



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

### **Meeting Minutes**

**Date:** September 29, 2022

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

**Location:** In-person at Hangar #3, Air Cadet Hall

**Members Present:** J. Maclellan, Chair  
G. Bruno, Member  
L. Haun, Member  
L. Van Vliet, Member  
R. Bodner, Member  
J. Larouche, Member

**Members Absent:** A. Moote, Member and Vice-Chair

**Others Present:** N. Rubli (Clerk)  
N. Giles (Bookkeeper)

#### **1. Call to Order**

Chair J. Maclellan called the meeting to order @ 6:09 p.m.

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

Moved by Member R. Bodner  
Seconded by Member L. Haun

That the agenda dated September 29, 2022 be confirmed, as circulated.

Carried

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

None.

#### **4. Approval of Minutes**

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

That the minutes of the Commission meeting held on August 16, 2022 be approved as circulated.

**5. Delegations**

N/A

**6. Correspondence**

- 6.1** The Commission received a thank-you card from Clerk Charlotte Madden, for the baby gift. Charlotte and her husband Matthew welcomed Maeve James Madden into the world on May 24, 2022.

**7. Commission Report**

**7.1 Chair's Remarks and Updates (J. Maclellan)- Septic System; Fuel Dispensing; Commercial Drive**

Chair Maclellan provided the Commission with an update on the septic system. The system is installed, and the electrical work is being completed. The new septic system will work off solar power. Solar lights, a trail camera and chain fence will be installed for security measures. These features fall within the approved budget for this project.

Chair Maclellan provided the Commission with an update on the fuel dispensing system repair. The install is anticipated for Feb of 2023. In the interim, Tim Grech is providing fuel for the planes between 9am - 5pm daily.

Work on the commercial drive is still in progress.

**7.2 Property Update (L. Van Vliet) –Hangar ID Numbers; Office walkway and gate fencing - New Signage; AC/Heating System Office**

Member L. Van Vliet indicated that the hangar ID number project is ongoing and just waiting on a lift so ID numbers can be erected.

Member L. Van Vliet informed the Commission that the office entrance signage and gate entrance work is anticipated to be completed in October.

Member L. Van Vliet informed the Commission that quotes are being obtained for the new AC/Heating system for the main office.

**7.3 Website Update (A. Moote)**

Member G. Bruno provided an update on the new website design on behalf of Member A. Moote. Member G. Bruno relayed that the project is 80% complete on the back end and home page. Fillable forms will also be available on the new website. The home page will include information such as automatic weather updates, hanger rental information and a frequently

asked question section. A link to the COPA website will also be provided on the Airport website.

#### **7.4 Financial/office Update (N. Giles) – new email address; capital and operating budgets; CEBA Loan; one time funding**

**New Airport Email Address:** Nancy announced the new email address is now being used to receive email on the new website at: [admin@niagaracentralairport.ca](mailto:admin@niagaracentralairport.ca). Nancy will continue to monitor the [manager@centralairport.ca](mailto:manager@centralairport.ca) email address and has been advising the suppliers of the new address.

**Capital and operating budgets:** An update of budget to actual to August 31 was provided to the Commission, the financials are in good shape. The Airport has not sold fuel since July 21, 2022 and it is unlikely that it will be able to sold again before year end. As such both the income and expense will reflect this, they are both currently at around 60% of their budgeted figures so it will offset in the budget. The company that monitors the pump on a monthly basis and charges a monthly fee has agreed to waive this fee until such time as the airport starts selling fuel again.

Legal fees are high but \$6300 of this was from the insurance settlement for the runway accident and the Airport received \$74,000 in unbudgeted income as a result of the settlement.

On the capital side, a list of capital projects has been provided that are currently approved by the commission and are in some form of progress. These all fall within the current budget of \$80,000 plus the previously budgeted amount for the septic system. Nancy is unsure at this time if work on the T-hangar build will begin this year.

On a budget note, the Commission needs to start looking at the 2023 budget for approval by the incoming commission, so if there are any events, promotional materials, maintenance or capital items that should be included in 2023 budget, please forward those requests to Nancy as soon as possible.

**CEBA Loan:** In 2020 the Airport received a \$40,000 CEBA loan to assist during the COVID-19 pandemic. While this needs to be repaid by December 31, 2023, there was discussion that the Airport would repay it during the term of this commission. As a result of this discussion the following motion was considered:

Moved by Member G. Bruno  
Seconded by Member L. Haun



That Nancy be directed to repay the \$30,000 required on the CEBA loan on or about November 25, 2022 the due date of the current GIC of \$125,616.44.

Carried

**One Time Funding:** Nancy stated that a one-time income from the insurance settlement in the amount of \$74,000 less legal fees has been received. Nancy advised the Commission that a generous bequest from the Estate of Dorothy Rungeling has also been received. Based on the proportioned share of the will, the Airport received \$226,542.84 which has been deposited into the general account. There were no stipulations in the will as to how this money is to be spent. Nancy recommended to the Commission that the Airport combine these one-time funds and ask the auditors to add \$300,000 to the capital reserve of \$15,000 on the financial statements for future capital projects. As a result of this discussion the following motion was considered:

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

That the Airport auditors be directed to set up a capital reserve with the one-time income received in the amount of approximately \$300,000.

Carried

The Airport currently has two GICs earning income – one for \$125,616.44 expiring November 25 and one for \$125,683.40 expiring December 15. The Airport will have upcoming payments required for the septic system but based on the current bank balance after receiving the noted bequest, Nancy recommends taking out another renewable \$200,000 GIC on a 100-day term. If a project needs funds, the Airport will have a variety of GIC's maturing over revolving dates but will still have enough funds to meet day-to-day needs. As a result of this discussion the following motion was considered:

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

That Nancy be directed to take out another renewable \$200,000 GIC for a 100-day term.

Carried

**Portable Toilet:** Nancy informed the Commission that the portable toilet is currently in place and entering into another monthly cycle. This will be picked up at the end of October by the supplier.

## **7.5 Update on Special Projects/Initiatives (G. Bruno) – Status Update on Facility Operator Recruitment & Formation of Selection Committee**

Member G. Bruno informed the Commission that approximately 57 applications were received for the Facility Operator job. 44 were received through Indeed and 13 via email. The resumes were short listed, and 16 candidates were sent to each Commission member to choose their top 8 applicants. A selection committee is required to further review and choose a successful applicant. As a result of this discussion the following motion was considered:

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

That John Maclellan, Lisa Haun, Gary Bruno and Jim Larouche be appointed to the Facility Operator Selection Committee; and,

That the Selection Committee be authorized to award the Facility Operator position.

Carried

## **7.6 Procedural By-law Adoption (N. Rubli/R. Bodner)**

The Commission was presented with a draft Procedural By-law for consideration and adoption. The Commissioners thanked Member Bodner and Nicole for their work on bringing the By-law forward. As a result of the discussion the following motion was considered:

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

That Procedural By-law 2022-01 be approved and the Chair and Clerk be authorized to sign same.

Carried

## **8. New Business**

- 8.1** Cathy Boyko provided an overview of the Gold Air Cup Rally that was held the weekend of September 9-11<sup>th</sup>. The event was a huge success. Member L. Van Vliet informed everyone that swag bags are now on hand at the airport for future events.

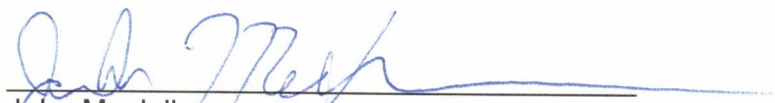
- 8.2 Al Kaminsky and Cathy Boyko expressed concern about the asphalt condition in front of Hangers 7 & 8 and areas surrounding the tie down areas and taxiway. Al and Cathy that they feel these areas require repair. The Chair indicated the matter would be investigated.
- 8.3 The Commission was made aware that there may be new aviation fuel regulations coming down from the province, it is assumed that any regulation changes would be phased in. These changes are not anticipated to happen in the immediate future, but the Commission should follow the progress of the proposed regulation amendments.
- 8.4 Al Kaminsky inquired on the official stance of the Commission on hanger rentals as well as allowing privately owned hangers to be built and leased on Airport lands. Al Kaminsky stated that a moratorium had been placed on private builds. Member G. Bruno stated that the Commission did investigate multiple options and it was decided that at this time the best option is for the Airport to build the hangers and to lease the space. Member G. Bruno stated the moratorium has not been officially lifted. The Commission is open to review this and provide comment.

**9. Upcoming Meeting**

At call of the Chair.

**10. Adjournment**

Chair J. Maclellan adjourned the meeting at approximately 7:30 p.m.



John Maclellan  
Chair, Niagara Central Dorothy Rungeling Airport Commission