



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: June 21, 2023
Time: 6:00 p.m.
Location: Airport Administration Building

Members Present: J. Maclellan, Chair
G. Bruno, Member
L. Van Vliet, Member
R. Bodner, Member
J. Lee, Member
K. Ker, Member

Absent with Notice: G. Speck, Member

Others Present: B. Chernish, Facility Operator
N. Giles, Bookkeeper
N. Rubli, Clerk

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:04 p.m.

2. Adoption of Agenda

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

That the agenda dated June 21, 2023 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – Closed Session May 31, 2023

The Clerk provided the following report from the Closed Session meeting held May 31, 2023.

The Commission met in Closed Session on May 31st for the following matters:

Approval of the May 4, 2023 Closed Session Minutes.

Item 13.2 Lease Negotiations - 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, 2001.

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

5. Approval of Minutes

Moved by Member L. Van Vliet
Seconded by Member K. Ker

That the minutes of the Commission meeting held on May 31, 2023 be approved as circulated.

Carried

6. Delegation

None at this time.

7. Correspondence

7.1 Niagara Region – Road Condition of River Road (Regional Rd. 529)

The Commission and Facility Operator spoke to the correspondence received from the Niagara Region and relayed that the Region has indicated that the River road reconstruction will be placed in the multi-year forecast and that defects will be addressed if they exceed the requirements of the Minimum Maintenance Standards.

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

That the correspondence from the Niagara Region regarding the road condition of River Road (Regional Rd. 529) be received.

Carried

8. Chair's Remarks

The Chair relayed that Hanger #5 has been purchased and that rental opportunities will be marketed this week on the Airport's website.

The Chair informed the Commission that the asphalt near Commercial Drive is damaged, the Facility Operator is aware, and repairs will be conducted.

9. Operations Report and Updates (B. Chernish)

9.1 Current Project Updates

The entrance lighting pole replacement is being evaluated and quotes are being obtained. Two quotes have been received and the Facility Operator will return with a report once all quotes are received.

The new T-Hanger engineering is being altered in attempts to reduce construction cost. Once complete a Building Permit application will be submitted.

The stone for Commercial Drive is nearly complete, a bulldozer will be brought in to level the dirt and ensure final grade.

The signage at the main entrance is now complete. The Administration signage was updated. Two new parking spots have been designated for accessible parking, one at the Cadet Hall and one near the Administration.

Grass cutting is underway, the new tractor is operating well.

The City of Port Colborne Economic Development Staff will be touring the Airport in efforts to facilitate business opportunities.

10. Financial/Office Update/Reports

The Bookkeeper relayed that the term deposits are now complete and put together on a rotating renewal/mature cycle.

The Bookkeeper also explained that the signing officers on the bank account are different than that for Commission documents. Nancy advised that she would like a motion to appoint signing authorities to execute Airport documents and cheques related to the TD bank account. Two signatures are required. As a result of this discussion the following motion is before the Commission.

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

That the Chair, Vice Chair or Secretary Treasurer and one of either the Facility Operator or Bookkeeper be authorized to execute all documents and cheques related to the TD bank account at Canada Trust; and

That at least one signatory be a Commission member.

Carried

11. Upcoming Meeting

September 28, 2023 or call of the Chair.

12. Adjournment

Moved by Member R. Bodner

Seconded by Member G. Bruno

That the meeting be adjourned at approximately 6:29 p.m.

Carried



John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission