



## **Niagara Central Dorothy Rungeling Airport Commission**

### **Meeting Minutes**

**Date:** August 16, 2022

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

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

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

**Members Absent:** R. Bodner, Member

**Others Present:** N. Rubli (Clerk)

#### **1. Call to Order**

Chair J. Maclellan called the meeting to order @ 6:39 p.m.

#### **2. Adoption of Agenda**

Moved by Member J. Larouche  
Seconded by Member L. Haun

That the agenda dated August 16, 2022 be confirmed, as circulated.

Carried

#### **3. Disclosures of Interest**

None.

#### **4. Approval of Minutes**

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

That the minutes of the Commission meeting held on June 29, 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 is confirmed for the weekend of September 9-11<sup>th</sup>. Ms. Boyko relayed that there will be approximately 10 aircraft and 20 participants in attendance. Ms. Boyko requested that tie-downs and swag bags be provided and that the fees for the tie-downs be waived. Ms. Boyko also requested that transportation be provided to Welland for those in attendance if required. As a result of the delegation the following motion was considered:

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

That the delegation from Cathy Boyko regarding the Gold Air Cup Rally event be received; and

That the tie-down fees be waived for the Gold Air Cup Rally event being held on September 9-11, 2022.

Carried

## **6. Correspondence**

N/A

## **7. Commission Report**

### **7.1 Chair's Remarks and Updates (J. Maclellan)- Rental Hangers; Septic System and Fuel dispensing repairs**

Chair Maclellan provided the Commission with an update on the fuel dispensing repairs and explained that a new system is required, due to the faulty meter and parts not being available for the current system. Currently Tim Grech is providing fuel for the planes at the rate established by the Commission and is available for fueling between 9am - 5pm daily. Chair Maclellan estimates the new system will cost approximately \$12,000 plus installation costs and will take 21 weeks for delivery. As a result of this discussion the following motion was considered:

Moved by Member J. Larouche  
Seconded by Member L. Haun

That an expenditure of up to \$20,000 be approved for a new fuel system.

Carried

Chair Maclellan provided the Commission with an update on a new septic system. A few quotes for a new system were received and came in under the budget approved approximately 5 years ago that was set at \$125,000. The Chair recommends that the contract be awarded to Zwierschke Brothers Limited as they provided an all-inclusive cost for all work required. The bid came in under budget at just over \$100,000. As a result of the discussion the Chair will award contract to Zwierschke Brothers Limited so the work on a new septic system may commence.

Chair Maclellan provided an update on a new Rental Hanger build. The tender for this project came back high and not as a pole barn style building as requested. The Chair recommends that the project be tendered once again in the Fall. The Chair also expressed that the Commission should purchase a hanger should one come up for sale. As a result of this discussion the following motion was considered:

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

That the Chair and Vice Chair be authorized to amend the loan agreement to include purchase and/or expand.

Carried

## **7.2 Property Update (L. Van Vliet) –Hangar ID Numbers; Office Entrance Gate; New Signage; and AC/Heating System Office**

Member L. Van Vliet indicated that the hangar ID number project is ongoing and just waiting on a lift so they can be erected.

Member L. Van Vliet informed the Commission that the office entrance signage and gate entrance is still in progress.

Member G. Bruno informed the Commission that a few months ago, it was identified that a retro fit for an AC and Heating system in the main office was required. An upset limit of \$6,500 was approved. A new heat pump system would be procured, increasing the cost of the project. As a result of this discussion the following motion was considered:

Moved by Member G. Bruno  
Seconded by Chair J. Maclellan

That the Commission approve an additional \$1,500 inclusive of HST for the new AC/Heating system for the main office.

Carried

### **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 it is nearly complete, but that there was extra work required on the backend of the website, which resulted in additional costs. As a result of this discussion the following motion was considered:

Moved by Member J. Maclellan  
Seconded by Chair L. Haun

That the Commission approve an additional \$1,500 exclusive of HST to complete the new website design.

Carried

### **7.4 Financial Update (N. Giles) - GIC/2022 Capital Budget remaining**

Member G. Bruno informed the Commission that Nancy Giles is looking into a new term GIC, and that work is being done on a draft capital budget for 2023. Approval of the budget will be decided on by the new Commission.

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

Member G. Bruno informed the Commission that the Facility Operator job has been posted on Indeed, the Airport's website and advertised in Metroland papers and online across Niagara for a two-week circulation. In the event, only a few applications are received the circulation will be extended for another two-week period. Members of the audience suggested posting the job opportunity on AMCO and COPA websites.

## **8 New Business**

### **8.1 Adrian Verburg – COPA Discover Aviation Program**

Mr. Verburg reminded the Commissioners that on August 20<sup>th</sup>, 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 80 youth participants registered with 40 on the waiting list for next year. Groups of 16 participants will start at 9:30am and the event will operate throughout the day. More information on the event can be found on the COPA for Kids webpage.

**8 Upcoming Meeting**

September 29, 2022 or at call of the Chair.

**9 Adjournment**

Chair J. Maclellan adjourned the meeting at approximately 7:25 p.m.

A handwritten signature in blue ink, appearing to read "John Maclellan", is written over a horizontal line.

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission