



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: June 29, 2022

Time: 6:00 p.m.

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

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

Members Absent: R. Bodner, Member
J. Maclellan, Chair
J. Larouche, Member

Others Present: N. Rubli (Clerk)

1. Call to Order

Vice-Chair Adam Moote called the meeting to order @ 6:08p.m.

2. Adoption of Agenda

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

That the agenda dated June 29, 2022 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on May 26, 2022 be approved as circulated.

Carried

5. Delegations

5.1 Cathy Boyko – Gold Air Cup Rally

Ms. Boyko addressed the Commissioners regarding the Gold Air Cup Rally event. Ms. Boyko stated that the event may come to the Airport the weekend of September 9-11th. The Canadian 99s are fully insured and will have insurance to cover the event. It is anticipated that 20-30 participants will attend. Ms. Boyko will send information to the Commissioners on the logistics, items required and a swag request. Ms. Boyko will confirm with the Commission when the event is confirmed.

5.2 Adrian Verburg – COPA Discover Aviation Program

Mr. Verburg advised the Commissioners that on August 20th at 10:00 am, COPA will host the Discover Aviation Program at the airport for youth ages 8-17. The rain date for this event is August 21, 2022. At this time there are 20 participants registered. More information on the event can be found on the COPA for Kids webpage.

6. Correspondence

6.1 IPAT Welcomed to Welland Airport

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

That the correspondence from IPAT be received.

Carried

6.2 Advisory panel

Mr. Adrian Verburg resigned from the Advisory Panel, the Commission thanked Mr. Verburg for his service.

7. Commission Report

7.1 Update Septic system; cut and stone road to commercial hangar

Member Bruno provided the Commission with an update on the septic system investigation and stone road leading to the commercial hangar on behalf of the Chair.

One quote for the septic system has been received and came in under budget, the Chair is awaiting two other quotes prior to awarding the contract.

The stone road project leading to the commercial hangar has gone out for quotes. The scope of the project also includes repairs to the main road. The Chair would like authority to award the contract once quotes have been received. As a result of this discussion the following motion was considered:

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

That the Chair be authorized to approve a contract and cost of up to \$15,000 not including taxes for the stone road project, asphalt repairs to the main road and asphalt repairs in the fenced area of Hanger 1.

Carried

7.2 Property Update (L. Van Vliet) – Hangar ID Numbers; Office Entrance Signage and Pedestrian gate fencing

Member L. Van Vliet indicated that the hangar ID number project is ongoing.

Member L. Van Vliet informed the Commission that the office entrance signage is being worked on.

Member L. Van Vliet informed the Commission that the front gate repair cost is anticipated to be \$1,200. This includes a gate for COPA, who will be provided a key for access and will allow a van through the gate. As a result of this discussion the following motion was considered:

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

That the Commission authorize Member L. Van Vliet to make repairs to the fence and provide an entrance gate with an upset limit of \$1,500.

Carried

7.3 Website Update (A. Moote)

Vice-chair A. Moote provided an update on the website redesign for the Airport. The website designer is awaiting updated photos to be able populate the new website.

7.4 Financial Update: Delegated authority to NCDRAC chair

Member G. Bruno informed the Commission that there has been a request from the Commission's Bookkeeper, Nancy Giles, to have delegated authority to members of the Commission to execute agreements, contracts and other documents binding the Commission. As a result of this discussion the following motion was considered:

Moved by Member L. Van Vliet
Seconded by Member L. Haun

That the Chair, Vice Chair and Secretary be designated as signing authority to execute agreements, contracts, legal, and other related documents binding the Niagara Central Dorothy Rungeling Airport Commission; and

That the Clerk be directed to bring a policy forward designating signing authority to a future Airport Commission meeting.

Carried

7.5 Update on Special Projects/Initiatives (G. Bruno) – Status Update on Facility Operator Recruitment

Member G. Bruno informed the Commission that he received three responses after consulting with COPA, pilots, customers and lessees on duties and attributes for the Facility Operator job. Member G. Bruno will circulate the draft job description to the Commissioners. Once finalized the job will be posted on numerous sites including but not limited to LinkedIn and the Airport's website.

8. New Business

8.1 Member L. Van Vliet - \$600,000 Loan for Hangers

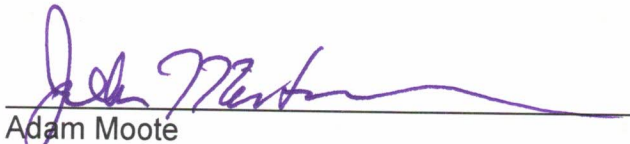
Discussion on whether the Commission should repurpose the loan amount for other capital projects. Correspondence should be sent to the City of Welland's Chief Administrative Officer with the Commission's intent on the loan terms.

9. Upcoming Meeting

The Commission members discussed tentatively calling a meeting for August 25, 2022. Zoom meeting's will be scheduled to allow the public to view the meeting.

10. Adjournment

Vice Chair A. Moote adjourned the meeting at approximately 6:44 p.m.



Adam Moote

Vice-Chair, Niagara Central Dorothy Rungeling Airport Commission