



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: March 31, 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

Chair John Maclellan indicated that Member R. Bodner would provide an update on the Procedural By-law under an added section 7.6 of the agenda.

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

That the agenda dated March 31, 2022 be confirmed, as amended.

Carried

3. Disclosures of Interest

Chair J. Maclellan declared a direct pecuniary interest on item 7.3 as his step-daughter had submitted a quote on the creation of a new website for the Airport.

4. Approval of Minutes

Moved by Member A. Moote

Seconded by Member R. Bodner

That the minutes of the Commission meeting held on February 24, 2022, be approved as circulated.

Carried

5. Delegations

5.1 Presentation of 2021 Financial Statements by Auditors Grant Thornton

Representatives from Grant Thornton provided a presentation of the Airport's 2021 Financial Statements and responded to questions received from the Commission.

Moved by Chair J. Maclellan
Seconded by Member L. Van Vliet

That the Commission accept and approve the Niagara Central Dorothy Rungeling Airport Commission's 2021 Financial Statements as presented by the Auditors, Grant Thornton.

Carried

5.2 A. Verberg, Chair of the Central Airport Advisory Panel – Letter from the Advisory Panel dated March 4, 2022

A. Verberg, Chair of the Central Airport Advisory Panel reiterated the contents of the letter that was sent to the Commission on March 4, 2022. Members of the Commission indicated that they can't technically tell the next Commission what to do regarding the Airport's leases. Steve Neal, a current leaseholder at the Airport, spoke to the Commission about the specific sections of the lease. Members of the Commission, as well as the Chair, confirmed that this current Commission has no intention of taking over the leases and that they will abide by all leases.

5.3 A. Verberg – Inter Provincial Air Tour Event on June 2, 2022

A. Verberg indicated that 46 aircrafts are registered to attend the Airport on June 2, 2022 as part of the Inter Provincial Air Tour. He provided further details on the event to the Commission and responded to questions received.

6. Correspondence

7. Commission Reports

7.1 Chair's Remarks and Updates (J. Maclellan) – Status Update on T Hangars RFP and Septic System New: Return to In-Person Meetings Schedule

Chair J. Maclellan reported that the T Hangars RFP was with the Niagara Construction Association's Office in order to transfer it into electronic format and that it is now published.

Chair J. Maclellan informed the Commission that the septic system investigation should be complete in the next couple of weeks and that he will hopefully provide a thorough update at the next meeting.

Chair J. Maclellan indicated that the Airport Commission's April meeting will take place in person at the Cadet building.

7.2 Property Update (L. Van Vliet) – Status Update on Office Wi-Fi; Fuel Hose Recoiler; Hangar ID Numbers; and Office Entrance Signage New: NCDRA Radio Equipment Review

Member L. Van Vliet informed the Commission that the Cisco router in Airport's office needs to be replaced. He further reported that he hasn't been able to figure out what's wrong with the internet connection outside the office. Don Band indicated that he would go to the Airport to investigate.

Member L. Van Vliet reported that the parts for the fuel hose recoiler haven't been delivered yet.

Member L. Van Vliet indicated that he had sent notification letters to Airport hangar owners regarding the installation of hangar identification numbers. He further noted that a boom truck will be required for this process and so they may wait until the ground gets a little less soft to come and perform the work.

Member L. Van Vliet informed the Commission that the Airport's radio is not working in proper order. He noted that he obtained pricing for a radio platform which is about \$1000 and that the radio itself is separate. He noted that it is not a major issue yet but it is something they should keep in mind.

7.3 Website Update (A. Moote)

Chair John Maclellan declared a conflict of interest on this item as his step-daughter had submitted a quote on the creation of a new website for the Airport. The Chair did not vote on or discuss this item.

Member A. Moote informed the Commission that he had received three quotes for the creation of a new website for the Airport; one that exceeded the budgeted amount and two that didn't. He responded to questions received from the Commission.

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

That the Commission approve proceeding with Tenpine Web Development for the creation of a new website for the Airport in the amount of \$4,800.00 exclusive of HST.

7.4 Financial Update (N. Giles) – Insurance Certificate; and Name Change Standardization

N. Giles gave an update on the insurance certificates, noting that there are only three outstanding insurance certificates remaining.

N. Giles provided an update with respect to the process of correcting the Airport's name. She noted that she is still waiting to hear back from MPAC and the MTO in order to finalize the remainder of the documents.

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

Member G. Bruno provided an update on the CAO Governance meeting that took place on March 23, 2022. He reported that the governance matter was discussed with the CAOs, as well as a Municipal Service Corporation. He further indicated that a meeting will be held in May to discuss the Airport's finances and long-term planning.

Member G. Bruno informed the Commission that the final draft of the advertisement for the Facility Operator position will be sent to them shortly. He reported that he discussed the position with the City of Port Colborne's HR team who will help to prepare the advertisement. He asked the Commission members to provide their comments/changes to him by Wednesday, April 6th. The City of Port Colborne's HR team will then incorporate the Commission's comments and post the advertisement on behalf of the Commission on Friday, April 8th.

Member G. Bruno reported that while an RFP was out for pricing for the T Hangar build, a spec sheet list was prepared for the T Hangar lease amenities and rates. He further indicated that it will be communicated to the 18 people who had expressed interest and that he would confirm rates and the lease information in a future report.

Member G. Bruno indicated that at the recent CAO Governance meeting, the CAOs were interested in a business/strategy plan for the Airport. He noted that the draft Airport Master Plan being prepared by the Region is still not being released. Member G. Bruno concluded by indicating that this topic will be put on the agenda of the next CAO Governance meeting to further discuss.

7.6 Procedural By-law Update (R. Bodner)

Member R. Bodner updated the Commission on the efforts to prepare a new Procedural By-law for the Airport Commission. He noted that the City of Port Colborne's City Clerk reviewed the version previously prepared and provided

comments/suggested changes. He reported that he will work on the changes and bring this forward at the next meeting.

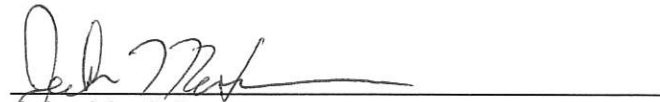
8. New Business

9. Upcoming Meeting

Chair J. Maclellan indicated that the next Niagara Central Dorothy Rungeling Airport Commission meeting will be held on April 28, 2022 at 6 p.m. at the Cadet Building.

10. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 7:40 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission