



February 17, 2014

City Clerk's Office
Corporation of the City of London
300 Dufferin Ave
London, ON N6A 4L9

Attention: Linda Rowe

Dear Ms. Rowe

The Greater London International Airport Authority, a not-for-profit corporation, is charged by its charter to manage, develop, promote and operate the London International Airport and its surrounding lands.

The Corporation's bylaws ensure that the membership of the corporation is representative of London and its surrounding areas. The Board of Directors, presently eleven in number, includes three members from the City of London. As a nominator, the City of London is to provide nominees to the Airport Authority Board of Directors for their consideration but is the responsibility of the Board of Directors to make the final appointment with consideration to the skills and attributes required to provide a balance of expertise to the Board.

The term of Mr. Rick Coates (City of London Nominee) concludes on July 31, 2014 and is not renewable as the maximum nine years have been provided.

The process to consider these positions is contained in the bylaws and this letter clarifies the roles.

Section 8.2.1

Whenever the term of office of a director appointed pursuant to Section 5.3 is about to expire or has been terminated, the Nominating Committee shall prepare as appropriate, a list of persons for consideration by the respective Nominator with the exception of those Directors who were nominees of the Federal and Provincial Government.

The Nominating Committee shall ensure that all persons listed for consideration shall meet the eligibility and qualification criteria and shall meet the conflict of interest and other requirements set forth in section 6.12.

Section 6.12

Conflict of Interest and Code of Conduct

No Director shall directly or indirectly receive any profit from his position as such; provided that any Director who is engaged in any business or profession may, subject to the Act and the Code of Conduct appended hereto as Schedule A, act in and be paid the usual professional fees and business charges for any professional work or other business required to be done in connection with the administrative affairs of the Corporation. Prior to the appointment of any person as a Member, such person shall complete a conflict of interest questionnaire meeting the aforesaid Code of Conduct and shall notify the Board and his or her Nominator of any business activity by the Nominee or any associate (as that term is defined in the Canada Business Corporations Act) which would pose an actual or perceived conflict of interest in his or her capacity as a director. The Nominator may then decide whether the Nominee should be disqualified from appointment as a member. Further, if a change or anticipated change in circumstances creates for a Director a continuing conflict of interest, such Director shall inform the Board and his or her Nominator in writing. The Board shall then consult the Nominator and promptly decide thereafter whether the appointment of that Director should be revoked.

I request that you provide two nominees for consideration for this one Board vacancy. Based on the composition of our Board, we would suggest nominees have business and leadership skills with corporate board experience. This appointment would be for the period of August 1, 2014 to July 31, 2017 and the position would be eligible for reappointment for two further three year terms. Annual remuneration is approximately \$14,000.

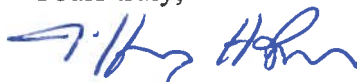
Please review the attachment Form "A" Disclosure Statement for a Director of the Greater London International Airport and provide the completed form for the Nominee.

The Nomination letter and completed form "A" should be sent to:

*Chair Nominating Committee
Greater London International Airport Authority
1750 Crumlin Road
London Ontario
N5V 3B6*

The City of London Nominees have contributed greatly to the success of London International Airport and we look forward to receiving your new Nominees.

Yours truly,



*Jeff Brown
Chair
Greater London International Airport Authority
519-433-0018*

Form "A"

**Disclosure Statement for a Director
of the Greater London International Airport Authority**

(Sections 1.1, 4.1 and 4.2 of Code of Conduct)

To: The Nominators, the Chair of the Board, the Secretary and Directors of the Greater London International Airport Authority

1. Name of Director: _____

2. This Statement discloses information as of _____ 20_____

3. A direct or indirect conflict with my duty as a Director of the Authority and the following offices or interests may arise because:

(a) I hold the following offices (appointed or elected):

(b) I, or any trustee or any nominee on my behalf, own or possess, directly or indirectly the following interests:

whereby, directly or indirectly, a duty or interest might be created in conflict with my duty or interest as a Director of the Authority.

4. The nature and extent of the conflicting office duty or interest referred to in Paragraph 3 is:

5. In addition to the companies listed in Paragraph 3, the following is a list of every company in which I, or any trustee or nominee on my behalf, directly or indirectly, hold 10 percent (10%) or more of the issued shares:

Name of Company	Type of Business Ordinarily Carried On
_____	_____
_____	_____
_____	_____

6. The following is a list of every business enterprise in respect of which I receive financial remuneration for services performed by me, as an owner or part owner, trustee, or employee, or from which I receive any amount required to be included as income under the *Income Tax Act* (Canada):

7. The following is a list of each subsidiary or affiliate of a company listed in Paragraph 3(b) or 5 of this Statement:

Company Listed in Paragraph 3(b) or 5	Name of Subsidiary or Affiliate	Type of Business Ordinarily Carried on by Subsidiary or Affiliate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. In addition to the offices in Paragraph 3(a), the following is a list of every company of which I am a director or officer:

Company	Position
_____	_____
_____	_____
_____	_____

I hereby declare that the foregoing constitutes a complete and accurate disclosure by me pursuant to Section 4.2 of the "Code of Conduct" of the Greater London International Airport Authority.

Having read the Code, in my opinion, I further declare and certify that I have no conflict of interest.

Dated this _____ day of _____, 20_____.

Signature of Director

Print Name