

December 13, 2019

David Cribbs, CAO  
Town of Pelham  
20 Pelham Town Square  
Fonthill ON  
L0S 1E0

Dear Mr. Cribbs;

In 2016, following the motions of current airport owner municipalities to explore transfer of ownership of the airport(s), Niagara Regional Council approved in principle to adopt sole responsibility of both the Niagara District Airport (NDA) and the Niagara Central Dorothy Rungeling Airport (NCDRA) subject to the completion of a Phase 2 Environmental Assessment (EA) on each airport. In 2018 the results of the Phase 2 EAs indicated that further tests were required, but that there were no soil or groundwater impacts identified requiring immediate action or remediation.

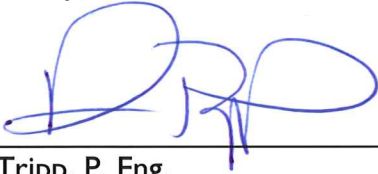
In May 2019, Regional Council was given an update on the project, and made a motion to move forward with developing a terms of transfer of ownership and a full cost assessment that could be considered by Regional Council in making a further decision. The terms of transfer were created by a representation of CAOs from current owner, non-owner municipalities and the Region which comprise the airport CAO taskforce. The terms of transfer were brought back to Regional Council as a unified position of the CAO taskforce, to be the starting point for the transfer of ownership. In September of 2019, Regional Council passed the following motions:

That Report CSD 62-2019, dated September 11, 2019, respecting Airport Project Update – Terms of Transfer Negotiations, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That Regional Council **APPROVE** the transition to sole ownership of NDA based on the Terms of Transfer outlined in Appendix I of Report CSD 62-2019, to be amended to include governance structure, master plans and a proposed transfer date of January 1, 2021 with consideration of Regional staff additions, and subject to 2021 budget approval;
2. That Regional Council **APPROVE** the transition to sole ownership of NCDRA based on the Terms of Transfer in Appendix I of Report CSD 62-2019, to be amended to include governance structure, master plans and a proposed transfer date of January 1, 2021 with consideration of Regional staff additions, and subject to 2021 budget approval;
3. That Airport Operations **BE REFERRED** for consideration as part of the 2021 budget process; and
4. That, pending approval of recommendations 1 and 2, staff will conduct the necessary due diligence to inform a formal transfer of assets and the results will **BE REFERRED** to Council for information

The next steps in this project are to bring forward to Regional Council a consultant's report that was commissioned by the Region's Economic Development division. The objective of this report was to identify the potential business opportunities for each airport and the corresponding estimated investments required. Regional Council has identified the need for a Master plan on both airports, which will be initiated in 2020, and a preferred governance model will be developed. All of these items will be brought forward to Regional Council to obtain their final decision on whether or not to move forward with taking ownership of the airport(s). The approximate timelines for this final decision is estimated for the summer of 2020, to will align with the proposed January 1, 2021 transfer of ownership date.

Respectfully,

A handwritten signature in blue ink, appearing to be "R. Tripp", written over a horizontal line.

Ron Tripp, P. Eng.  
Acting Chief Administrative Officer