



**NIAGARA CENTRAL
Dorothy Rungling Airport Commission**

January 14, 2021

Dear Sir/Madam:

PLEASE TAKE NOTICE that there will be a meeting of the Niagara Central Dorothy Rungling Airport Commission on **February 11, 2021** at **6:00 p.m.** The meeting will be a virtual meeting.

All information will be posted on the website.

Yours very truly,

NIAGARA CENTRAL DOROTHY RUNGLING AIRPORT COMMISSION

The meeting was called to order at 6:00

PRESENT:

L. Van Vliet

G. Bruno

L. Haun

J. MacLellan

A. Moote

R. Bodner

representing a quorum of the Commission.

Moved by Ron Bodner, seconded by Lisa Haun that the agenda be accepted as set out.

There were no Conflicts of Interest noted

MINUTES of the virtual meeting of December 12, 2020 were presented. Moved by Adam Moote, seconded by John MacLellan to accept the minutes as presented Carried

Chair Leo Van Vliet chaired the meeting.

There were a number of stakeholders present at the meeting

Correspondence

There was no correspondence.

Delegations

Eric Acs of Regional Municipality of Niagara and Greg Ballentine of WSP consulting did a presentation regarding the possible upload of the Airports to the Region Eric explained how the planning process was proceeding.

Gary Bruno asked if the process was staying on schedule. Eric stated that the process was a little behind but was progressing. When asked when this would go to council Eric responded that he thought late April or May. As part of the planning process there is a questionnaire that he would like to see distributed among our stakeholders. This questionnaire will be placed on the website for the interested stakeholders. Greg Ballentine presented the planning process schedule which is attached to the minutes, but will also be placed on the website. The work being done by WSP is to determine airport land use and development over the next 20 years. The final report will also identify areas to be reserved for runways, future terminal and non-airport development. Greg and Eric have done a tour off the Niagara Central Dorothy Rungling Airport and spoke to some of the stakeholders. Adrian Verburg noted that to the best of his knowledge none of the COPA members had been contacted. There was some discussion as to who should be filling out the questionnaire and it was thought that only stakeholders should be filling them out. Eric will forward the questionnaire to the Chair

who will get it on the website. Moved by Lisa, seconded by John that the report be accepted.

Financial:

Gary reported that the year end will be available next meeting. There have been discussions with the auditor regarding the audit. Nancy Giles is working to make the financial report easier to understand in the future. Some of the monies has been put into short term deposit, so we get some interest as opposed to nothing from chequing account. Moved by Gary, seconded by John to accept the report. Carried.

Advisory Panel

At the December 12th meeting Lisa agreed to prepare a Terms of Reference for the Advisory Committee. Lisa received a request from a number of the stakeholders that the word Panel be used. Lisa went on to explain the Terms of Reference and also that it will be posted on the website. John MacLellan reminded the Commission that members appointed to the Advisory Panel would be appointed three (3) to a 2 year term and four (4)

to a 4 year term. This would only be for the appointments for this year. The next appointments would always be for four (4) years thereby having continuity of members on the panel. Application forms will be made up by Lisa and posted for the stakeholders to fill out. Applications to be received by February 04, 2021. Applications to be forwarded to Lisa.

Newsletter:

Adam Moote stated that the newsletter would be completed shortly. Adrian stated that COPA would like to have some information put into the newsletter. Adrian will forward that information to Adam for inclusion into the newsletter.

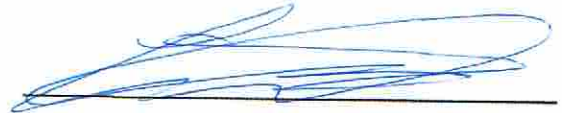
Policy and Procedure

Ron Bodner stated he will have a draft completed by the next meeting. This draft will include Code of Conduct, Procedural policy and Procurement Policy.

A special thank you to Adrian Verburg and COPA for attending to the office boardroom. Adrian and Copa have undertaken sanitizing the

boardroom and washroom so stakeholders can use the facility without needing the portapotty.

Moved by Lisa, Seconded by Adam to adjourn at 7:15.

A handwritten signature in blue ink, consisting of several overlapping loops and strokes, positioned above a horizontal line.

Leo Van Vliet

Chair NCDRA