a structure to store the tractors and equipment and report back to the Commission.

Carried

7.2 Property Update (L. Van Vliet) –Hangar ID Numbers; Office walkway and gate fencing - New Signage; AC/Heating System Office

Member L. Van Vliet indicated that the hangar ID number project is ongoing and that the hanger owners are responsible to erect the **remaining** ID numbers on their respective hangers.

Member L. Van Vliet informed the Commission that the office entrance signage and gate entrance work is anticipated to be completed in the first week of December.

Member L. Van Vliet informed the Commission that one quote has been obtained for the new AC/Heating system for the main office. Member L. Van Vliet suggest waiting to obtain more quotes in the Spring when contractors are more available.

7.3 Website Update (A. Moote)

Member G. Bruno provided an update on the new website design on behalf of Member A. Moote. Member G. Bruno relayed that the Facility Operator will now provide the remaining oversight on the website design project. Information has been published on the new site and the Facility Operator will provide the Commissioners with additional content for the website by the end of week for review. The anticipated date of completion of this project is year end.

7.4 Financial/office Update (N. Giles)

The year end statement is being completed and once outstanding invoices are received, the report will come before the Commission. The septic system invoice has not been received but the project is anticipated to come well within the \$125,000 budget for the project.

The Hanger ID signs will be funded from the capital budget after discussions with the Auditors. The CEBA loan will be repaid from this year's budget. Fuel sales started back up on November 26th.

7.5 2018-2022 Commission Accomplishments

Chair Maclellan reviewed the Commission's accomplishments from 2018-2022. The accomplishments are attached as Appendix A to the November 30th Commission meeting minutes.

8. New Business

- 8.1 The Facility Operator will look into computer equipment to facilitate zoom meetings and virtual participation.
- 8.2 Nancy will secure a credit card for the Facility Operator.
- 8.3 The Facility Operator will purchase handheld radios, the cost will be absorbed in the current operating budget.

9. Upcoming Meeting

January 26, 2023 or at call of the Chair.

10. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 7:12 p.m.


John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission

Appendix A to November 30, 2022, Minutes

NCDRA COMMISSION 2018 -2022 LIST OF ACCOMPLISHMENTS

(In no particular order)

- Petitioned 4 municipal owners to retain ownership of NCDR Airport and rescind upload motion to Region.
- Achieved: Zero increase to annual municipal subsidy request to NCDRAC budgets from municipal owners (2019-2023) inclusive.
- Negotiated Commercial lease improvements leading to better service, operations and revenue generation.
- Resolved: recovery of long outstanding Insurance claim including legal costs (approx.70k)
- Installed 24/7, self serve/pay, aviation fuel dispenser/kiosk. New purchase of pump system. (Feb.2023 installation).
- Successful Agricultural land property tax relief program application, realizing approx. 10K annual savings per year going forward
- Resolved outstanding issue: Septic bed replaced (compliance achieved). Pump System installed is solar powered eliminating costly month fixed and kwh hydro costs
- Business plan and funding secured for a 10-plane monthly lease storage hangar (nested T hangars). Monthly net lease fees will increase the NCDRAC's annual revenue.
- New Commercial hangar land lease client (in negotiation).
- Designed new NCDRA website (self administered and AODA compliant). January 2023 launch
- Established contractor positions for: bookkeeping (independent bookkeeper service), maintenance (retired millwright), Recording Secretary to ensure compliance (off hours municipal clerk).
- New facility operator hired reflecting the NCDRAC's commitment to growth, safety, and strategic initiatives. Individual is a recently retired contractor and commercial pilot.
- Adopted procedural bylaw (code of conduct currently in progress).
- Approved Airport Advisory Panel.
- Worked with COPA on many airport events and physical improvements they have made (labour /knowledge) to the airport, improving the airports public exposure and property.
- Reviewed all operational revenue and expense items. (Partial list below):
- Moved tie down fees to market rate for airports our size. Replaced municipal lawyer with a municipal clerk to administer meeting agendas, minutes, Municipal act protocols

and compliance. Petitioned Canada post for on site kiosk which replaced our off-site post office box and travel costs. Eliminated commercial refuse hauler contract with Niagara Region pick-up; eliminated contract lawn service; eliminated monthly rental of sentinel main driveway light contract; reconfigured shared electrical service to actual user's bill. (Savings realized). Purchased new Tractor, snowblower and deck mower which will substantially reduce current current contractual and future net escalation costs. The purchase also reduces unpredictable spikes in winter storm control costs.

- Initiated discussions with municipal CAO's for future talks on better governance.
- Replaced office Computer hardware and software.
- Records management current and secure
- All leaseholder property taxes are advanced to same year versus year in arrears.
- Completed Ring Road construction
- Emergency plan initiative: Reflective hangar/Bldg. numbering signs at hangar gable level. installed.
- Installed landscaped berm adjacent to front parking lot.
- Cleared float plane access around dedicated septic system area for ease of safe access for planes and equipment to the river dock.