



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: April 28, 2022

Time: 6:00 p.m.

Location: In-person at Hangar #3, Air Cadet Hall

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 (via Zoom)
C. Madden (minutes) (via Zoom)

1. Call to Order

Chair John Maclellan called the meeting to order.

2. Adoption of Agenda

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

That the agenda dated April 28, 2022 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on March 31, 2022, be approved as circulated.

Carried

5. Delegations

None.

6. Correspondence

None.

7. Commission Reports

7.1 Chair's Remarks and Updates (J. Maclellan) – Status Update on T Hangars RFP; Septic System; and NCDRAC Response to IPAT Email

Chair J. Maclellan reported that two bids were submitted for the T Hangars Request for Proposal. He noted that the bids will be opened in the near future and that he would provide an update at the next meeting.

Chair J. Maclellan provided the Commission with an update on the septic system investigation. He noted that a contractor came and determined what the Airport has for a septic system and what needs to be done. He reported that he will be meeting with employees from the Niagara Region tomorrow to discuss the next steps.

Chair J. Maclellan provided a response to the Inter Provincial Air Tour email, noting that members of the Commission are still working on solutions to the transportation matter. The Chair expressed gratitude towards COPA for repairing the picnic tables. He further reported that members of the Commission are getting swag bags gathered by their respective municipality to have distributed at the event. The Chair noted that the Commission will continue to address the requests for the event.

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

Member L. Van Vliet informed the Commission that the Wi-Fi signal is now working at the Airport.

Member L. Van Vliet reported that the delivery of the parts for the fuel hose recoiler have been delayed.

Member L. Van Vliet indicated that the hangar ID numbers have been purchased, received, and are sitting in the Airport's office building. He reported that the Commission is waiting for the ground to firm up so that a truck can come into the Airport to install the ID numbers.

Member L. Van Vliet informed the Commission that there is no update on the office entrance signage as the Commission is waiting for the ground to firm to install.

Member L. Van Vliet informed the Commission that Don Band had reviewed the radio equipment system and confirmed that it cannot be repaired. He reported that Don Band had obtained pricing for a new system in the amount of \$1,400.

Moved by Member A. Moote

Seconded by Member G. Bruno

That the Commission approve spending up to \$1,500 exclusive of HST for the purchase of new radio equipment.

Carried

7.3 Website Update (A. Moote)

Member A. Moote provided an update on the website redesign for the Airport, noting that a company had been retained to complete the project. He expressed gratitude toward everyone involved in assisting with this project. The Commission discussed content to be inputted on the website and Member A. Moote responded to questions.

7.4 Financial Update (N. Giles) – GIC

N. Giles indicated that on May 7th, the current GIC in the amount of \$30,630.45 will be maturing. She recommended that the Commission approve purchasing a new renewable GIC in an amount up to \$100,000.

Moved by Chair J. Maclellan

Seconded by Member L. Van Vliet

That the Commission approve the purchase of a renewable GIC up to \$100,000 at term to be determined by rate and short term needs upon the expiration date of the Airport Commission's current \$30,630.45 GIC on May 7, 2022.

Carried

7.5 Update on Special Projects/Initiatives (G. Bruno) – Status Update on Facility Operator Recruitment; and T Hanger Lease Rates

Member G. Bruno informed the Commission that the City of Port Colborne's HR team will post the Facility Operator job advertisement on various recruitment sites once the draft is completed and approved by the Commission.

Member G. Bruno reported that the lease rates will be released after the Commission meeting that will take place virtually on Wednesday May 4, 2022.

7.6 Procedural By-law Update (R. Bodner)

Member R. Bodner indicated that there are a few sections in the draft Procedural By-law that require input from fellow Commissioners. He noted that he would send the draft to the Commission for their input and feedback on those sections.

8. New Business

Member G. Bruno wished Charlotte Madden well and best wishes as she was going on maternity leave. He noted that Nicole Rubli would be filling in for her during her absence.

9. Upcoming Meeting

Chair J. Maclellan indicated that he called for a Commission meeting to take place virtually via Zoom on Wednesday May 4, 2022. He further noted that the next regular Niagara Central Dorothy Rungeling Airport Commission meeting will be held on May 26, 2022 at 6 p.m. at the Cadet Building.

10. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 6:33 p.m.


John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission