



## **BRANTFORD AIRPORT BOARD**

### **MINUTES**

November 20, 2023

3:00 p.m.

Flight Centre, Brantford Municipal Airport  
110 Aviation Avenue, Brantford

Mark Littell was in the chair

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

Present: Mark Littell, Jeff Kowal, Ron Johnson, Councillor Martin, Aaron Penrice, Tania Caza, Jared Houlston, Mayor Davis

Regrets: Mayor Bailey

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

There were no declarations of conflicts of interest noted.

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

There were no presentations or delegations.

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

There were no items of consideration.

#### **5. CONSENT ITEMS**

Moved By: Councillor Martin

Seconded By: Jeff Kowal

##### **5.1 November 2023 Real Estate and Facilities Report [Financial Impact: None], 2023-554**

THAT Report 2023-554 titled, "November 2023 Real Estate and Facilities Report" BE RECEIVED.

##### **5.2 Real Estate Update**

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

The City's first multi-year budget (4 year period) has now been drafted. There are no major changes for the Airport other than inflationary cost increases. There is a new fee for large oversized T-hangars which will accommodate the more modern aircraft with the wider wing span. The budget will come to the next meeting for discussion. The RFP is closing November 21 and the evaluations are scheduled for December 7.

Nonso Azike, Project Manager - Real Estate Development provided an update on the Development Opportunities and responded to questions.

Michael Bradley, Commissioner of Community Development provided an update to the Board regarding an upcoming report that is going to discuss options for governance , development and potential real estate options and responded to questions.

### **5.3 Facilities Update**

No update

### **5.4 Airport Management Update**

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

The ongoing helicopter issue is still being reviewed by legal.

**CARRIED**

### **5.5 2024 Meeting Schedule**

Moved By: Ron Johnson

Seconded By: Jared Houliston

THAT the 2024 Meeting Schedule for the Brantford Airport Board  
BE RECEIVED.

**CARRIED**

### **5.6 MINUTES**

Moved By: Councillor Martin

Seconded By: Jeff Kowal

#### **5.6.1 Brantford Airport Board - October 16, 2023**

THAT the Brantford Airport Board minutes from November 20, 2023  
BE APPROVED.

**CARRIED**

**6. NOTICES OF MOTION**

There were no notices of motion.

**7. ADJOURNMENT**

3:26pm

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Mark Littell, Chair

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K. Demeulemeester, Committee  
Coordinator