



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: June 27, 2024

Time: 6:00 p.m.

Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member (Virtual)
R. Bodner, Member
G. Speck, Member
K. Ker, Member
L. Van Vliet, Member

Absent: J. Lee, Member

Others Present: N. Giles, Bookkeeper
J. Roy, Facility Operator
N. Rubli, Clerk

1. Call to Order

J. Maclellan called the meeting to order @ 6:02 p.m.

2. Adoption of Agenda

Moved by Member L. Van Vliet
Seconded by Member R. Bodner

That the agenda dated June 27, 2024 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – May 30, 2024

The Clerk provided the following report from the Closed Session meeting held May 30, 2024:

The Commission met in closed session on May 30, 2024 to hear the following matters:

15.1 Commercial Lease Negotiation Update - As a result of this discussion direction was provided in accordance with the Municipal Act.

15.2 Lease Negotiation Update – As a result of this discussion there is nothing further to report at this time.

5. Approval of Minutes

5.1 May 30, 2024 Regular Meeting

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

That the minutes of the Commission meeting held on May 30, 2024 be approved as circulated.

Carried

6. Delegations

None at this time.

7. Presentations

None at this time.

8. Correspondence

No correspondence

9. Chair's Remarks

9.1 Next generation Rental Hangars

Chair Maclellan relayed that he will seek an engineer next week to produce drawings for 5 hangars. The Commission discussed securing a loan to build the hangars. As a result of the discussion the following motion was considered:

Moved by L. Van Vliet
Seconded by G. Speck

That the Chair be approved to secure a loan to build the hangars for an amount not to exceed \$600k.

Carried

10. Facility Operator's Report

10.1 Datanova Cloud Services Update – Tuesday July 9th

A network upgrade is taking place on July 9th to enhance network performance and security on our Fuel Card authorization system. Service will be unavailable between 2-3pm with full offline shutdown.

10.2 Airport Police Training Video – Wed July 3rd

The Niagara Regional Police Service Video Unit will be on site the morning of July 3rd using the facilities of NCDRA to produce an in-house training video entitled Crime Doesn't Fly Here. They will provide actors but would like some volunteers as well. An email will go out to all Stakeholders on Friday.

10.3 Wood Burning

We have had a request from a Stakeholder to burn some scrap wood on the airport property. The Facility Operator received the following response from the Fire Prevention Officer from the Town of Pelham: "The Pelham fire department does not allow the burning of Skids, the bylaw states that it must be clean dry and seasoned wood." Fred will take care of removing the scrap wood.

10.4 Oxford Aviation Group Visit

The Oxford Aviation Group (8 Guests) from England visited the airport and were incredibly impressed with the Airport and hospitality. Thanks to Adrian and COPA 149 for hosting the event and bringing 30 plus out to the BBQ.

10.5 Discover Aviation – August 17th

Discover Aviation is taking place on Saturday August 17th and will involve 100 youth aviators and families. The committee are looking at Advertising, Supplies, Food and Fuel to help with the cost of the event. As a result of this discussion the following motion was considered:

Moved by K. Ker

Seconded by R. Bodner

That the Commission sponsor the Discover Aviation Day event in the amount of \$500.00

Carried

11. Operations Report and Updates

11.1 Airport Signage

Member Van Vliet relayed that the signage for the two street signs for Ker Drive West and McRitchie Drive East has been approved. The Niagara Region Sign shop is manufacturing the signs. Member Van Vliet will evaluate the quality of the signs and decide if the Region will manufacture the hangar signs as well.

12. Financial Report Update (N. Giles)

12.1 May Financial Report

N. Giles relayed that the May financial reports were provided to the Commissioners.

12.2 Canada Revenue Agency (CRA) Correspondence – HST Audit

N. Giles relayed that an application will be filed with the Minister of Revenue seeking status as a municipal organization. As of June 1, 2024 all land leases will include HST, a notice was sent to all hangar owners advising them of this change.

13. Special Projects (G. Bruno)

13.1 Nicole Rubli – Code of Conduct – Airport Commission

The Clerk provided an overview of the draft Code of Conduct and answered questions received from the Commissioners. The Commission requested that a provision be added that the Code of Conduct be reviewed in four years. As a result of this discussion the following motion was considered:

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

That the Code of Conduct be adopted with an amendment to add a four year review provision.

Carried

14. New Business

15. Upcoming Meeting

September 26, 2024 or call of Chair

16. Confidential Items

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

That the Commission now enter into closed session at 6:51 p.m. to address the following matters:

- 16.1 Commercial Lease Negotiation Update - a proposed or pending acquisition or disposition of land by the municipality or local board pursuant to Section 239(2)(c) of the Municipal Act.

16.2 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.

16.3 Minutes of the closed session portion of the May 30, 2024 Commission meeting.

Carried

17. Adjournment

Moved by Member K. Ker

Seconded by Member L. Van Vliet

That the meeting be adjourned at approximately 8:01 p.m.

Carried

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

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission