



BRANTFORD AIRPORT BOARD

MINUTES

November 18, 2024

3:00 p.m.

Flight Centre, Brantford Municipal Airport
110 Aviation Avenue, Brantford

1. Roll Call

Chair Littell called the meeting to order and roll call was confirmed.

Present: Mark Littell, Aaron Penrice, Jared Houliston, County Councillor Garneau, Jeff Kowal, Ron Johnson, Tania Caza

Regrets: Councilor Martin

2. Declarations of Conflict of Interest

No declaration of pecuniary interest was made regarding items appearing on the agenda.

3. Presentations/Delegations

There were no presentations/delegations.

4. Items for Consideration

4.1 Brantford Municipal Airport - Fees and Charges Review – 2024-693 [Financial Impact \$36,720.00]

Ray Petro, Manager of Real Estate provided an overview of the report and responded to questions.

Moved by: Jeff Kowal

Seconded: Aaron Penrice

- A. THAT Report 2024-693 titled “Brantford Municipal Airport - Fees and Charges Review” BE RECEIVED; and

- B. THAT Staff be directed to amend the rates at the Brantford Municipal Airport to the following:
- i. THAT the Commercial Hangars be exempt from the Fees and Charges By-law and be determined by market rates in accordance with the Acquisition & Disposition of Interests in Lands Policy (Corporate-042); and
 - ii. That the Mid-size T-hangar with power rates in the Fees and Charges By-law be amended from \$509.27 per month to \$611.27 per month; and
- C. THAT the necessary By-law to amend By-law 21-2024, being a By-law to Fix Fees and Charges to be collected by the Corporation of the City of Brantford for 2024-2027, BE PRESENTED to Council for adoption.

Carried

5. Consent Items

5.1 November 2024 Real Estate and Facilities Report [Financial Impact: None], 2024-653

5.1 Real Estate Update

Ray Petro, Manager of Real Estate provided the Real Estate Update to the Board and responded to questions.

5.2 Facilities Update

Ray Petro, Manager of Real Estate provided the Facilities Update to the Board and responded to questions.

5.3 Airport Management Update

Shawn Broughton, Brantford Flying Club provided an Airport Management Update to the Board and responded to questions.

5.4 Airport Budget

Ray Petro, Manager of Real Estate provided the Airport Budget Update to the Board and responded to questions.

Moved by: Jared Houliston

Seconded by: County Councillor Garneau

THAT Report 2024-653 titled November 2024 Real Estate and Facilities Report BE RECEIVED by the Brantford Airport Board as information and provide any feedback to be considered for the Recommendation Report to the Committee of the Whole - Operations.

Carried

5.2 2025 Meeting Schedule

Moved by: Jeff Kowal
Seconded by: Ron Johnson

THAT the Brantford Airport Board 2025 meeting schedule BE APPROVED.

Carried

5.3 Minutes

5.3.1 Brantford Airport Board Minutes - October 21, 2024

Moved by: Jeff Kowal
Seconded by: Ron Johnson

THAT the Brantford Airport Board minutes from October 21, 2024, BE APPROVED.

Carried

6. Notices of Motion

There were no Notices of Motion.

7. Adjournment

The meeting adjourned at 3:40pm.

Mark Littell, Chair

K. Demeulemeester, Committee
Coordinator