



Hamilton

**AIRPORT IMPLEMENTATION TASK FORCE  
REPORT 13-001**

**2:00 p.m.  
Monday, May 27, 2013  
Room 192/193, 1st Floor  
Hamilton City Hall  
71 Main Street West**

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**Present:** Councillors L. Ferguson (Chair), M. Pearson (Vice Chair),  
Mayor B. Bratina  
Councillors T. Whitehead, B. Johnson

**Absent with  
Regrets:** Councillor C. Collins - Personal

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**THE AIRPORT IMPLEMENTATION TASK FORCE PRESENTS REPORT 13-001 AND  
RESPECTFULLY RECOMMENDS:**

**1. Delegations Respecting Potential Land Acquisition Requests (Item 6)**

- (a) That Public Works Staff be directed to investigate and report back to the Airport Implementation Task Force respecting:
  - (i) Odours emanating from the sanitary system in the residential area abutting the airport lands;
  - (ii) The feasibility of installing sidewalks on Airport Road;
- (b) That Planning and Economic Development Staff be directed to investigate the possible acquisition of the properties owned by the six delegations including a negotiated cost and possible funding source and report back to the Airport Implementation Task Force;

- (c) That Public Health staff be directed to conduct a well water test at the Masi property, 1691 Glancaster Road, and report back to the Airport Implementation Task Force respecting well water in the lands adjacent to the Airport.

**2. Perfluorooctane Sulfonate (PFOS) Verbal Update (Item 7.1)**

- (a) That the Ministry of the Environment Standards Branch be requested to respond to the City of Hamilton with their comments on PFOS contamination by June 30, 2013.
- (b) That the Ministry of the Environment be requested to test and determine the source of mercury pollution in Lake Niapenco.

**3. 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087 Attached hereto as Appendix A) (City Wide) (Item 8.1)**

That the City of Hamilton allocate approximately \$100,000 from the Airport Joint Marketing Reserve Fund as the City's portion of the 2013-2014 John C. Munro Hamilton International Airport (HIA) – City of Hamilton Joint Marketing Initiatives outlined in Report PED13087 (attached hereto).

**4. Delegation of Authority for Permitting Air Shows at John C. Munro Hamilton International Airport (PED13086 Attached hereto as Appendix B) (Wards 11 & 12) (Item 8.2)**

- (a) That the General Manager of Planning and Economic Development be delegated the authority to refuse or grant, with or without conditions, consent to TradePort International Corporation or its subsidiary Hamilton International Airport Limited, to allow the use of John C. Munro Hamilton International Airport for the purposes of holding and staging an Air Show, as such consent may be sought from year to year;
- (b) That the General Manager of Planning and Economic Development be authorized to execute any necessary documents in connection with the above recommendation (a), in a form satisfactory to the City Solicitor.

**5. Independent Auditor's Reports on the Annual Schedule of Percentage Rent Computation and the Bi-Annual Lease Agreement Compliance Audit and Performance Review Regarding TradePort International Corporation for the**

**Operation of the John C. Munro Hamilton International Airport (PED13085  
Attached hereto as Appendix C) (City Wide)(Item 8.3)**

- (a) That the City of Hamilton accept from TradePort International Corporation (TIC) the KPMG, LLP (KPMG) Independent Auditor's Report on the Annual Schedule of Percentage Rent Computation for 2012 and annually going forward;
- (b) That the City of Hamilton accept from TradePort International Corporation (TIC) the KPMG, LLP (KPMG) Lease Agreement Compliance Audit and Performance Review on a three year cycle commencing in 2015 consistent with the process developed by Transport Canada for all Canadian airports operating within the National Airport System policy.

**FOR THE INFORMATION OF THE COMMITTEE:**

**(a) CHANGES TO THE AGENDA**

There were no changes to the agenda.

The agenda was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) MINUTES (Item 3)**

**(i) October 30, 2012 (Item 3.1)**

The Minutes of October 30, 2012 meeting of the Airport Implementation Task Force were approved, as presented.

**(d) DELEGATION REQUESTS (Item 4)**

The following delegations were approved and the rules of order be waived to allow them to be heard today:

- (i) D. Dvorak, 1659 Glancaster Road, respecting Potential Land Acquisition Requests (No Copy) (Item 4.1)

- (ii) Mr. and Mrs. Masi, 1691 Glancaster Road, respecting Potential Land Acquisition Requests (No Copy) (Item 4.2)
- (iii) B. Wasserman, property known as #0 Highway 6, respecting Potential Land Acquisition Requests (No Copy) (Item 4.3)

**(e) DELEGATIONS/PUBLIC HEARINGS (ITEM 6)**

**(i) D. Dvorak, 1659 Glancaster Road, Respecting Potential Land Acquisition Requests (No Copy) (Item 6.1)**

Mrs. Dvorak was not in attendance to address the Task Force, however she did send a letter which she requested be included in the official record.

The letter from Mrs. Dvorak respecting Potential Land Acquisition, (attached hereto as Appendix D) was received.

**(ii) Mr. and Mrs. Masi, 1691 Glancaster Road, Respecting Potential Land Acquisition Requests (No Copy) (Item 6.2)**

Mr. and Mrs. Masi addressed the Task Force with the assistance of their daughter-in-law Dayna Firth. They provided a handout to the Committee (attached hereto as Appendix E).

The delegation by Mr. and Mrs. Masi respecting Potential Land Acquisition Requests, was received.

**(iii) B. Wasserman, property known as #0 Highway 6, Respecting Potential Land Acquisition Requests (No Copy) (Item 6.3)**

Ms. Wasserman addressed the Task Force respecting a Potential Land Acquisition. She provided a handout to the Committee members (attached hereto as Appendix F).

Ms. Wasserman and her father indicated that they have made a below market value offer to the City to purchase their land.

The delegation by Ms. Wasserman respecting Potential Land Acquisition Requests, was received.

On a Motion the floor was opened to anyone in attendance that wished to address the Task Force on the issue of Potential Land Acquisition.

**(iv) Nancy Jones, 9202 Airport Road, Respecting Land Acquisition Request (Added Item 6.4)**

Ms. Jones addressed the Committee respecting Potential Land Acquisition. She indicated concerns around new construction and noise levels.

The delegation by Nancy Jones respecting Potential Land Acquisition Request, was received.

**(v) Ms. Guidan Respecting Land Acquisition Request (Added Item 6.5)**

Ms. Guidan addressed the Committee respecting Land Acquisition Request. She expressed concerns around new construction at the airport and the impacts on her house.

The delegation by Ms. Guidan respecting Potential Land Acquisition Request, was received.

**(vi) George Flemming, 9210 Airport Road, Respecting Land Acquisition Request (Added Item 6.6)**

Mr. Flemming addressed the Committee respecting Land Acquisition Request Expressed concerns about the expansion and the impacts and sound created by new construction at the airport.

The delegation by George Flemming respecting Potential Land Acquisition Request, was received.

On a Motion the Ward 11 Councillor is to meet with area residents and representatives from TradePort International respecting issues and concerns around the construction of the new docking facility.

For disposition on this matter refer to Item 1.

**(f) PRESENTATIONS (ITEM 7)**

**(i) Perfluorooctane Sulfonate (PFOS) Verbal Update (Item 7.1)**

Guy Paparella, Director of Growth Planning, along with Frank Scremin, President and CEO of TradePort International, provided a verbal update on the issue of PFOS.

Mr. Paparella indicated that City staff are waiting for the Ministry of the Environment to respond before finalizing their document on PFOS which they would then make public. He indicated that there would be another public meeting held on this issue when this release is ready. Mr. Paparella relayed that fishing advisories on Lake Niapenco have been lessened and that mercury, not PFOS, is the most predominant contaminant.

For disposition on this matter refer to Item 2.

The update respecting Perfluorooctane Sulfonate, was received.

**(ii) Semi-Annual Report John C. Munro Hamilton International Airport, December 2012 (Item 7.2)**

Frank Scremin, President and CEO of TradePort International, provided a PowerPoint presentation respecting the annual progress for the John C. Munro Hamilton International Airport (attached hereto as Appendix G)

Cathie Puckering, Director, Finance and Corporate Controller for the John C. Munro Hamilton International Airport and Lauren Yaksich Manager, Marketing and Communications were also in attendance to answer questions of Committee.

The presentation, respecting the annual progress for the John C. Munro Hamilton International Airport, was received.

**(g) Adjournment (Item 7)**

There being no further business, the Airport Implementation Task Force meeting adjourned at 3:43 p.m.

Respectfully submitted,

Councillor Lloyd Ferguson, Chair  
Airport Implementation Task Force

Andy Grozelle  
Legislative Co-ordinator  
Office of the City Clerk



**CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
Growth Management Division**

<b>TO:</b> Chair and Members Airport Implementation Task Force	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> May 27, 2013	
<b>SUBJECT/REPORT NO:</b> 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087) (City Wide)	
<b>SUBMITTED BY:</b> Tim McCabe General Manager Planning and Economic Development Department	<b>PREPARED BY:</b> Guy Paparella (905) 546-2424 Ext. 5807
<b>SIGNATURE:</b>	

**RECOMMENDATION**

That the City of Hamilton allocate approximately \$100,000 from the Airport Joint Marketing Reserve Fund as the City's portion of the 2013-2014 John C. Munro Hamilton International Airport (HIA) – City of Hamilton Joint Marketing Initiatives outlined in Report PED13087.

**EXECUTIVE SUMMARY**

In accordance with Section 34 of the Hamilton International Airport (HIA) Lease Agreement between the City and TradePort International Corporation (TIC), the City is obliged to allocate monies to HIA Joint Marketing Initiatives on an annual basis or as necessary.

TIC has requested four projects for the 2013-2014 project year.



**SUBJECT: 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087) (City Wide)**

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***Alternatives for Consideration – Not Applicable.*****FINANCIAL / STAFFING / LEGAL IMPLICATIONS**

**Financial:** As of March 31, 2013, there is currently \$201,380 in the Airport Joint Marketing Reserve Fund. There are more than sufficient funds to allocate the \$100,000 recommended for the 2013-2014 Joint Marketing Initiatives in this Report.

**Staffing:** N/A

**Legal:** Approval of these Joint Marketing Initiatives fulfils one of the City's obligations under the Head Lease Agreement with TIC for the HIA.

**HISTORICAL BACKGROUND**

The Regional Municipality of Hamilton-Wentworth (Region) leased the HIA from Transport Canada in 1987. On July 19, 1996, the Region entered into a 40-year Sub-Lease Agreement with TIC (to be converted to Lease upon transfer) to operate the HIA on its behalf. In December 1996, ownership of the HIA was transferred from Transport Canada to the Region.

Section 4.04 of the Lease Agreement provides for revenue sharing amongst the City and TIC which commenced in 2006. Pursuant to Sections 34.01, 34.02, 34.03 of the Agreement, the City agrees on an annual basis to dedicate no less than 25% of all Percentage Rent received by the City to match but not exceed marketing expenditures of the HIA in the immediately preceding year. In addition, the City agrees on an annual basis to dedicate a further 25% of all Percentage Rent received by the City to fund Capital expenditures for municipal services in, on and around the HIA.

To comply with the HIA Lease Agreement, enable efficient use of HIA revenues, and maintain effective review procedures, staff recommended the establishment of separate HIA reserves for the revenues generated by the HIA Lease Agreement, Report PED07077 approved by Council February 28, 2007.

On March 31, 2013, staff was advised by Finance that there was \$201,380 in the Airport Joint Marketing Reserve Fund. Therefore, staff is requesting approval for financial support of the proposed 2013-2014 joint marketing initiatives from same. Future requests for the remaining marketing reserve funds will be forthcoming to Council for approval.

**POLICY IMPLICATIONS/LEGISLATED REQUIREMENTS**

**SUBJECT: 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087) (City Wide)**

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Hamilton International Airport Lease Agreement

**RELEVANT CONSULTATION**

Planning and Economic Development Department, Economic Development Division  
Corporate Services Department, Finance and Administration Section  
TradePort International Corporation

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

The following is a listing of four projects, totalling \$250,000, for the City's consideration as joint economic development initiatives as defined in Section 34 of the Lease Agreement to promote economic development and Airport growth. HIA has not awarded any project listed below, consultants have not been retained, and amounts are estimates only.

**1. Economic Impact Study**

Brief Overview:

The most recent Economic Impact Study Report was completed in 2009 to support the Airport Employment Growth District proposal. The figures provided in that Report were from 2008. This year the Airport, in partnership with the City, is requesting the completion of an Economic Impact Study Report which updates the results to present year.

Timing: Summer 2013 – Fall 2013

Estimated Cost: \$30,000 total including HST (\$15,000 City contribution and \$15,000 HIA contribution).

Consultant: To be determined

HIA would like to work in partnership with the City regarding consultant selection. If viable, the preferred option for continuity sake would be to work with the consultant (Dillon Consulting et. al) responsible for the 2009 Economic Impact Study Report.

**2. Marketing and Communication Airport Awareness Campaign**

Brief Overview:

To support commercial passenger service, HIA engages in Airport Awareness Campaigns which center on awareness of the Airport and destinations offered. Awareness campaigns are run year round, however are tweaked slightly to reflect the destinations available at the time. For the winter season, HIA will be working

**SUBJECT: 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087) (City Wide)**

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with a consultant to develop an advertising campaign and launch that campaign to market.

Timing: Campaign Development - mid-Summer 2013; Launch - Fall 2013

Estimated Cost: \$110,000 to \$150,000 total including HST (\$50,000 City contribution and \$60,000 to \$100,000 HIA contribution).

Consultant: To be determined

HIA will be meeting with a number of consultant agencies in the local Hamilton/Burlington area to decide which will execute the project. A Request for Proposal (RFP) may be issued.

### **3. Cross Border Leakage Study**

Brief Overview:

To support Air Service Development efforts, HIA would propose to administer a study which quantifies cross-border leakage from the Southern Ontario (YHM Catchment Area). This information will be used in discussion with both United States and Canadian airlines. This Study will be carried out with HIA staff as well as guidance from Vantage Airport Group.

Timing: Summer 2013 - Winter 2013

Estimated Cost: \$60,000 total including HST (\$30,000 City contribution and \$30,000 HIA contribution).

Consultant: To be determined

HIA will work with Vantage Airport Group to interview agencies capable of executing this type of study. An RFP may be issued.

### **4. Customer Appreciation Program**

Brief Overview:

To thank our customers, HIA will be executing a number of Customer Appreciation Weeks throughout the year. During a Customer Appreciation Week, Airport surveys will also be administered to understand passenger demographics, overall Airport experience and gain insight on desired destinations. This information will be used to improve the existing Airport facilities/infrastructure, better focus marketing activities and air service development efforts.

**SUBJECT: 2013-2014 John C. Munro Hamilton International Airport - City of Hamilton Joint Marketing Initiatives (PED13087) (City Wide)**

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Timing: Year Round, One per Quarter

Estimated Cost: \$10,000 total including HST (\$5,000 City contribution, \$5,000 HIA contribution).

Internal Staff: HIA staff to develop surveys and organize Customer Appreciation Weeks in house. Staff will be hired through Hunt Personnel Services, the agency that has been used for this type of event in the past. iPad rentals will also be sourced to execute the surveys.

As such, the requested contribution from City would be \$100,000 from the Airport Joint Marketing Reserve Fund to complete all four of these initiatives.

Staff is recommending the aforementioned contribution request for approval since these initiatives will help develop HIA's route network into a critical mass that can support more domestic and international business travel, expand the cargo and goods movement industry and identify new commercial business development opportunities and partnerships.

**ALTERNATIVES FOR CONSIDERATION**

N/A

**ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN:**

**Strategic Priority #1**

A Prosperous & Healthy Community

*WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.*

**Strategic Objective**

- 1.1 Continue to grow the non-residential tax base.
- 1.4 Improve the City's transportation system to support multi-modal mobility and encourage inter-regional connections.

**APPENDICES / SCHEDULES**

None

GP:mh



**CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**Growth Management Division**

<b>TO:</b> Chair and Members Airport Implementation Task Force	<b>WARD(S) AFFECTED:</b> WARDS 11 & 12
<b>COMMITTEE DATE:</b> May 27, 2013	
<b>SUBJECT/REPORT NO:</b> Delegation of Authority for Permitting Air Shows at John C. Munro Hamilton International Airport (PED13086) (Wards 11 & 12)	
<b>SUBMITTED BY:</b> Tim McCabe General Manager Planning and Economic Development Department	<b>PREPARED BY:</b> Guy Paparella (905) 546-2424 Ext. 5807
<b>SIGNATURE:</b>	

**RECOMMENDATION:**

- (a) That the General Manager of Planning and Economic Development be delegated the authority to refuse or grant, with or without conditions, consent to TradePort International Corporation or its subsidiary Hamilton International Airport Limited, to allow the use of John C. Munro Hamilton International Airport for the purposes of holding and staging an Air Show, as such consent may be sought from year to year;
- (b) That the General Manager of Planning and Economic Development be authorized to execute any necessary documents in connection with the above recommendation (a), in a form satisfactory to the City Solicitor.

**SUBJECT: Delegation of Authority for Permitting Air Shows at John C. Munro Hamilton International Airport (PED13086) (Wards 11 & 12)**

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**EXECUTIVE SUMMARY**

Pursuant to a lease dated July 19, 1996 (the "Lease"), the City, as landlord, leased to TradePort International Corporation, as tenant, certain premises for the operation and management of the John C. Munro Hamilton International Airport (the "Airport").

Subject to certain limited exceptions, the Lease requires TradePort International Corporation to obtain the City's consent prior to allowing a third party to occupy or use the Airport.

TradePort International Corporation, through its subsidiary Hamilton International Airport Limited, wishes to license the Airport to The Canadian Warplane Heritage Museum for the purposes of holding and staging an Air Show in June 2013. The Air Show has become a traditional annual event. Rather than seeking Council's approval every year for this annual event, it would be more expeditious for Council to delegate that authority to a staff person, namely, the General Manager of Planning and Economic Development.

***Alternatives for Consideration – See Page 3.***

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS**

**Financial:** N/A

**Staffing:** N/A

**Legal:** The recommendations will give the General Manager of Planning and Economic Development the authority to grant approval for a third party's use of the Airport to conduct an Air Show. If any documentation is required for the consent, it will be prepared in a form satisfactory to the City Solicitor. Risk Management will be consulted for the purpose of determining insurance requirements, and production of an insurance certificate may form a condition of consent.

**HISTORICAL BACKGROUND**

The Air Show at the John C. Munro Hamilton International Airport has been a consistent tourist event and attraction for many years. Tens of thousands attend the event from across Ontario and the northern United States. It is an important part of the tourism industry in the City of Hamilton providing economic benefit and exposure for the Airport and the Warplane Heritage Museum.

**SUBJECT: Delegation of Authority for Permitting Air Shows at John C. Munro Hamilton International Airport (PED13086) (Wards 11 & 12)**

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It has been a practice until this past year to obtain permission for each Air Show event from City Council usually by motion of a Councillor. The purpose of this report is to streamline the approval process for the Air Show event.

**POLICY IMPLICATIONS**

There are no policy implications associated with the recommendations of Report PED13086.

**RELEVANT CONSULTATION**

Corporate Services Department, Risk Management Section  
City Manager's Office, Legal Services Division  
TradePort International Corporation

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

The recommendations will give the General Manager of Planning and Economic Development the delegated authority to grant approval for a third party's use of the Airport to conduct an Air Show. If any documentation is required for the consent, it will be prepared in a form satisfactory to the City Solicitor. Risk Management will be consulted for the purpose of determining insurance requirements, and production of an insurance certificate may form a condition of consent. Overall, the process will be more streamlined and efficient while ensuring appropriate conditions of consent are adhered to.

**ALTERNATIVES FOR CONSIDERATION**

**Alternative 1 – Council may grant consent for the 2013 Air Show only**

Council may grant consent to the use of the Airport by The Canadian Warplane Heritage Museum for the 2013 Air Show only, provided that TradePort International Corporation, Hamilton International Airport Limited and/or The Canadian Warplane Heritage Museum supplies insurance in favour of the City, satisfactory to the City. Further, Council may authorize the General Manager of Planning and Economic Development to execute any necessary documents in connection with such consent, in a form satisfactory to the City Solicitor.

Alternative 1 will require staff to seek Council's approval every year that the Air Show is planned.

**SUBJECT: Delegation of Authority for Permitting Air Shows at John C. Munro  
Hamilton International Airport (PED13086) (Wards 11 & 12)**

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**ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN:**

**Strategic Priority #1**

A Prosperous and Healthy Community

*WE enhance our image, economy and well-being by demonstrating that Hamilton is great place to live, work, play and learn.*

**APPENDICES / SCHEDULES**

None

GP:mh





Hamilton

**CITY OF HAMILTON**

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
Growth Management Division**

<b>TO:</b> Chair and Members Airport Implementation Task Force	<b>WARD(S) AFFECTED:</b> CITY WIDE
<b>COMMITTEE DATE:</b> May 27, 2013	
<b>SUBJECT/REPORT NO:</b> Independent Auditor's Reports on the Annual Schedule of Percentage Rent Computation and the Bi-Annual Lease Agreement Compliance Audit and Performance Review Regarding TradePort International Corporation for the Operation of the John C. Munro Hamilton International Airport (PED13085) (City Wide)	
<b>SUBMITTED BY:</b> Tim McCabe General Manager Planning and Economic Development Department	<b>PREPARED BY:</b> Guy Paparella (905) 546-2424 Ext. 5807
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the City of Hamilton accept from TradePort International Corporation (TIC) the KPMG, LLP (KPMG) Independent Auditor's Report on the Annual Schedule of Percentage Rent Computation for 2012 and annually going forward;
- (b) That the City of Hamilton accept from TradePort International Corporation (TIC) the KPMG, LLP (KPMG) Lease Agreement Compliance Audit and Performance Review on a three year cycle commencing in 2015 consistent with the process developed by Transport Canada for all Canadian airports operating within the National Airport System policy.

**SUBJECT: Independent Auditor's Reports on the Annual Schedule of Percentage Rent Computation and the Bi-Annual Lease Agreement Compliance Audit and Performance Review Regarding TradePort International Corporation for the Operation of the John C. Munro Hamilton International Airport (PED13085) (City Wide)**

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### EXECUTIVE SUMMARY

For the first time the External Auditor for the City of Hamilton and TIC are one in the same – KPMG, LLP. This creates the unique opportunity to save money and reduce redundancy on Independent Auditor's Reports for both the Annual Schedule of Percentage Rent Computation as well as the Bi-Annual Lease Compliance Audit and Performance Review regarding the Lease Agreement with TradePort International Corporation for the operation of the John C. Munro Hamilton International Airport (HIA). The External Auditor would still conduct both of these audits and reviews in accordance with the standards of the Canadian Institute of Chartered Accountants and the scope or provisions of the Lease Agreement. TIC will continue to engage KPMG to perform the Rent Statement Computation and Lease Compliance Audit and Performance Review under the terms of the Lease Agreement and will bear the cost of each audit.

***Alternatives for Consideration – Not Applicable.***

### FINANCIAL / STAFFING / LEGAL IMPLICATIONS

**Financial:** Approving the recommendations of this report would generate potential savings of between \$7,000 and \$15,000 annually.

**Staffing:** N/A

**Legal:** Approving the recommendations of this report do not violate or conflict with any provisions of the Lease Agreement between the City and TIC for the operation of the HIA.

### HISTORICAL BACKGROUND

The Lease Agreement between the City and TIC, allows the City to appoint external auditors to perform and audit the Annual Schedule of Percentage Rent Computation. In addition, the Lease Agreement includes a provision that the City shall conduct Lease Compliance and Performance Reviews of the operations at the Airport. The Lease also includes a requirement for TIC to provide a written statement of rent duly audited by an independent accountant and to cooperate during audits to the extent it is reasonably able to do so.

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In 2012, the City appointed KPMG as its auditors, replacing Grant Thornton, LLP (GT). TIC has engaged KPMG as its auditors since 2008. For the Airport, KPMG currently performs an annual financial statement audit which includes a review of compliance with certain Lease terms and provides an audit report supporting the calculation of rent. Since 1995, TIC has had clean and compliance audit reports.

The Lease Agreement is very similar to the Ground Lease developed by Transport Canada (TC) for the Canadian Airport Authorities (CAA) operating within the policy for the National Airport System. In 2012, TC announced that it will reduce the burden on airport authorities related to lease monitoring. Changes will improve timeliness by minimizing the number of physical site audits to a three - five year cycle and apply a risk management approach to reduce audit scope. Community accountability has been ensured through the enhanced principles of accountability under which CAAs must operate.

**POLICY IMPLICATIONS/LEGISLATED REQUIREMENTS**

Legal and Financial Agreement - Public-Private Lease Agreement for the HIA

**RELEVANT CONSULTATION**

City Manager's Office, Legal Services Division  
Corporate Services Department, Financial Services Division  
TradePort International Corporation

**ANALYSIS / RATIONALE FOR RECOMMENDATION**

Since 2006, the City has exercised its rights under the Lease and engaged its auditor to audit and review activities at the Airport. This includes, on an annual basis, the calculation of annual rent payments and every second year a compliance audit and performance review of the operation of the Airport. To date, the City's external auditor has completed ten audits and confirmed TIC to be in compliance with the criteria established by the City. TIC has demonstrated its cooperation at all times; supported by the results included in the audit findings/reports provided to the City.

Since 1995, TIC engages its auditors, on an annual basis, to express an opinion on the financial statements and conduct an audit in accordance with Canadian generally accepted accounting standards. The standards require that they comply with ethical

**SUBJECT: Independent Auditor's Reports on the Annual Schedule of Percentage Rent Computation and the Bi-Annual Lease Agreement Compliance Audit and Performance Review Regarding TradePort International Corporation for the Operation of the John C. Munro Hamilton International Airport (PED13085) (City Wide)**

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standards and plan and perform the audit to obtain reasonable assurance about whether the statements are free from material misstatement. TIC has received an unqualified, clean and compliant audit opinion every year.

Opportunities exist to eliminate or reduce the duplication of accounting fees and time spent to prepare for and accommodate the audit function. Both the City and TIC engage its auditor to perform similar audits of the same information, at differing times of the year, with identical results. This process occurs at a frequency much greater than audits occurring at other Canadian airports and the current assurance process results in duplication of audit fees for the City and TIC, not to mention the increased staff time.

With the appointment of KPMG as City auditors, and with KPMG TIC's auditors, an opportunity exists to consolidate the audit function, eliminate redundancy and reduce costs for the City. The City could rely on the results KPMG provides to TIC and accept its audit reports from TIC's audit engagement, paid by TIC. Appendix "A" attached to Report PED13085 is the 2012 Auditor's Report on the Annual Schedule for Rent Computation. Staff recommend acceptance of this audit report.

The City may also consider reducing the frequency, but not the scope of the compliance audit and performance review to align with the process in place between Transport Canada and other Canadian airports. Staff would suggest a three year cycle for the compliance audit and performance review commencing in 2015. The next audit would be in 2015. The risk of errors and non-compliance is low based on the results of all previous audits, TIC's historical performance, and the role of the Federal government as regulator of Canadian airports. TIC currently provides attestations to confirm its compliance with certain provisions of the Lease Agreement.

#### **ALTERNATIVES FOR CONSIDERATION**

N/A

#### **ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN**

##### **Strategic Priority #1**

A Prosperous and Healthy Community

*WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.*

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**APPENDICES / SCHEDULES**

Appendix "A" - Auditor's Report on the Annual Schedule for Rent Computation – KPMG 2012

GP:mh

Statement of Rent

**TRADEPORT  
INTERNATIONAL  
CORPORATION**

For the twelve months ended December 31, 2012



**KPMG LLP**  
**Chartered Accountants**  
Box 976  
21 King Street West Suite 700  
Hamilton ON L8N 3R1

Telephone (905) 523-8200  
Telefax (905) 523-2222  
www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Directors of TradePort International Corporation

We have audited the accompanying financial information of TradePort International Corporation (the "Company"), which comprises the Company's calculations of gross revenue, base revenue, ground rent and percentage rent for the twelve months ended December 31, 2012 (the "financial information"). The financial information has been prepared by management of the Company based on the airport lease agreement dated July 19, 1996 between the Company and the City of Hamilton.

### *Management's Responsibility for the Financial Information*

Management is responsible for the preparation of the financial information in accordance with the airport lease agreement dated July 19, 1996 between the Company and the City of Hamilton, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on the financial information based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial information is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial information. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial information, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the financial information in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial information.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Opinion*

In our opinion, the financial information of TradePort International Corporation for the year ended December 31, 2012 is prepared, in all material respects, in accordance with the airport lease agreement dated July 19, 1996 between the Company and the City of Hamilton.

*Basis of Accounting and Restriction on Distribution and Use*

Without modifying our opinion, we draw attention to the note to the financial information, which describes the basis of accounting. The financial information is prepared to assist the Company to comply with the airport lease agreement dated July 19, 1996 between the Company and the City of Hamilton referred to above. As a result, the financial information may not be suitable for another purpose. Our report is intended solely for TradePort International Corporation and the City of Hamilton and should not be distributed to or used by parties other than TradePort International Corporation or the City of Hamilton.

*KPMG LLP*

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Chartered Accountants, Licensed Public Accountants

Hamilton, Canada  
March 19, 2013



May 20, 2013

Mr. Guy Paparella & City of Hamilton Council Members

Re: Buy out of 1659 Glancaster Rd, Mount Hope, Ontario.  
Mrs. D. Dvorak  
May 27<sup>th</sup> meeting

Thank you for agreeing to revisit the issue of the property buy-out option for my home situated immediately west of the airport. It is with regret that I am unable to attend the May 27<sup>th</sup> meeting as this issue is one of upmost importance to me.

I would like to begin by stating that I am a long time resident on Glancaster Rd. having lived here for the past 32 years. I have lived through a previous airport (runway) expansion that severed Glancaster Rd., the expansion of airport operations, plumes of smoke from the fire fighting exercises, planes off course flying precariously low over our homes, the smell of jet fuel heavy in the air and making its way into my house, the barrage of jet engine run-ups directly pointed at my home, and the inadequate supervisory mechanisms by the City to monitor the management of the airport by Tradeport International and its operations (i.e. Flightcraft) My ability to enjoy my garden or have windows open has been impaired by the constant hum and steady noise of airport ground activities. While most people find refuge on weekends in their gardens, I cannot. The ground noise emanating from the airport is comparable to living next to a major industrial area.

The previous runway expansion which severed Glancaster Rd. cutting off our direct access to the City required a daily re-routing accounting for 10 additional km daily in my commute. There were also additional consequences to this road severance. Union Gas and Cable providers did not expand their service to this portion of Glancaster. Bell Canada has not provided upgraded phone lines to enable higher speed. When the City laid a water line down our road, homeowners were not allowed hook-up despite our going to City Hall and pleading for it. When the Hwy 6 bypass was constructed, no access off Butter Road was given to at least enable homeowners, as well as airport tower employees, easy access to the city and highways.

## HISTORY

In early 2011, following the delivery of a package from the City of Hamilton with regards to future airport and urban expansion, I noted that my property as well as others on Glancaster (between Airport Rd. W. to Butter Rd on the perimeter of the airport) had land now zoned "airport reserve". This decision, by the city, was executed without consultation to any of the homeowners and the ramifications of what "airport reserve land" meant to the homeowners was not explained. I proceeded to organize a meeting with Mr. Guy Paparella with myself and five other homeowners to understand where we sit with now owning land for "airport reserve". Mr. Paparella indeed met with us in my home in February 2011 and relayed the 20 year plan of the

city indicating at that time buy out may be possible for some homeowners earlier and buyouts would be staggered over a number of years. Mr. and Mrs. Masi as well as I, not wishing to endure the chaos of another airport expansion, on Mr. Paparella's instruction, wrote a letter to the City requesting an immediate buy out. Many months later we were advised that the City was not in a financial position to acquire additional properties at this time. In the meantime we have been sitting in limbo with our futures hanging on what action the City elects to undertake.

Following a legal consultation on listing my property, I was informed that I am obligated to provide to any prospective buyers the following information:

- The property is "airport reserve" and the City could at any time buy the land.
- Immediately to the back of our properties is the site where the PFOs were dumped at historical high levels. The site is contaminated.

In the past 3 years five of the nine homes have put the FOR SALE sign up. Only one house (Harrison property) was sold and I understand this house was sold to a developer at a significantly reduced rate because the homeowners, now frail, required the money to afford to move into senior's housing.

Recently I had the opportunity to speak with my council member, Brenda Johnson. I discussed that the sale of our homes, under the current constraints, is impossible. Who would want to purchase a home where a family can't grow and any upgrades done would not boost the value of the home? As well the contamination site to the back of our properties has not been cleaned up and the creek running through our property was and is contaminated? She suggested that people are willing to buy anything anywhere. This is a very naïve view. Indeed at a significantly devalued amount our homes might sell but any devaluation is directly resulting from the City zoning of our land and the City/Airport's failure to address the contamination site in our backyards. Ms. Johnson also stated she would not support the buy-out of properties so that Tradeport could expand its operations. I have thought long and hard about this last statement. Is this what it is all about? Council members not wanting to provide Tradeport additional land to expand but they are willing to allow homeowners to bear the devaluation of their properties and also subject them to escalating noise and be subjected to the horrendous consequences of placing an extended runway to the back of their properties? When do the health consequences of residents take a back seat to the City's decision-making process?

We are aware that the City has already purchased properties on Glancaster Road less than a km away and we were told this would be for future runway aprons. The City has also purchased land on Airport Rd. West for expansion from a developer.

I would also like to point out that this part of Glancaster Road is used as an access to the tower as well by the airport when any work to the larger east-west runway is being undertaken. When an alarm is sounded, police and emergency services use this road to gain access to the runway.

My request to the Committee is to appreciate that we have endured enough and the consequences of any future airport expansion will undoubtedly place an additional financial burden on us. In discussion with some homeowners, I know many are not yet inclined to want to leave as they have already invested too much into their homes. As for myself and the Masi's, who have

witnessed the upheaval caused by the previous runway extension, and with prevailing health issues, we know living through such chaos again would bring upon us significant hardship.

I sincerely implore you to take our request for buy-out under immediate consideration. Please do not allow the safety and health of residents take a back seat to the City's desire to push forward with airport growth without taking a humane approach in dealing with the concerns of residents who will be the most significantly impacted by the development.

Yours sincerely

Mrs. D. Dvorak

May 24, 2013

City of Hamilton

Presentation to Airport Implementation Task Force

May 27, 2013

We are homeowners living within the proposed Airport Employment Growth Development area. We have been significantly and negatively affected by previous and ongoing airport development. We will continue to be profoundly adversely affected by the proposed changes made to land designation and the continuing expansion of the John C. Monroe Airport. Our home is located adjacent to the airport on the west side in an area designated on City planning maps (2010) as "airport reserve" land. We have lived here for 40 years.

We contend that the City of Hamilton has failed to engage homeowners within the proposed AEGD area, specifically those whose homes are in "airport reserve land", in a transparent dialogue to explain the impact of the proposed AEGD, specifically as it relates to property devaluation, and how, if the AEGD goes forward, airport expansion will further detrimentally affect our lives and place us at increased risk. We have suffered for years since Tradeport took over operations, particularly when they allowed Flightcraft to build to the rear of our house. Flightcraft continually carries out engine run-ups with engines facing in our direction. The noise from the engines continues for thirty minutes to an hour. UPS and Purolator operations create ground noise throughout the night. Our bedroom is located at the back of our home, overlooking the airport. At times we have difficulty sleeping. We understand that our land has been contaminated over time. We have been unable to drink water from our well, and gave up drinking our well water many years ago. We drive into the city on a weekly basis and fill jugs at a relative's house. We are unable to continue to do so.

Our status as landowners adjacent to the Hamilton Airport comes with great cost. Our land values have been systematically eroded through the ongoing strategic actions of the City of Hamilton to advance its plans for the expansion of the airport itself and the AEGD.

The City has long systematically advanced its plans for the expansion of the airport. The City's decision to deny services to our street and to close off Glancaster Road, now bisected by a runway, has resulted in the strategic devaluation of our property. As a result, the City has steadily limited our ability to sell our property at fair market value.

The decision to deny municipal services to us, to re-route access to our home and to proceed to expand the airport and the associated employment lands has significantly devalued our property. Previous airport expansion has created considerable problems for us and has extensively curtailed our ability to fully enjoy our home, its land and our retirement years. The

ongoing operation of the airport and proposed future industrial/employment lands will exacerbate our difficulties and our loss. The current plan to construct an extended runway behind our house and to close additional roads causes us heightened financial and emotional stress. In the process, the City will become the sole beneficiary. Its actions and inactions ensure that it can be the only viable purchaser of our property. We conclude that the City intends that our weakened position and lack of choice will ensure that the City can avoid cost and save significant money, all the while profiting from the economic gains associated with future development.

We had contact with the City in 2011 about the designation of our property as "airport reserve" land. We had only learned about the designation from our neighbour. She reviewed the extensive package of information delivered to our mailbox in early 2011 and looked at the maps carefully. Our contact included a meeting in February 2011 with Mr. Guy Paperella, a representative of the City.

Throughout, the City has been unclear and inconsistent in their representations to us as to what, if any, action will be undertaken with regards to our property. We have experienced significant economic, emotional and personal hardship. We want to downsize and move closer to the city and our family. To do so, we must sell our home, a course of action rendered extremely difficult as a result of the conditions created by the City. Our home represents all we have worked for in this country and the legacy we will leave for our children.

We request that the committee seriously consider our position. We respectfully suggest that the City of Hamilton be required to act swiftly and begin negotiations with us to provide options for a buy-out of our property at fair market value, taking into consideration the cost of purchasing a similar home with a similar sized property elsewhere within the Hamilton area. We must move while we are physically able to do so. We are 83 and 81 respectively. We each have health issues which will progressively hamper our mobility.

Yours sincerely,

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Emidio & Rita Masi  
1649 Glanaster Rd.  
1691

**Grozelle, Andy**

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**From:** Bryna Wasserman  
**Sent:** May-26-13 10:22 PM  
**To:** Grozelle, Andy  
**Cc:** Bryna Wasserman; Paparella, Guy  
**Subject:** Fwd: Implementation Task Force Meeting - May 27 -hand out-please let me know if I am sending on time to distribute-Thanks

**Attachments:**

**Follow Up Flag:**  
**Flag Status:**

**Re: Airport Implementation Task Force : Meeting May 27, 2013**  
**Wasserman lands known as 0 Highway #6 (Upper James Street), Hamilton, Ontario**

Back in 2010 we entered into negotiations with the city to sell our two properties strategically adjacent to the Hamilton Airport and included in the Airport's Future Land Needs Plan. The City had an appraisal done and we agreed to accept this appraised value. We did not close the sale prior to the OMB deadlines which led us to file an appeal to protect our rights.

We are back to you today to present attractive price and terms to sell our property which would also settle our OMB appeal.

Some key points to Discuss supporting the purchase include:

- Our land is developable and it abuts existing development making it the natural extension for any further internal airport growth. Our price reflects acreage deemed developable.
- We have reduced our price bellow the appraised value and removed a secondary parcel, and are now offering a 5-year payment term interest free.
- Our land adds an additional access point to the airport on Hwy 6, a major road, which would allow traffic to be diverted from Mount Hope through the airport. This is of crucial importance especially as growth; impending cargo expansion, creates increased traffic congestion around residential areas. This additional access point could be used for numerous applications.
- The City purchase would remove zoning obstacles by combining the property into the existing airport parcel, allowing for expedited development for interested tenants such as Mohawk College who is in a hurry to expand their Aviation Program. Provides City and Trade Port with control of development of parcel.
- The designation of "Airport reserve" was created specifically to set aside lands for airport expansion with the intention to negotiate and purchase which the City did for most of the lands in the "Airport reserve" designation. Our terms are intended to facilitate the City to complete this plan. Settle OMB appeal. Save Taxpayers the cost and city officials the time of OMB defence.

We have removed one of our parcels from the original proposal to focus on the key property for airport expansion and access reducing the cost while retaining the benefits of the purchase.

note of interest from Mohawk College

Re-sending

-----Original Message-----

From: Brimley, Bill

Sent: March-06-13 11:52 AM

To: Bryna Wasserman

Cc: Richard Koroscil; Thoma, Tony; Joudrie, Wayne; Brimley, Bill

Subject: RE: Wasserman Lands

Hello Bryna;

We have not been able to meet to prepare an official Mohawk College response.

I trust that our previous meeting with you demonstrated that we are interested.

Regards;

Bill

Bill Brimley, Ph.D., P. Eng.

Associate Dean,

Faculty of Engineering Technology

Schools of Chemical, Environmental, Biotechnology Aviation, Mechanical ,NDE

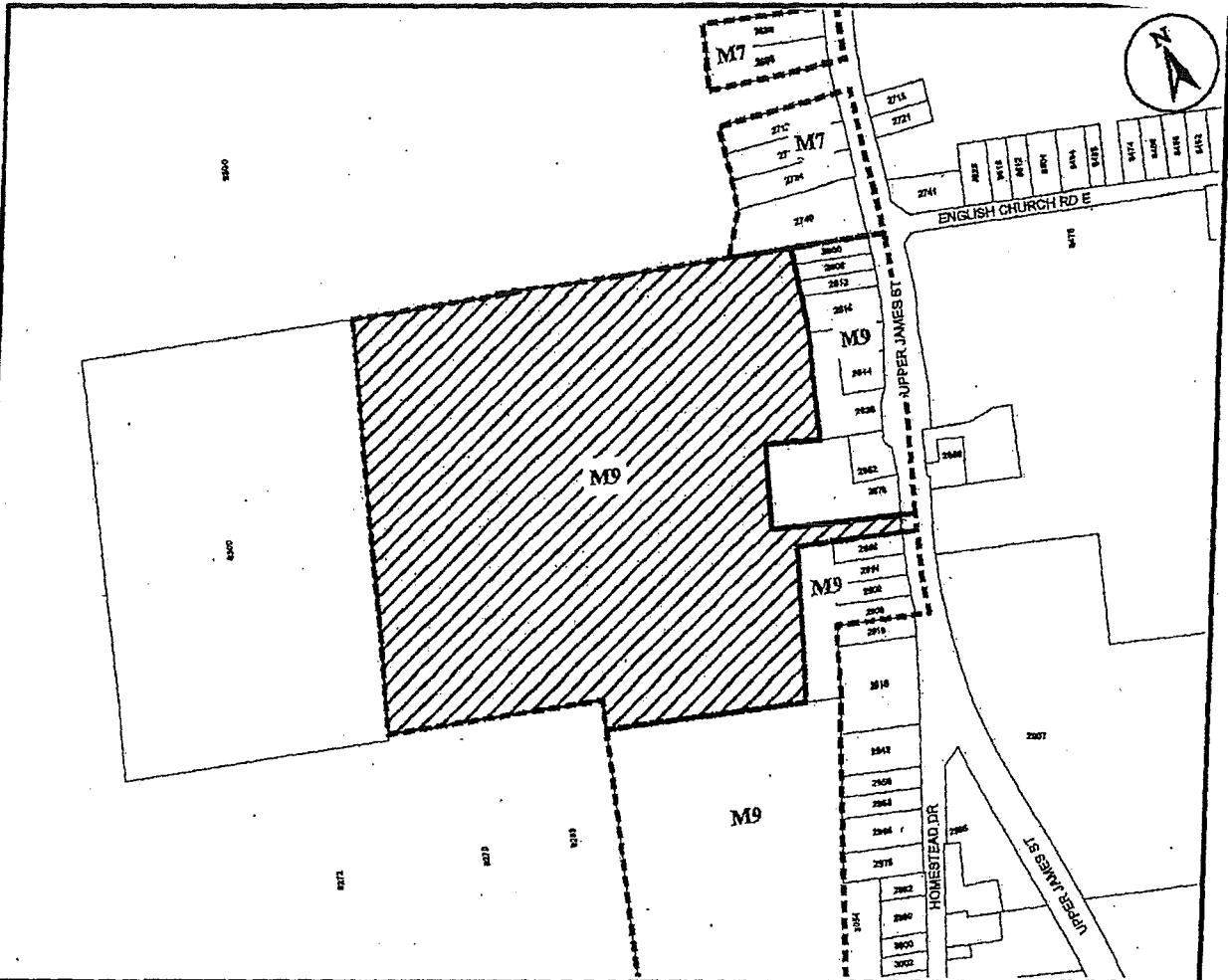


CWH

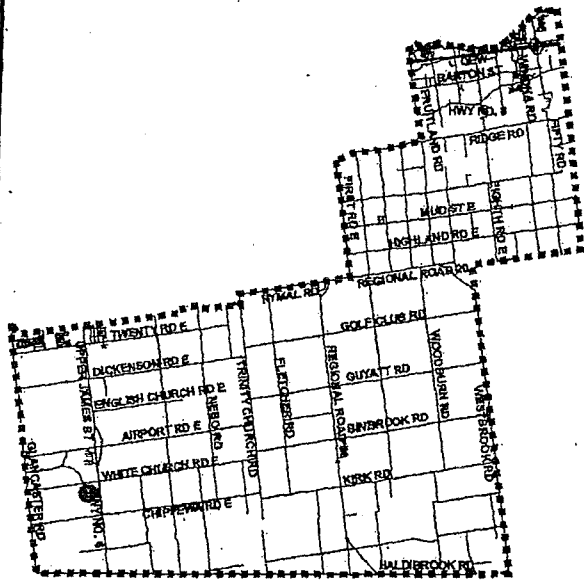
Mohawk College  
Westjet Hangar

Wasserman  
Property





● Site of the Application



Ward 11 Key Map

N.T.S.

# Location Map



Hamilton

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

File Name/Number:  
Wasserman Property

Date:  
March 2, 2011

Appendix "A"

Scale:  
N.T.S.

Planner/Technician:  
SH/NB

**Subject Property**



Wasserman Property



Council Approved Zoning



John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

2012 YEAR IN REVIEW  
Airport Implementation Taskforce

# AGENDA

- Strategic Focus
- Financial Performance
- Capital Investment
- Activity Highlights
- Customer Service
- Giving Back
- Airport Operations
- PFOS Update
- Funding Initiatives

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

# STRATEGIC FOCUS

## VISION

*To be the **Airport of Choice** in Southern Ontario for passengers, goods movement, airlines and service partners.*

## 5-Year Objectives

1. Passenger Service Retention & Development
2. Cargo Service Retention & Development
3. Non-Aeronautical Revenue Development
4. Operational Excellence
5. Infrastructure Development

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

## FINANCIAL PERFORMANCE

	2012	2011	YOY Change
REVENUE	\$14.6 million	\$14.1 million	+3%
NET INCOME	\$2.9 million	\$1.8 million	+57%
EXPENSES	\$11.7 million	\$12.3 million	-5%
CITY RENT PAYMENT	\$290,000	\$168,000	+71%

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

# CAPITAL INVESTMENTS

Capital Investments in 2012 = \$3 million

Reconstruction and rehabilitation  
of airfield surfaces

Lighting efficiency program

Fleet renewals

Above ground fuel storage system

Relocation of administration  
offices

Terminal washroom renovations

Projected 2013 Capital Investment = \$3.5 million

Rebranding & Terminal Signage Programs

Hangar Road and Runway Reconstruction

Cargo Cross Dock Project Definition Report

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

## ACTIVITY HIGHLIGHTS

### Passenger

351,491 passengers in 2012 (+5.7% v. 2011)  
Bearskin introduced weekly service (07/2012)  
Transat added flights to Santa Clara (02/2013)

### Cargo

398M kg's landed weight in 2012 (-7.4% v. 2011)  
Increased international service  
Canada largest intermodal freighter gateway

### General Aviation

Mohawk College : Aviation Maintenance  
Technician, Aircraft Structures and Avionics  
Golden Horseshoe Aviation flight training

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

## CUSTOMER SERVICE

92% rate the Airport excellent or good

95% are likely to recommend Hamilton International

97% find getting to Hamilton International convenient  
& stress-free

2012 Initiatives	2013 Initiatives
Ambassador Program	Ambassador Program
Free WIFI	Enhance Food and Beverage
Lounge Seating	Customer Appreciation Weeks

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT



## GIVING BACK

**\$209 million**  
direct benefit to the City

Since 1996:

**\$179 million** in investments  
**\$30 million** through property taxes, revenue sharing, eliminated costs

**2,876**  
jobs created

**2,876** person years of employment created by activity at Hamilton International\*

Economic output in excess of **\$469 million\***

**\$195,000**  
donations & gifts in kind

Goal: provide a **minimum value** equivalent to **1% of operating income** to social community programs each year. **Exceeded in 2012.**

\*Hamilton Airport Employment Growth District – Phase 2 Economic Impact Study, August 2009

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

# AIRPORT OPERATIONS

*Hamilton International Airport is committed to protecting the environment and to safeguarding the health of its employees, business partners and the general public*

## Noise

Noise concerns have reduced by 75% since 2008

## Environmental

Lighting upgrade program projected to reduce consumption in the ATB by approximately 50%

## Safety

Full 3<sup>rd</sup> Party Quality Assurance Audit Conducted  
Completion of Safety Management System

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

## PFOS UPDATE

**Phase I Report**  
complete and submitted  
to MOE

Delineation of contaminated area  
Pilot testing of remediation methods  
Preliminary risk assessment

**MOE Review**

MOE Standards Branch to review risk assessment  
and remediation targets  
Confirm remediation methods are acceptable

**Transport Canada**  
involvement

Dialogue continues with the Federal  
government respecting its role in the  
remediation process

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

## FUNDING INITIATIVES

### Cargo Facility

Federal & Ontario Governments provided \$8 million to fund a new facility (01/2013)

#### Project Update:

Preliminary design and preparation of Project Definition Report is underway

Targeting construction to begin in late fall 2013

Construction timeframe is approximately 9 months

Execution of agreement with City of Hamilton and TradePort in process

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

# QUESTIONS?

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

THANK YOU

John C. Munro

**HAMILTON**  
INTERNATIONAL AIRPORT

John C. Munro Hamilton International Airport  
9300 Airport Road, Suite 2206  
Mount Hope, ON  
L0R 1W0  
FLYHAMILTON.CA