



## Niagara Central Dorothy Rungeling Airport Commission

### Special Meeting Minutes

**Date:** July 25, 2024

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

**Location:** Airport Administration Building

Members Present: J. Maclellan, Member (Chair)  
G. Bruno, Member  
G. Speck, Member  
L. Van Vliet, Member

Absent: J. Lee, Member  
R. Bodner, Member  
K. Ker, Member

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

#### 1. Call to Order

J. Maclellan called the meeting to order @ 6:05 p.m.

#### 2. Adoption of Agenda

Moved by Member L. Van Vliet  
Seconded by Member G. Bruno

That the agenda dated July 25, 2024 be confirmed.

Carried

#### 3. Disclosures of Interest

None noted.

#### 4. Chair's Remarks

#### **4.1 Next generation Rental Hangars**

Chair Maclellan relayed that he spoke to an engineer and should receive preliminary drawings next week. Chair Maclellan requested that an option for a shop be included at one end of a hangar as part of the design.

#### **4.2 New Lease Rates (3 West)**

This discussion is deferred until the cost of the hangar build is obtained.

#### **4.3 Paving**

Quotes will be obtained to pave/asphalt near Hangar 2W. Chair Maclellan will meet with the Hangar lessee to discuss the project scope.

### **5. Facility Operator's Report**

#### **5.1 RCMP Visit**

Two representatives from the RCMP – Border Integrity Program visited the Airport on July 17<sup>th</sup>. They sat down with Adrian and the Facility Operator to discuss policies and procedures for airplanes crossing the US border. This was an initial meeting, the RCMP indicated they would like to return again to meet with pilots as well as perform surveillance of the airport.

#### **5.2 New Hangar Build Coming to Website**

Details have begun to promote the new Hangar build to website. This work is in progress.

#### **5.3 Discover Aviation – August 17<sup>th</sup>, 2024**

Discover Aviation is taking place on Saturday August 17<sup>th</sup> 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. The Commission has sponsored this event.

### **6. Operations Report and Updates (Vice Chair)**

#### **6.1 Airport Signage**

The Niagara Region Sign shop is manufacturing the signs.

### **7. Financial Report Update**

#### **7.1 Canada Revenue Agency (CRA) – HST Audit**

Member Bruno relayed that an application has been filed with the Minister of Revenue seeking status as a municipal organization. The Airport Auditors assisted with the application. If the Airport is granted an exemption, it may be retroactive. It is unknown how long the process will take for the CRA to review the application and respond.

**8. Confidential Items**

Moved by Member G. Bruno  
Seconded by Member G. Speck

That the Commission now enter into closed session at 6:27 p.m. to address the following matters:

- 16.1 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.
- 16.2 Future Hangar Lease Agreements – 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.

Carried

**9. Next Meeting**

September 26, 2024 or call of Chair

**10. Adjournment**

Moved by Member G. Speck  
Seconded by Member L. Van Vliet

That the meeting be adjourned at approximately 7:25 p.m.

Carried



John Maclellan  
Chair, Niagara Central Dorothy Rungeling Airport Commission