



**The Corporation of the Municipality of Wawa**

**Municipal Airport Service Agreement With Loomex Group  
Office of Infrastructure Services**

<b>Prepared For:</b> Committee of the Whole	<b>Report No.:</b> DB-RW 2024-06
<b>Agenda Date:</b> March 19, 2024	<b>File No.:</b> C11

### **Report Purpose**

The purpose of this report is to provide Mayor and Council with the information necessary to enter into a service agreement with Loomex Group for three (3) years to audit and improve current airport operation procedures and to provide a comprehensive training package to staff that work at the Municipal Airport.

### **Background**

The Municipal Management Team has been reviewing the operations of the Municipal Airport and has identified areas in both the administration and operational areas of the airport that may be improved. To identify areas for improvement, the Municipality of Wawa engaged the Loomex Group in October 2023 to conduct a preliminary audit review of the airport, including employee training requirements. As a result of the preliminary review, several action items were identified to improve administrative tasks, records management systems, operational procedures, training programs and business opportunities.

The entire Municipal Management Team identified the need for professional assistance to ensure that all the action items identified were done in compliance with regulatory and legislative requirements, and as a result, the Municipal Management Team requested that the Loomex Group prepare a quote for a short-term Airport Compliance Services Agreement, copy of which is attached.

### **Service Agreement Proposal - Summary**

On February 14, 2024, Mr. Terry Gervais of the Loomex Group provided a quote for a five (5) year agreement for an Airport Compliance Services Agreement. The purpose of this agreement is to ensure that the Municipal Airport is in full compliance with current regulations and legislation, including but not limited to training, updating manuals and procedures, certifications, advising on capital budget expenditures, and supporting staff in hiring new airport personnel (if required) and liaising with governing bodies such as NAV Canada and Transport Canada. A comprehensive list of proposed compliance activities is summarized in the attached quote from Loomex Group.

**Five-Year Agreement with Loomex Group Cost**

A summary of costs for the five (5) year agreement is summarized in the table below and is found on page 3 of the Loomex Group quote.

Year	Service Provided	Cost
1	Compliance management	\$24,000.00
2	Compliance management	\$24,000.00
3	Compliance management	\$24,000.00 plus CPI
4	Compliance management	Year 3 total plus CPI
5	Compliance management	Year 4 total plus CPI
<i>Exclusive of applicable taxes.</i>		

**Staff Recommendation**

In discussion with The Loomex Group, the Loomex Group agreed that a five (5) year term may not be necessary to complete airport compliance tasks. Accordingly, staff recommends entering into a three-year agreement, for \$24,000 plus taxes each year, with the option to extend the contract twice, by one-year at a time and at the cost identified in the quote.

With the expertise and training provided by the Loomex Group to the airport personnel over the next few years, it will ensure that Municipal Management and Airport Operations Staff are knowledgeable and fully compliant with all aerodrome regulations and legislations and operate an effective and efficient airport.

**Recommended Next Steps**

That Council pass a By-Law to enter into a three (3) year agreement with the Loomex Group at its meeting on April 16, 2024.

**Attachments**

- Loomex Group – Pricing Quote for Airport Compliance

*Respectfully submitted by:*  
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