



## Niagara Central Dorothy Rungeling Airport Commission

### Meeting Minutes

**Date:** February 24, 2022

**Time:** 6:00 p.m.

**Location:** Virtually via Zoom

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

Member Absent: J. Larouche, 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 February 24, 2022 be confirmed, as circulated.

Carried

#### 3. Disclosures of Interest

None.

#### 4. Approval of Minutes

Moved by Member L. Van Vliet  
Seconded by Member A. Moote

That the minutes of the Commission meeting held on January 13, 2022, be approved as circulated.

## 5. Delegations

None.

## 6. Correspondence

### 6.1 Census Canada – 2021 Results

N. Giles informed the Commission of a recent piece of correspondence received from Census Canada and indicated the Airport's municipal funding would be apportioned based on the updated census figures. N. Giles noted that the census results show an increased population in all four municipalities with Pelham growing by 6%, Welland by 7%, Wainfleet by 8% and Port Colborne by 9%. N. Giles reported that in 2023, Pelham and Wainfleet's funding would remain the same (18% and 7% respectively), Welland's funding would be reduced by 1% (to 55%) and Port Colborne's funding would be increased by 1% (to 20%). N. Giles noted that she would forward these calculations to the Municipal Treasurers for their information.

## 7. Commission Reports

### 7.1 Chair's Remarks (J. Maclellan) – Response to A. Verburg Regarding Advisory Panel Letter dated October 26, 2021; T Hangers RFP; and Septic System

Chair J. Maclellan reported that he had a conversation with A. Verberg and they discussed the letter received from the Advisory Panel dated October 26, 2021.

Chair J. Maclellan informed the Commission that the septic system would be completed in the month of March.

Chair J. Maclellan indicated that the consultant for the T Hangars would be reporting back next week and then the Request for Proposal would be distributed.

### 7.2 Property Update (L. Van Vliet) – Office Wi-Fi Repair; Fuel Hose Recoiler; Hangar Identification Numbers; and Separate Office Entrance Gate/ Signage

Member L. Van Vliet informed the Commission that the Airport's office Wi-Fi does in fact work but that the connection outside the office does not work. He indicated that his son will look at repairing the connection next week.

Member L. Van Vliet reported that he had spoken to fencing contractors about installing a separate office entrance gate. He indicated that they

recommended waiting until winter is over so he will inquire to receive more information in April.

Member L. Van Vliet reported that the fuel hose recoiler will be completed in early March.

Member L. Van Vliet indicated that he had reached out to inquire about the pricing of reflective identification numbers for the Airport hangars. He noted that he obtained pricing for the reflective signs and that there was a separate quote for installation. The Commission authorized the spending of \$90.00 per reflective sign and \$200.00 for installation.

### **7.3 Website Update (A. Moote)**

Member A. Moote informed the Commission that he had reached out to a couple of local vendors in order to determine the cost of creating a new website for the Airport. He indicated that each vendor had varying ideas on cost. He recommended the Commission authorize an amount of money to spend on this project and then issue a Request for Quote.

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

That the Commission authorize spending \$5,000.00 exclusive of HST for the creation of a new website for the Airport and then issue a Request for Quote.

Carried

### **7.4 Financial Update (N. Giles) – 2021 Year End; Insurance Certificate; and Name Change Standardization**

N. Giles reported that she was working with the accountants at Grant Thornton to complete the Airport's year end. She noted that she had submitted the initial information they requested and that she has a follow-up phone call with them tomorrow at 3 p.m. She stated that she expects further documentation will be required after that call. She informed the Commission that they are still on track to complete the audit by the Commission's March meeting.

N. Giles gave an update on the insurance certificates, noting that compliance has been received from 80% of those required to provide their insurance certificate. She indicated that she was hopeful the remainder would be in place shortly and that she would continue to follow up.

N. Giles provided an update with respect to the process of correcting the Airport's name with all lease holders, suppliers, MPAC, MTO, Canada Revenue Agency, the Airport's insurance agent and bank. She indicated that she has been about 50% successful to date and is waiting to hear back from MTO and MPAC to finalize the remainder of the documents.

## **7.5 Update on Special Projects/Initiatives (G. Bruno) – CAO Governance Meeting; MSC; Facility Operator Recruitment; and T Hangar Lease Rates**

Member G. Bruno provided an update on the CAO Governance meetings, noting that the first meeting will occur in person at the Airport after March, 2022. He indicated some of the topics that will be discussed at the initial meeting, including the future finances and capital of the Airport as well as the Municipal Service Corporation (MSC).

Member G. Bruno informed the Commission of the intention to hire a part-time Facility Operator in March, 2022. He indicated that advertisements for this type of position have been collected and that he will distribute these to the Commission as well as the Airport's Advisory Panel for comments/suggestions. Once the finalized advertisement has been prepared, it will be posted.

Member G. Bruno reported that he had been researching T Hangar lease rates offered by other Airports in the province. He noted that he would provide this information to the Commission to review before the next meeting.

## **8. New Business**

### **8.1 Status of Business Plan (L. Haun)**

In response to Member L. Haun's inquiry regarding the status of the business plan, Member G. Bruno noted that it is not yet complete but this is something that can be brought forward for discussion at the CAO Governance meeting. It was also mentioned that perhaps the authors of the report come to a future Commission meeting to do a presentation on the business plan.

## **9. Confidential Items**

Moved by Chair J. Maclellan  
Seconded by Member R. Bodner

That the Commission do now proceed into Closed Session in order to address items 9.1 to 9.2.

Carried

### **9.1 Approval of November 4, 2021 Closed Session Minutes**

### **9.2 Legal Solicitor Advice – Loan Agreement**

## **10. Upcoming Meeting**

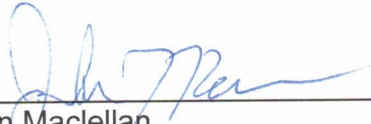
Chair J. Maclellan indicated that the next Niagara Central Dorothy Rungeling Airport Commission meeting will be held on March 31, 2022.

## 11. Adjournment

The Commission moved into Closed Session at approximately 6:58 p.m.

The Commission reconvened into Open Session at approximately 7:32 p.m.

Chair J. Maclellan adjourned the meeting at approximately 7:39 p.m.



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John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission