



**MINUTES**  
**FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)**  
**THURSDAY, OCTOBER 19, 2023**  
**11:00 A.M., COUNCIL CHAMBERS, MUNICIPAL OFFICE**

PRESENT: S. McMillan, Council Representative  
P. Hunter, Community Representative  
A. Marr, Community Representative  
M. Murray, Community Representative  
S. MacDonald, Director of Community Services and Facilities, Staff Representative  
D. Brown, Parks, and Facilities Supervisor, Staff Representative  
T. Garrett, Recording Secretary

ABSENT WITH REGRET:

D. Lockie, Council Representative  
J. Smith, VON Representative  
K. Gress, Senior Centre Coordinator, Staff Representative

The Chair called the meeting to order at 11:05 a.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed.

2. APPROVAL OF PREVIOUS MINUTES

(A) September 21, 2023

Moved by: A. Marr

Seconded by: P. Hunter

(Resolution # FCEAC-031-2023)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on September 21, 2023, be adopted as presented. Carried.

3. REPORTS OF STAFF

- (A) **Verbal Update on Project Process.** The Director of Community Services and Facilities verbally reported on the project process:
- Demolition is largely underway, with MCI's full building permit application still awaiting approval, due to changes of the storm water management.
  - MCI hopes to provide full project schedule within the week.

4. COMMITTEE BUSINESS

None.

5. SUBCOMMITTEE BUSINESS

(A) **Update from Fundraising Subcommittee.** Member, M. Murray, updated the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) from the Fundraising Subcommittee:

- **Donor Recognition Levels and Donor Wall**

- \$1,000.00 – Pewter
- \$5,000.00 – Bronze (TLCC did not have a \$5,000 level)
- \$10,000.00 – Silver
- \$25,000.00 – Gold
- \$50,000.00 – Platinum
- \$100,000.00 – Diamond

Donor levels agreed upon by FCEAC will go to Council for approval.

- **Other Donor Recognition Possibilities.** Plaques on wall in main hallway for \$250.00 and \$500.00 donations. FCEAC is still exploring the specifics for this option and will go to Council for approval, when agreed upon.

- **Room Sponsorship Opportunities.** These signs will be consistent with existing signs in this facility, but with bolder letters and with the option of colour logos. Final prices and location agreed upon by Committee will go to Council for approval.

- **Fundraising Goal Thermometer.** Currently getting options and pricing for a large fundraising thermometer that could go alongside Dorchester Road in front of the FlightExec Centre. The fundraising goal thermometer will be 1.5 million.

- **Other Fundraising Initiatives and Events**

- Donor packages
- Info session/volunteer recruitment
- Mail-out in water bill or tax bill
- Mega paper
- Social media
- Possible upcoming events

After the verbal update, it was:

Moved by: P. Hunter

Seconded by: M. Murray

(Resolution # FCEAC-032-2023)

THAT the FlightExec Expansion Ad Hoc Committee recommend to Thames Centre Council that the Donor Recognition Levels and Room Sponsorship Opportunities, as presented at the October 19, 2023, meeting, be approved. Carried.

(B) **Update from Construction Subcommittee.** Member A. Marr, updated the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) from the Construction Subcommittee:

- Kitchen Equipment and Layout
  - o MCI will need to know our specifics for the kitchen layout, including exact equipment and location of equipment so they know where we require hydro feeds, plumbing, cabinets, etc.
  - o We will get a price from Four Wide Design, a kitchen design consulting company. They would take our needs, design a plan, and then work with the subcommittee to make changes to the kitchen plan. This would include factoring in the existing equipment that we plan to re-use to save money and will also provide us with the product specs for all new equipment.
    - Existing equipment we hope to re-use is the range hood, the convection oven, a sink, a dishwasher and maybe the rolling island.
  - o One roll-up window omitted from the project (more wall space).
  - o Do not want the stainless-steel cupboards and countertops.
- Brick Veneer – The one sample appears to be an exact match with existing brick veneer, so we will proceed with that for consistency between existing and new exterior brick walls.
- Insulated Panels – Colour samples for this were very small, so the subcommittee selected some and requested larger samples.
- Lighting Plans – The Director of Community Services and Facilities showed us the plans for banks of lighting in the four main rooms.
- VON
  - o VON will pay for the secondary exit.
  - o Manual faucets are sufficient.
  - o Blue canopy can be disposed of.

6. CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. SCHEDULING OF MEETINGS

The Committee discussed the meeting schedule, noting that the next regular meeting is to be held on Wednesday, December 13, 2023, at 12:00 p.m. in the Council Chambers located at the Municipal Office in Dorchester and the Thursday, December 21, 2023, meeting be cancelled. It was:

Moved by: M. Murray  
Seconded by: A. Marr  
(Resolution # FCEAC-033-2023)

RESOLVED THAT the next FlightExec Centre Expansion Ad Hoc Committee meeting to be changed to Wednesday, December 13, 2023, at 12:00 p.m. in the Council Chambers.

AND THAT the FlightExec Centre Expansion Ad Hoc Committee meeting on Thursday, December 21, 2023, at 11:00 a.m. be cancelled. Carried.

10. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: A. Marr  
Seconded by: P. Hunter  
(Resolution # FCEAC-034-2023)

THAT the meeting be adjourned at 11:49 a.m. Carried.