



## **BRANTFORD AIRPORT BOARD**

### **MINUTES**

September 11, 2023

3:00 p.m.

Charlie Ward Room, Brantford City Hall  
58 Dalhousie Street, Brantford

Mark Littell was in the chair.

#### **1. ROLL CALL**

Present: Mark Littell, Mayor Bailey, Jeff Kowal, Jared Houliston, Mayor Davis, Tania Caza, Aaron Penrice

Regrets: Councilor Martin

#### **2. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflicts of interest noted.

#### **3. PRESENTATIONS / DELEGATIONS**

##### **3.1 McSweeney & Associates**

Re: Draft Vision, Mission, Goals and Actions for Brantford Municipal Airport [Financial Impact: None], 2023-522

Dorothy St. George from McSweeney & Associates appeared before the Board and presented a presentation on the draft vision, mission, goals and actions for the Brantford Municipal Airport and responded to questions. The presentation is contained within the agenda.

Motion to Waive the Rules to Extend the Time Permitted for Presentation and Questions from Members of the Board for Item 3.1

THAT Section 15.6.3(a) of Chapter 15 of the City of Brantford Municipal Code BE WAIVED for Item 3.1 in order to extend the time permitted for the presentation and questions from Members of the Board beyond the 10 minute time limit.

Moved By: Jeff Kowal  
 Seconded By: Jared Houliston

**CARRIED**

#### **4. ITEMS FOR CONSIDERATION**

##### **4.1 Draft Vision, Mission, Goals and Actions for the Brantford Municipal Airport [Financial Impact: None], 2023-522**

Sara Munroe, Director of Economic Development, Tourism & Cultural Initiatives, opened the discussion for the amendments to the Draft Vision, Mission, Goals and Actions for the Brantford Municipal Airport. A timeline for the final report will be provided at the next Board meeting.

The Airport Board provided the following feedback regarding the Draft Vision, Mission, Goals and Actions to be forwarded to McSweeney and Associates:

1. THAT the Brantford Municipal Airport Review Consultant's Report containing the Vision statement be AMENDED to "To be recognized as the premier destination in Ontario for small private, corporate and commercial aircraft services".
2. THAT the Brantford Municipal Airport Review Consultant's Report containing the Cores Values be AMENDED to add another value that related to the future and aspirational development of the airport.
3. THAT the first Core Value of Brantford Municipal Airport Review Consultant's Report be AMENDED to "Ensuring the safety and security of Airport users, employees and customers.

Moved By: Mayor Davis  
 Seconded By: Mayor Bailey

That item 4.1 be amended by adding the following three action items, all of which shall be subject to City Council approval:

- C. THAT staff BE DIRECTED to incorporate Aviation Hub Development Opportunities including, but not limited to, opportunities for development of vacant airport lands and the infrastructure and financing options required to support

development of those lands into the project plan and financial plan previously approved by the Airport Board on April 27, 2023; and

- D. THAT after the Airport Committee has had an opportunity to comment on the completed Proposal it shall BE REFERRED to the Joint City-County Shared Services Committee.
- E. THAT Staff BE DIRECTED to prepare a report analyzing the options City Council consider for management and governance of the Airport, including the feasibility of using a municipal services corporation model for ownership and governance of the airport.

**CARRIED**

Moved By: Jeff Kowal

Seconded By Mayor Davis

- A. THAT Report 2023-522 entitled, "Draft Vision, Mission, Goals and Actions for the Brantford Municipal Airport" BE RECEIVED; and
- B. THAT feedback on the draft vision, mission, goals and actions BE PROVIDED to McSweeney & Associates.

**CARRIED**

## **5. CONSENT ITEMS**

### **5.1 September 2023 Real Estate and Facilities Report [Financial Impact: None], 2023-552**

#### **5.1.1 Real Estate Update**

Ray Petro, Manager of Real Estate, provided a real estate update to the Board and responded to questions.

Staff will bring forward to the next meeting any update on the helicopter situation.

#### **5.1.2 Facilities Update**

Kimberly Wyskiel, Manager of Facilities provided a facilities update to the Board and responded to questions.

#### **5.1.3 Airport Management Update**

Shawn Broughton, General Manager, Brantford Flying Club provided an airport management update to the Board and responded to questions.

The airshow was a success. Funding came through for the ePlane charger at approximately \$25,000.

Moved By: Jeff Kowal

Seconded By: Jared Houliston

THAT Report 2023-552 titled, "September 2023 Real Estate and Facilities Report" BE RECEIVED.

**CARRIED**

## **5.2 MINUTES**

### **5.2.1 Brantford Airport Board - August 21, 2023**

Moved By: Jeff Kowal

Seconded By: Mayor Davis

THAT the Brantford Airport Board Minutes of August 21, 2023 BE APPROVED.

**CARRIED**

## **6. NOTICES OF MOTION**

There were no notices of motion on the Agenda.

## **7. ADJOURNMENT**

3:36pm

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Mark Littell, Chair

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Kristen Demeulemeester, Committee  
Coordinator