



**NIAGARA CENTRAL**  
*Airport Commission*

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November 12, 2020

Dear Sir/ Madam:

Please take notice that there will be a meeting of the Niagara Central Dorothy Rungling Airport Commission on December 10, 2020. The meeting will be a Virtual meeting starting at 6:00 p.m.

All information will be posted on the website.

Yours Truly

NIAGARA CENTRAL DOROTHY RUNGLING AIRPORT COMMISSION

Minutes of the virtual meeting of November 12, 2020. The meeting was done on Zoom with the following Commission Members present.

L. Van Vliet  
L. Haun  
G. Bruno  
J. Larouche  
J. MacLellan  
A. Moote  
R. Bodner

Also, in attendance was Nancy Giles, a number of Pilots, hanger owners, and hanger renters.

Leo Van Vliet, Chair, chaired the meeting

There were no Addendum items.

### **Confirmation of the Agenda**

It was confirmed that the agenda had been distributed through our website. Moved by J. Larouche, seconded by L. Haun that the agenda be approved without change. Carried

There were no disclosures of Interest

### **Minutes**

The minutes of the September 10th meeting were presented and approved as written Moved by A. Moote, seconded G Bruno that the minutes be approved. Carried.

**Delegations:** There were no delegations

Chair Van Vliet welcomed our new bookkeeper Nancy Giles

**Correspondence:** none

Commission Report:

Website

L. Haun updated the commission on the Website. It is noted that the website now has all of our minutes and will also have the Agendas. Financial statements will also be on the website after discussion with our new Auditor.

### **Advisory Group**

L. Haun Will post the preliminary Terms of Reference for the Advisory Group. All in attendance were encouraged to study the Terms of Reference and advise the Commissioners of any changes they thought necessary. Any opinions were to be submitted before December 04, 2020. A. Verburg was pleased to see that an Advisory

Group was being set up. J. MacLellan suggested that the advisory group be on a four year term opposite the Commission term (eg Commission 2018 to 2022, Advisory group 2020 to 2024). This would allow for some continuity with the operations.

### **Legal Status of the NCDRA Commission**

G. Bruno stated that rather than get our lawyer to draft and review policy and committee we would seek out best practices from respective municipalities and use those policies in draft format and have the commissioners review first before adoption. The Clerks office's would be the best to get good examples..

### **Facility Status:**

J. MacLellan confirmed that the roadway at the back of the hangers was now finished to the end. He stated that the roadway really needed a heavy roller to complete it properly. A. Verburg questioned the lack of drainage in some of the areas of the road. J. MacLellan had discussed this with Riverbed Farms and drainage could not be done until the road was completed. The drainage is best done in the spring. A. Verburg questioned when repairs to the runway would be made. J. MacLellan is to meet with A. Verburg on Friday November 13 to have a look at the runway and get a cost estimate.

L. Haun updated the Commission on the trees planted on the berm in front of the trailers. She was pleased to note all the trees seemed to be doing well.

There was a lengthy discussion on use of the washroom in the Office for pilots and their passengers. Some questions that need answering are how to keep the washroom clean and sanitized during this Covid 19 period. This appears to be a very good idea and will certainly be welcomed by the flying public.

### **Airport Property Survey.**

J. MacLellan stated that while he had obtained a price for the survey, it was far more than we could afford this year. One of the owners questioned why we did not use one of the old surveys, and it was pointed out that the old surveys did not capture the land purchases done recently.



**Financial**

Commissioner Bruno brought forward a report regarding the 2021 NCDRA draft budget. Highlights of the current fiscal year, along with some important onetime costs that would have an impact on 2020 as well as covid impacts.

As for 2021, the budget will be a balanced budget, based on conservative projections with respect to any lingering covid fallout or revival. Municipalities will not see an increase in their contributions for 2021.

Motion: To approve the balanced budget for 2021 subject to review by the NCDRA new auditors next week.

Approved unanimously

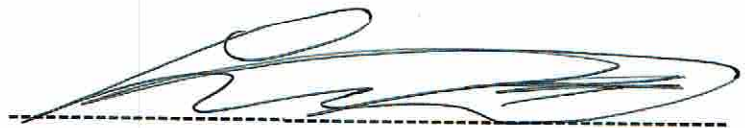
**New Business:**

It is with disappointment that we have received a letter of resignation from the position of Co-Chair from L. Haun. She has done a great job as Co-Chair and will be missed. The good news is that L. Haun is staying on as Airport Commissioner. Moved by G. Bruno, Seconded by J. MacLellan that we accept the resignation from L. Haun with regret. Motion by J. MacLellan, seconded by R. Bodner that G. Bruno be appointed Co-Chair. Carried

L. Van Vliet explained that we are keeping track of the duties that must be done at the Airport. WE have hired two men to check the runway, check the fuel tank for water, and generally cleanup. The commission is contemplating hiring a part time manager to look after day to day operations.

Motion by G. Bruno, seconded by J. Larouche that Nancy Giles be appointed Secretary/Treasurer.

Meeting Adjourned at 6:55



Leo Van Vliet, Chair NCDRA