



NIAGARA CENTRAL
Dorothy Runcling Airport Commission

Minutes : March 11,2021 5:30 PM In Camera and regular meeting of the
NIAGARA CENTRAL DOROTHY RUNGLING AIRPORT COMMISSION

IN CAMERA MEETING

Moved by Gary B.. seconded by John M.. to go in camera

An in-camera meeting was held at 5:30 on March 11, 2021 to discuss issues about an identifiable individual. Also there was discussion on legal matters . All members of the Commission were present for the in- camera meeting.

Moved by Gary B., seconded by Ron B. to rise without report Carried

Regular meeting of the Commission was called to order at 6:00 p.m.

PRESENT:

L. Van Vliet

G. Bruno (left meeting at 640pm)

L. Haun

J. MacLellan

A. Moote

R. Bodner (left meeting at 630pm)

J. Larouche

representing a quorum of the Commission.

Also present at the meeting were: Don Band, Adrian Verburg, Al Kaminsky, Cornell Feenstra, Roland Meisel, Jim Morrison, & Cathy Boyko

Chair Leo Van Vliet chaired the meeting.

Moved by John M., Seconded by Jim L. that the agenda be approved as presented, Carried. While we did complete the agenda the order was not followed. The reason being Ron Bodner and Gary Bruno had a City of Port Colborne Meeting to attend.

Motion by G Bruno, Seconded by John MacLellan that Tie Down rates will be \$60.00 per month and \$660.00 per year plus GST commencing April 01, 2021 Carried.

Gary B. gave a presentation about the suggestions from the A/P.

The requests and the responses were as follows: It should be noted that the responses to the Advisory Panel are in red

A/P Suggestion # 1

It is the recommendation of the Airport Advisory Panel (A/P) that a manager not be hired at this time. For the interim, the A/P will aid in the day-to-day administration of the airport. In particular Adrian Verburg will answer the airport phone and act as operations director. This would be temporary until the NCDRAC has sufficient data to hire a part time manager. The A/P will do this at

no cost to the NCDRA.

This is the plan the commission was operating on, the addition of your assistance with the phone would be greatly appreciated. Thank you.

The maintenance person should continue at the current eight (8) hours per week increasing as necessary due to seasonal or special projects.

Our current plan is broader than that so as to cover off all maintenance work.

A small riding mower should be purchased. The outside grounds contractor should be discontinued. This is the current plan to transition to if possible.

A push blade for the Kubota should be purchased for snow removal touch-ups. We have been shopping for this item for a few weeks now and appear to have found one.

There should be established duties for the maintenance and grounds person. Detailed time sheets . We completed this in January and is reviewing along with a further position and details.

A/P Suggestion # 2

It is the recommendation of the A/P that the fuel kiosk and the fuel pump be repaired as soon as possible, including repairs to the hose reel. This and another repair were awaiting better weather, but will be completed or replaced as soon as possible.

Fuel pricing should be at or below the average of the nearest four (4) self-serve airports. Various A/P members will take responsibility for surveying prices, making recommendations and publishing fuel pricing at the NCDRA. The A/P will do this at no cost to the NCDRAC.

The current policy and procedure of surveying prices and setting of prices will remain with regard to our approved budget and we always will strive to meet best value for our customers. We consistently have been able to move to lower pricing in 2020 based on a concerted effort to buy fuel at the best price and with regard to our market survey.

A/P Suggestion # 3

It is the recommendation of the A/P that the roadway behind the hangars be

completed, including drainage and top coating with gran A

Definitely our plan to complete as budget allows.

Once complete, vehicular traffic on the apron and taxiways be discontinued.

We would appreciate working together on that.

Various A/P members will put together a detailed plan and solicit tenders for the NCDRA. The A/P will do this at no cost to the NCDRAC.

We always would like to see suggested plans on this and other opportunities and vendors. The NCDRA would have to do the formal tendering.

A/P Suggestion # 4

It is the recommendation of the A/P that the moratorium on hangar builds be rescinded. The NCDRAC needs to have a plan for the placement of hangars. The lease rates should be attractive such as to encourage hangar builds. Various A/P members will work with the NCDRAC to develop this plan. The A/P will do this at no cost to the NCDRA.

The commission will look at all of this, including any future private and commission hangars within a layout of airport space and be creating a business plan that will be based the market, demand, and ROI . We would appreciate your help with many aspects of the plan.

A/P Suggestion # 5

It is the recommendation of the A/P that the main entrance to the airport be resurfaced using tar and chip, including the deteriorated southwest section of the parking lot.

Definitely will go in our capital improvement plan and based on budget.

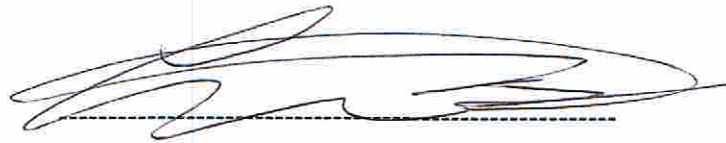
There was a lengthy discussion on the pricing of fuel. It is felt by the Advisory Panel that the price of fuel should be in line with the comparative Airports.

Motion by Lisa Haun, Seconded by John MacLellan that a trial period of 3 months (April, May & June) be implemented where the price will be set at the average of Tillsonburg, St. Thomas, Hanover, and Guelph. The Commissioners will determine what the price is to be Carried.

Commissioner Bruno and Commissioner Bodner left the meeting for a prior engagement (640pm).

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Motion by Lisa Haun , Seconded by John MacLellan that a trial period of 3 months (April, May, June be implemented where the price will be set at the average of Tillsonburg, St. Thomas, Hanover and Guelph. The Commissioners will determine what the price will be. Carried.

A handwritten signature in black ink, appearing to read 'Leo Van Vliet', is written over a horizontal dashed line. The signature is fluid and somewhat stylized.

Leo Van Vliet

Chair, Niagara Central Dorothy Rungling Airport