



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: May 26, 2022

Time: 6:00 p.m.

Location: In-person at Administration Building

Members Present: G. Bruno, Member
L. Haun, Member
J. Larouche, Member
J. Maclellan, Chair
L. Van Vliet, Member

Others Present: N. Giles, Bookkeeper
N. Rubli (Clerk)

Members Absent: R. Bodner, Member
A. Moote, Member and Vice-Chair

1. Call to Order

Chair John Maclellan called the meeting to order @ 6:20pm.

2. Adoption of Agenda

Moved by Member G. Bruno
Seconded by Member J. Larouche

That the agenda dated May 26, 2022 be confirmed, as circulated.

Carried

3. Disclosures of Interest

None.

4. Approval of Minutes

Moved by Member J. Larouche
Seconded by Member G. Bruno

That the minutes of the Commission meeting held on April 28th, 2022 and May 4, 2022 be approved as circulated.

Carried

5. Delegations

None.

6. Correspondence

6.1 87 Eagle Squadron, Royal Canadian Air Cadets – 81st Annual Ceremonial Review

Chair J. Maclellan provided the Commission with details on the 81st Annual Ceremonial Review that will be held on Saturday June 11th, 2022 at 1400 hrs. The Cadets have requested a NOTAM be released regarding the Ceremony from the east side of Hanger 1 down the apron to allow for the Ceremonial activities. The Chair has also requested that a copy of the notice be circulated to COPA.

7. Commission Report

7.1 Chair's Remarks and Updates (J. Maclellan) –Septic System Update

Chair J. Maclellan provided the Commission with an update on the septic system investigation. He noted that he will have quotes by the end of the week. To ensure the repair on the septic system may be completed in a timely manner the Chair informed the members that if the quote is within the approved budget the contract should be awarded. As a result of this discussion the following motion was considered and passed:

Moved by Member G. Bruno
Seconded by Member L. Haun

That if the tender price for the Septic System repair comes under the approved budgeted amount that the Airport Commission be authorized to award the contract.

Carried

7.2 Property Update (L. Van Vliet) – Fuel Hose Recoiler; Hangar ID Numbers; Office Entrance Signage; and New Signage

Member L. Van Vliet reported that the fuel hose recoiler has been installed as well as the porta potty.

Member L. Van Vliet indicated that some of the hangar ID numbers have been placed on the buildings by the Owners.

Member L. Van Vliet informed the Commission that there is no update on the office entrance signage as the Commission is waiting for the ground to firm to install.

7.3 Website Update (G. Bruno)

Member G. Bruno gave an update for vice chair Adam Moote on the website redesign for the Airport. A new domain name has been created for the airport niagaracentralairport.ca. In addition, COPA is also creating a new website. The new website domain if accessed by users redirects to the current website. If anyone has photos or ideas for the website, please provide them. There will be a review of the website content to ensure there are no copyright infringements.

7.4 Update on Special Projects/Initiatives (G. Bruno) – Status Update on Facility Operator Recruitment

Member G. Bruno informed the Commission that the City of Port Colborne's HR team will assist in drafting and posting the Facility Operator job. COPA, pilots, customers and lessees will be consulted for their suggestions. The Commission would like to see the role filled by summers end.

7.5 Procedural By-law Update

Member G. Bruno indicated that there are still revisions that are required on draft Procedural By-law. The Clerk will complete the draft By-law and bring it to the Commission for review at the September meeting.

8. New Business

- 8.1** Discussion on allowing a hybrid attendance model for Commission meetings. Chair J. Maclellan would like to allow for in person and virtual attendance for meetings. It is the preference of the Commission that members attend meetings in person. As a result of this discussion the following motion was considered and passed:

Moved by Member L. Van Vliet
Seconded by Member L. Haun

That the Commission approve a hybrid attendance model for Commission meetings moving forward in September and that the Clerk be directed to include procedures on a hybrid attendance model for meetings in the Procedural By-law.

Carried

- 8.2** Chair J. Maclellan would like to see the main runway paved to address complaints. He would like to put this out to tender to receive quotes to complete the work. Nancy Giles relayed that approval would be required from the Council bodies with regards to funding and budget if the quotes exceed the approved budget. Chair J. Maclellan will proceed with obtaining

quotes for this project and this will be brought back to the Commission for consideration.

8.3 Chair J. Maclellan would like to proceed with obtaining quotes to lay a stone roadway leading to the commercial side with drainage on each side. Chair J. Maclellan will proceed with obtaining quotes to complete this project and this will be brought to the Commission for consideration.

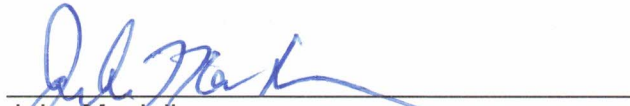
8.4 Member G. Bruno asked Nancy Giles to investigate the loan agreements for the airport and whether they are project specific or if the agreements allow for all Airport capital projects to be funded.

9. Upcoming Meeting

Chair J. Maclellan indicated that the next regular Niagara Central Dorothy Rungeling Airport Commission meeting will be held a week earlier on June 23, 2022 at 6 p.m. due to the July 1st holiday.

Adjournment

Chair J. Maclellan adjourned the meeting at approximately 7:04 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission