



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: November 25, 2021

Time: 6:00 p.m.

Location: Virtually via Zoom

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

Member(s) Absent: L. Haun, Member

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

1. Call to Order

Chair John Maclellan called the meeting to order.

2. Adoption of Agenda

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

That the agenda dated November 25, 2021 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

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

That the minutes of the Commission meeting held on November 4, 2021, be approved as circulated.

5. Delegations

None.

6. Correspondence

None.

7. Commission Reports

7.1 Chair's Remarks (J. Maclellan) – Status Update on Pontoon Boat Dock Access, the Stone Topping and Grading of Roadways, and T Hangars

Chair J. Maclellan provided an update with respect to the Airport's pontoon dock, noting that there will be a meeting on November 30th with employees from the City of Port Colborne to determine if the job can be completed this year.

Chair J. Maclellan informed the Commission that the stone topping and grading of the roadways will be completed before the end of the year.

Chair J. Maclellan reported that a Request for Proposal (RFP) for the construction of the T Hangars will be prepared by the City of Welland so that it meets the required regulations. He further informed the Commission that the RFP will then be distributed to construction contractors.

7.2 Property Update (L. Van Vliet) – Office Safe

Member L. Van Vliet informed the Commission that the Airport is in need of a fire resistant safe and that he has been searching for the best product with pricing. He reported that he had found one from Pinders that is \$2,400.

7.3 Financial Update (N. Giles and G. Bruno) – Summary of Current Financial Year Forecast, GIC and Credit Card Follow-Up, Office Equipment, Capital Projects Update for 2022 and Commercial Lease

Member G. Bruno provided a summary of the current financial position, noting that the Airport is on target to maintain a balanced budget.

Member G. Bruno informed the Commission that a \$125,000 GIC has been obtained for 100 days at .5%.

N. Giles informed the Commission that TD Bank is processing the submitted credit card application which was required as a result of the Airport's name change.

N. Giles reported that a computer is required for the office and she recommended that a Microsoft Surface Pro be purchased by the Airport. The

Commission discussed other options of computer brands and determined that the Microsoft Surface Pro would be the best product to purchase.

Member G. Bruno provided an overview of the various proposed 2022 capital projects and asked the Commission for their input. The Commission discussed septic services, soil for certain areas, along with the repair of manholes, and a waste disposal certificate. Member G. Bruno reported that the year-end financials would soon be completed and then the annual audit would be performed. Member Bruno further informed the Commission that a new Auditor has been appointed with assistance from the City of Welland to ensure that the Airport got the best price.

Member G. Bruno reported that some interest has been received from a commercial business to come onto the Airport. He suggested that the Commission review the current Commercial lease template and have Legal review it to ensure it is up to date for when the Airport eventually has a new commercial business.

8. New Business

8.1 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 L. Van Vliet
Seconded by Member G. Bruno

That the Commission approve the expenditure with an upset limit of up to \$3,000 exclusive of taxes for the provision of a new fire resistant safe of sufficient size from Pinders to contain all original and other priority documents of the Airport.

Carried

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

That the Commission approve the purchase of a new Microsoft Surface Pro computer to an upset limit of \$3,000 exclusive of taxes.

Carried

8.2 Commission Meetings with Chief Administrative Officers

Member G. Bruno informed the Commission that it would be helpful to hold regular meetings with the Member municipalities' Chief Administrative Officers.

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

That the Commission approve holding biannual meetings beginning in December and May of each year with the Chief Administrative Officers from Wainfleet, Port Colborne, Welland and Pelham; and

That the Chair be directed to schedule a meeting with the Wainfleet Chief Administrative Officer to provide him with an update on this matter.

Carried

8.3 Questions to the Chair


The Chair and Commission members responded to questions received from members of the public in virtual attendance at the meeting.

9. Upcoming Meeting

Chair J. Maclellan indicated that the next Niagara Central Dorothy Rungeling Airport Commission meeting will be held on January 13, 2022.

10. Adjournment

Chair J. Maclellan adjourned the meeting at approximately 7:10 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission