



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: January 11, 2023

Time: 6:00 p.m.

Location: Administrative Building

Members Present: J. Maclellan, Chair
G. Bruno, Member
L. Van Vliet, Member
R. Bodner, Member
J. Lee, Member
G. Speck, Member

Others Present: M. Junkin, Mayor - Town of Pelham
B. Chernish, Facility Operator
N. Giles (Bookkeeper)
N. Rubli (Clerk)

1. Call to Order

Chair J. Maclellan called the meeting to order @ 6:10 p.m.

2. Introduction of Commissioners for 2022-2026 Term

Chair Maclellan introduced the Commissioners for the 2022-2026 term which include:

John Maclellan – Township of Wainfleet

Gary Bruno – City of Port Colborne

Ron Bodner – City of Port Colborne

Leo Van Vliet – City of Welland

Jamie Lee – City of Welland

Graham Speck – City of Welland

Chair Maclellan explained that at the time of this meeting the Town of Pelham had not appointed a representative to the Commission. Mayor Marvin Junkin has attended to represent the Town at the Airport Commission meeting but will not have voting rights.

3. Procedural Matters (Clerk, Rubli)

The Clerk explained that as this is the first meeting of the new term of the Commission, that a Chair, Vice Chair, and Secretary Treasurer would need to be appointed. Mayor Junkin from the Town of Pelham agreed to proceed with these appointments in the absence of a voting member from the Town of Pelham. As a result of this discussion the following motions were considered:

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

That John MacLellan be appointed as Chair.

Carried

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

That Leo Van Vliet be appointed as Vice Chair

Carried

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

That Gary Bruno be appointed as Secretary Treasurer; and

That the Chair, Vice Chair and Secretary Treasurer appointments will be for a two-year term, and these appointments will continue until their successors are appointed.

Carried

4. Adoption of Agenda

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

That the agenda dated January 11, 2023 be confirmed, as circulated.

Carried

5. Disclosures of Interest

None.

6. Approval of Minutes

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

That the minutes of the Commission meeting held on November 30, 2022 be approved as circulated.

Carried

7. Delegations

N/A

8. Correspondence

N/A

9. Commission Report

9.1 Chair's Remarks –Tractor Fuel Tank

Chair Maclellan provided the Commission with an update on the new tractor purchase from Redtrac International. Currently, to fuel the tractors on site, diesel fuel is being brought to the airport in 5-gallon jugs. This process is not recommended for environmental reasons and is not convenient. To improve efficiency, the purchase of a 250-litre fuel tank is proposed at a cost of approximately \$3000.00(exclusive of HST). As a result of this discussion the following motion was considered:

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

That the purchase of a diesel fuel tank at a cost not to exceed \$3500.00 (exclusive of HST) be approved.

Carried

10. Operations Report and Updates (B. Cherish)

10.1 Current Project Updates

The Facility Operator relayed the airport is operating well. The Facility Operator attended a COPA meeting in December and is collaborating with COPA and all stakeholders at the airport.

The fuel prices are stable and have remained at the same price of \$2.89/l.

The water pump at Hanger #1 has been repaired .

The new fuel pump will be installed in February.

Revised emergency procedures have been completed.

There was minor damage related to the storm in late December, there was a light pole that was partially rotted and was knocked over by the high winds. Electrician was able to aid with the clean up of the pole.

The snow plow contractor has been on site three times to date.

Heating oil tanks have been replaced and are up and running, this purchase and install came in under the approved budget at a cost of approximately \$5500.00.

The pedestrian gate is installed, and the walkway will be done in the spring. The Facility Operator will return to the Commission with a proposed budget to complete the walkway.

New signage options for the main gate will be looked at shortly and will be brought back to the Commission for consideration.

The furnace/AC for the Administration building will be quoted as time permits.

The new website should be fully online in 2-3 weeks.

The Facility Operator will come back to the Commission with a progress update on the commercial drive plans.

Plans for the proposed rental hangers have been drafted, the Facility Operator is waiting to receive engineering on the drawings. Once the engineering is done, quotes on the hangers will be obtained.

10.2 Proposed Project(s)

Direction was given to the Facility Operator at the last meeting to obtain quotes for new radios. Quotes for a handheld units came in at approximately \$1100(exclusive of HST). As a result of this discussion the following motion was considered:

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

That the purchase of radios at a cost not to exceed \$1400.00(exclusive of HST) be approved.

Carried

Direction was given to the Facility Operator at the last meeting to obtain quotes on hardware to facilitate the zoom option for Commission meetings.

Quotes for this hardware were more than anticipated, this purchase will be deferred at this time.

The Facility Operator looked at options for lighting the main entrance due to the lost pole during the storm. Lighting options with cost will be brought back to the Commission at a future meeting for consideration.

The Facility Operator feels that a purchase of a defibrillator is a high priority and should be purchased for safety at the Airport. Two quotes were obtained and came in at approximately \$1900.00. Commissioner Lee suggested that the Fire Departments from the four municipalities be contacted to assist with costs. The Facility Operator will seek better pricing opportunities through the municipal purchasing programs. As a result of this discussion the following motion was considered:

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

That the purchase of a defibrillator at a cost not to exceed \$2000.00(exclusive of HST) be approved; and,

That the Facility Operator be directed to speak with the four municipalities to seek discounted purchase options for the defibrillator.

Carried

11. Financial/Office Update/Reports (N. Giles)

11.1 2023 Operating/Capital Budget Attached (N. Giles/G .Bruno/ B. Chernish)

Bookkeeper Giles relayed that she is finalizing the 2022-year end. The audit with Grant Thornton will be conducted the week of February 13-24. The auditor report is anticipated to come back to the Commission at the March meeting. Once the Commission has received the audit report it will be provided to the four municipalities. The financials are in a good position.

Commissioner Bruno provided a brief history of the Airport budget and how it has been done over the years since 2018. Commissioner Bruno explained that the Airport must have yearly audits, due to the Airport being a municipal entity, it follows the prescribed rules that municipalities must follow. Grant Thornton has been appointed as the Airport auditor at a cost of approximately \$7000.00.

During the last term, the Commission met with the four Chief Administrative Officers to look at the Airport Act and how business was being conducted. The funding from each of the four municipalities has remained the same but given the last census which is how the four municipalities funding rate is prescribed, the amount has changed.

Commissioner Bruno provided an overview of the 2023 operating and capital budget. Commissioner Bruno explained that the proposed budget includes \$74,000 for capital improvements, \$100,000 for the rental hanger project and a placeholder for the \$600,000 loan from Welland for the rental hanger project. \$15,000 has been allocated for asset management sustainability.

The 2023 proposed budget was tabled with the Commission and the Commissioners will receive a detailed budget sheet for review. The 2023 proposed budget will be considered at the next regular meeting.

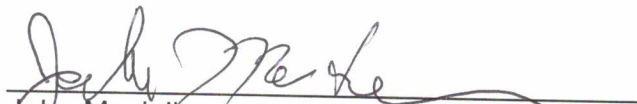
Mayor Junkin relayed that he would like to see a business plan provided to the four municipalities.

12. Upcoming Meeting

February 23, 2023 or at call of the Chair.

13. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 8:26 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission