



## Niagara Central Dorothy Rungeling Airport Commission

### Meeting Minutes

**Date:** November 23, 2023  
**Time:** 6:00 p.m.  
**Location:** Airport Administration Building

Members Present: J. Maclellan, Member (virtual joined 6:27pm)  
G. Bruno, Member (virtual)  
R. Bodner, Member  
J. Lee, Member  
K. Ker, Member  
L. Van Vliet, Member (Chair)  
G. Speck, Member (virtual)

Others Present: N. Rubli, Clerk

**NOTES:** The Special closed meeting scheduled for 5:30pm was cancelled. Agenda items from the Special Closed Meeting Agenda were discussed in a closed meeting following this meeting as referenced in Section 13 of these minutes.

#### 1. Call to Order – Member L. Van Vliet Chaired Meeting

L. Van Vliet called the meeting to order @ 6:15 p.m.

#### 2. Adoption of Agenda

Moved by Member R. Bodner  
Seconded by Member K. Ker

That the agenda dated November 23, 2023 be confirmed, as circulated.

Carried

#### 3. Disclosures of Interest

None noted.

#### 4. Report Out – October 26, 2023 & November 13, 2023

The provided the following report from the Closed Session meetings held October 26, 2023 and November 13, 2023:

The Commission met in Closed Session on October 26<sup>th</sup>, 2023 for the following matter:

Facility Operator Recruitment – Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239(2) (d) labour relations or employee negotiations.

As a result of this discussion, direction was provided in accordance with the Municipal Act.

The Commission met in Closed Session on November 13<sup>th</sup>, 2023 for the following matter:

Facility Operator Recruitment – Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239(2) (d) labour relations or employee negotiations.

As a result of this discussion, direction was provided in accordance with the Municipal Act.

## **5. Approval of Minutes**

### **5.1 October 26, 2023 Regular Meeting**

### **5.2 November 13, 2023 Special Meeting**

Moved by Member K. Ker  
Seconded by Member G. Bruno

That the minutes of the Commission meeting held on October 26, 2023 and November 13, 2023 be approved as circulated.

Carried

## **6. Delegations**

None at this time.

## **7. Correspondence**

None at this time

## **8. Chair's Remarks**

### **8.1 Hangar 2 West Construction**

Member G. Bruno relayed that hydro lines and wiring will be done within the week. The final inspection for the hydro is also scheduled to bring hydro to the building.

The signs for the hangar doors will be installed by end of month. The driveway to the hangars will have stone for now, with paving to be completed in the Spring. The full hangar construction is anticipated to be substantially completed by December 1<sup>st</sup>. The Chair contacted the hangar tenants to relay the construction delays, there were no concerns noted from the lessees. All lease agreements are signed, and deposits were received.

**9. Operations Report and Updates (G. Bruno)**

Member G. Bruno relayed that Fred is back from holiday and ready to provide winter ground maintenance. The operational focus has been the Hangar 2 West construction and the Facility Operator recruitment.

**10. Financial Report Update (G. Bruno)**

Member G. Bruno relayed that the November Financial Statements will be provided in the beginning of December, and that the financials are being tracked to be within budget.

Member G. Bruno also relayed that the budget for the hangar loan was forecasted to be paid in the last six months of the year including principal and interest payments. The last five months included the forecast for the revenue from the hangar rentals. However, with the delayed completion of the hangars, revenue will not be recognized for four of the five months. Any overages in the budget will be a direct result of the delayed hangar construction.

**11. Special Projects (G. Bruno)**

Member G. Bruno advised that an update on the Facility Operator recruitment will be provided in Closed Session in accordance with the Municipal Act.

**12. Upcoming Meeting**

Call of the Chair.

**13. Confidential Items (Deferred from November 23, 2030 5:30 PM Special Meeting)**

Moved by Member K. Ker  
Seconded by Member J. Lee

That the Commission now enter into closed session to address the following matters:

**13.1 Facility Operator Recruitment – Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees and Section 239(2) (d) labour relations or employee negotiations.**



**13.2 Lease Negotiation Update - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act.**

Carried

**The Commission resumed Open Session at 6:58 p.m.**

**Facility Operator Recruitment**

Commissioner J. Maclellan relayed that he would like to have the job description changed to include responsibilities to market the Airport and enhance economic development opportunities. The new job description and posting will be advertised on all sites previously used for ten days, as well as AMCO site. The AMCO organization will be an asset to assist with the recruitment. Recommendation to consult the four municipalities for suggestions on where to post the job advertisement due to the new marketing and economic development responsibilities. As a result of this discussion the following motions were considered:

Moved by Member G. Bruno  
Seconded by Member J. Lee

That the Hiring Committee be directed to revise the Facility Operator job description to include marketing and economic development responsibilities; and

That the Hiring Committee be directed to administer the hiring process for the Facility Operator including advertising, timelines and interviewing.

Carried

**14. Adjournment**

Moved by Member K.Ker  
Seconded by Member J. Lee

That the meeting be adjourned at approximately 7:22 p.m.

Carried



Leo Van Vliet  
Vice Chair, Niagara Central Dorothy Rungeling Airport Commission