



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: November 4, 2021

Time: 6:00 p.m.

Location: Virtually via Zoom

Members Present: R. Bodner, Member
G. Bruno, Member
L. Haun, Member
J. Larouche, Member
J. Maclellan, Chair
A. Moote, Member and Vice-Chair
L. Van Vliet, Member

Others Present: N. Giles
C. Madden (minutes)

1. Call to Order

Chair John Maclellan called the meeting to order.

2. Adoption of Agenda

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

That the agenda dated November 4, 2021 be confirmed, as circulated.

Carried

3. Disclosures of Interest

Nil.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on September 30, 2021, be approved as circulated.

Carried

5. Delegations

Nil.

6. Correspondence

Nil.

7. Commission Reports

7.1 Chair's Remarks (J. Maclellan) – Review of 2022 Tie Down Rates

Chair J. Maclellan provided an update with respect to the Airport's security cameras, noting that there are four cameras but only one is currently working properly.

Chair J. Maclellan also provided an overview of the Airport's tie down rates and compared them to the rates of other airports in the province. He noted that the Commission should consider raising its rates to align with the rates of other airports. The Chair informed the Commission of the 2022 proposed tie down rates that are being recommended to be included in the 2022 budget, noting that the proposed daily rate is \$15 including HST, the proposed monthly rate is \$75 plus HST, and the proposed yearly rate is \$825 plus HST.

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

That the Commission approve the 2022 tie down rates, as proposed by the Chair, to be included in the 2022 budget; and

That the 2022 tie down rates become effective as of January 1, 2022.

Carried

7.2 Property Update (L. Van Vliet) – Portable Washroom Removed October 18, 2021

Member L. Van Vliet provided a property update and brought forward a matter regarding the Airport's septic system. The Commission discussed the septic system and various options of moving forward.

7.3 Financial Update (N. Giles and G. Bruno) – Summary of Current Financial Position, and 2022 Budget

Member G. Bruno provided a summary of the current financial position, noting that a balanced budget is expected. Member Bruno further reiterated that no additional funds will be requested from the municipal partners.

Moved by Member G. Bruno

Seconded by Member A. Moote

That the Commission approve the 2022 Operations Balanced Budget as presented.

Carried

8. New Business

8.1 A number of projects/equipment/services deemed as capital and/or operational items that have been contemplated in 2021 or that have recently arisen are presented below. The recommendation is to have the following items be approved for procurement subject to the availability of sufficient funds being available in the 2021 budget.

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

That the Commission authorize the expenditure of up to \$6,000 exclusive of taxes for the replacement of the fuel system recoiler.

Carried

Moved by Member G. Bruno
Seconded by Member A. Moote

That the Commission authorize the expenditure of up to \$6,500 exclusive of taxes for the replacement of the 1989 office furnace and associated works to convert from electricity to LP gas, and additionally, the replacement of the plus 25-year-old air conditioner.

Carried

Moved by Member A. Moote
Seconded by Member J. Larouche

That the Commission approve the purchase of a new laser printer (combination if price appropriate) to an upside limit of \$400 exclusive of taxes.

Carried

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

That the Commission approve the purchase of materials and grading services to an upset limit to the extent of the balance available in the 2021 Capital Budget (the amount to be provided by the bookkeeper upon reviewing the year end budget to ensure there is sufficient funds available).

Carried

8.2 Authorization of Renewing GIC for Funds

Moved by Member L. Van Vliet
Seconded by Member A. Moote

That the Commission authorize obtaining a \$125,000, 100-day renewable GIC at TD Canada Trust until such time that the funds are required.

Carried

8.3 Reauthorization of Airport Credit Card

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

That the Commission approve reactivating the TD Canada Trust credit card with the update required by TD Canada Trust.

Carried

9. Closed Session

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

That the Commission do now proceed into Closed Session in order to address items 9.1 to 9.4.

Carried

9.1 Approval of September 30, 2021 Closed Session Minutes

9.2 Update on Temporary Extension of Aviation Services Operations

9.3 Commercial Lease Proposal

9.4 Breach Investigation and Options

10. Upcoming Meeting

Chair J. Maclellan indicated that the next Niagara Central Dorothy Rungeling Airport Commission meeting will be held on November 25, 2021.

11. Adjournment

The Commission moved into Closed Session at approximately 6:48 p.m.

The Commission reconvened into Open Session at approximately 8:04 p.m.

Chair J. Maclellan adjourned the meeting at approximately 8:10 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission