



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

### **Meeting Minutes**

**Date:** September 28, 2023

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

**Location:** Airport Administration Building

**Members Present:** J. Maclellan, Member (Virtual Attendance)  
G. Bruno, Member  
G. Speck, Member  
R. Bodner, Member  
J. Lee, Member (Virtual Attendance)  
K. Ker, Member (Virtual Attendance)

**Absent with Notice:** L. Van Vliet, Member

**Others Present:** B. Chernish, (Virtual Attendance)  
N. Giles, Bookkeeper/Acting Facility Operator  
N. Rubli, Clerk

#### **1. Call to Order – Member G. Bruno Chaired Meeting**

G. Bruno called the meeting to order @ 6:04 p.m.

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

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

That the agenda dated September 28, 2023 be confirmed, as circulated.

Carried

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

None noted.

#### **4. Report Out – Closed Session July 4, 2023**

The Clerk provided the following report from the Closed Session meeting held July 4, 2023.

The Commission met in Closed Session on July 4<sup>th</sup> for the following matter:

Airport Infrastructure Enhancement Opportunity - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization. Pursuant to Section 239(2)(i) of the Municipal Act, 2001.

As a result of this discussion, there is nothing further to report.

#### **5. Approval of Minutes**

Moved by Member J. Maclellan  
Seconded by Member R. Bodner

That the minutes of the Commission meeting held on June 21, 2023 and July 4, 2023 be approved as circulated.

Carried

#### **6. Delegation**

None at this time.

#### **7. Correspondence**

None at this time

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

##### **8.1 Update on Hangar 5**

The Chair J. Maclellan relayed that Hangar #5 has been leased by two parties who may bring one more tenant for the Hangar. If the current lessee cannot find another party to lease the space, the Airport will advertise the remaining space in this hangar.

The Chair informed the Commission that the driveway for this Hangar has been dug out, just waiting on stone to be brought in to complete this project. Once the bills are reconciled for Hangar 2A, a decision will be made for a lean to shed in order to store the tractor.

The build for Hangar 2A is partially complete. The hangar doors are on order and should be shipped soon. Once received equipment will be rented and the doors will be erected. It is anticipated that Hangar 2 will be available for rent by the middle of October. This rental opportunity will be placed on the Airport website.

## **9. Special Projects (G. Bruno)**

### **9.1 Facility Operator Recruitment**

Bill Chernish has filed his written resignation to pursue an opportunity as a pilot for a private business. The Airport Commission wished Bill well in his future endeavours. Nancy Giles will act as Interim Facility Operator until a new Facility Operator is hired.

Member G. Bruno relayed that the posting for a new Facility Operator is posted in the local papers, Indeed, the Airport website, AMCO site and was sent to the 4 municipalities. The posting closes on October 16, 2023, at which time the Interim Facility Operator Giles will short list the candidates. Member Bruno explained that a hiring Committee should be formed to interview and bring recommendations on candidates to the Commission. Discussion ensued regarding a hiring matrix and development of a hiring policy. As a result of this discussion the following motions were considered:

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

That Commissioners Maclellan, Ker and Bruno be appointed to the Hiring Committee for the Facility Operator.

Carried

Moved by R. Bodner  
Seconded by J. Lee

That the Hiring Committee bring a recommendation with the top 3 candidates to a future closed meeting of the Commission.

Carried

Moved by G. Speck  
Seconded by J. Maclellan

That the Interim Facility Operator be directed to short list the applications using a hiring matrix.

Carried

Moved by R. Bodner  
Seconded by G. Speck

That Staff be directed to bring back a draft hiring policy to a future open Commission meeting.

Carried

## **10. Operations Report and Updates (B. Chernish)**

### **10.1 Current Project Updates**

The entrance lighting has been evaluated and it has been determined that the lighting in this area is adequate. A request will be made to the Region to enhance the light located on the roadway.

Meeting hardware request including an OWL and camera will be deferred indefinitely.

Replacement of the HVAC for the Office will be deferred as it is functioning well at this time. The HVAC system in Hangar #1 may require an inspection in the near future and a new hot water tank was replaced in this Hangar.

Street signage is being procured and should be erected soon.

The windsock will need to be relocated due to it being nonoperational. There is a NOTAM currently issued for this item.

An Over fly by four T28 Trojans by Alf Beam occurred last month and was well attended by Hangar owners, skydivers and pilots.

The City of Port Colborne Economic Development Staff toured the Airport in efforts to facilitate business opportunities. There are no updates at this time.

Bill expressed Kudos to Fred and all his hard work with maintenance at the Airport.

The Air Cadet parking lot was repaired.

The culvert may need to be replaced that runs across the incoming road.

### **10.2 Proposed Projects**

The main drive and parking lot paved at a cost of approximately \$85,000.

A window should be replaced in the Air Cadet building.

## **11. Financial/Office Update/Reports**

### **11.1 Financial Update**

The Bookkeeper relayed that the financials to end of August 31<sup>st</sup> were circulated and the current budget is tight from now to the end of the fiscal year. There will be a need to purchase fuel in the coming weeks.

### **11.2 Purchase of Vehicle Recovery System Alarm**

Chair J. Maclellan explained that the Commission should purchase vehicle recovery system alarms for the tractors. The tractors are currently being stored outdoors which causes concern. The approximate cost for the alarm devices is a one-time cost of \$1100.00 and an annual cost of approximately \$340. As a result of this discussion the following motion was considered:

Moved by J. Maclellan  
Seconded by R. Bodner

That the purchase of two Vehicle Recovery system alarms be approved.

Carried

### **11.3 2024 Proposed Operation and Capital Budget**

Member G. Bruno and Interim Facility Operator Giles provided an overview of the 2024 Budget. There is a \$34,000 shortfall forecasted and the levy to the four municipalities is proposed to be increased. Notable impacts to the 2024 budget are capital projects and the Instrument review which is required every 5 years and due in 2024. There may be unbudgeted revenue that may be realized in 2024 but unknown at this time. Member G. Bruno and Giles responded to questions of the Commission.

**NOTE:** Discussion on the 2024 Budget was suspended at this time and the Commission proceeded with the next items on the agenda and entered closed session. After the Closed Session, discussion resumed on the 2024 budget and the following motion was considered:

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

That the 2024 Budget be approved.

Carried

**12. New Business**

None at this time

**13. Upcoming Meeting**

October 26, 2023 or call of the Chair.

**14. Confidential Items**

Moved by Member J. Lee  
Seconded by Member L. Van Vliet

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

**14.1 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.**

**14.2 Intermunicipal Airport Agreement - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board pursuant to Section 239(2)(k) of the Municipal Act, 2001.**

Carried

**15. Adjournment**

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

That the meeting be adjourned at approximately 9:18 p.m.

Carried

  
\_\_\_\_\_  
John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission