



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: October 26, 2023

Time: 6:00 p.m.

Location: Airport Administration Building

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

Members Absent: G. Speck, Member

Others Present: N. Giles, Bookkeeper/Acting Facility Operator/Acting Clerk

1. Call to Order – Member J. Maclellan Chaired Meeting

J. Maclellan called the meeting to order @ 6:08 p.m.

2. Adoption of Agenda

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

That the agenda dated October 26, 2023 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – Closed Session September 28, 2023

The Acting Clerk provided the following report from the Closed Session meeting held September 28, 2023.

The Commission met in Closed Session on September 28th for the following matters:

Lease Negotiations - pursuant to Section 239(2)(i) of the Municipal Act, 2001; Closed Session Minutes of May 31st and July 4th, 2023.

As a result of these discussions, there is nothing further to report.

The Commission also discussed an Intermunicipal Airport Agreement – pursuant to Section 239(2)(k) of the Municipal Act, 2001.

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

5. Approval of Minutes

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

That the minutes of the Commission meeting held on September 28, 2023 be approved as circulated.

Carried

6. Delegations

None at this time.

7. Correspondence

None at this time

8. Chair's Remarks

8.1 Update on Hangar 2 West Construction Update

The Chair J. Maclellan relayed that 4 out of 5 doors were on and Vints Construction will clad them next week. The sidewalk will be poured in front of the hangars and the overhead hydro lines and wiring will be done next week. We will try to get the windsock moved at the same time. We should have 2 ready for November 8 and the others the following week.

The name of the hangar will be 2 West as opposed to 2A and the doors will be numbered 2a, 2b, 2c, 2d, 2e. Appropriate signs will be ordered by Member Van Vliet and installed above the hangar doors at the front as well as on the man doors for hangars 2a and 2e.

8.2 Facility Operator Update

The Chair J. Maclellan advised that the hiring committee met on October 24, 2023 and held interviews with five candidates. A recommendation will be brought forward in closed session later this evening.

9. Operations Report and Updates (N. Giles)

9.1 Current Updates

It has been a quiet month. We have had a couple of inquiries concerning hangar rentals and Hangar 2 West currently only has one spot available.

Our maintenance foreman and Adrian Verburg travelled to Buttonville Airport yesterday to look at lighting systems that might be available due to the impending closure of Buttonville Airport of October 31st. An offer was made on some light covers and lens. We will know if we were the successful bidder after October 31st.

9.2 Proposed Projects

No new projects at this time.

10. Financial/Office Update/Reports

10.1 Financial Update

The Bookkeeper relayed that the financials to end of September 30th were circulated.

The Director of Corporate Services for the City of Port Colborne requested that we try to have our 2023 audit completed by February 15th as they are moving to a new accounting system. Nancy Giles spoke with Grant Thornton and we are progressing toward this goal. A special meeting may need to be called in early February to approve the financial statements.

One item that came up in the discussion with Grant Thornton was the new Asset Retirement Obligation policy for public sector entities. Under this policy, municipalities are required to set aside funds for the retirement of assets that may produce a liability, i.e. buildings containing asbestos. Our only owned buildings are Hangar 1 and 3 – all asbestos has already been removed from Hangar 1 and there is no liability in Hangar 3. Nancy will advise the accountants accordingly.

11. New Business

Website

Member Bruno advised that he is working with our webmaster to update the Hangar Rentals button on our website to make it more noticeable.

12. Upcoming Meeting

November 23, 2023 or call of the Chair.

13. Confidential Items

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

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.

Carried

14. Adjournment

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

That the meeting be adjourned at approximately 6:30 p.m.

Carried



John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission