



Niagara Central Dorothy Rungeling Airport

Commission Meeting Agenda

Date: January 15, 2026

Time: 6:00 p.m.

Location: Airport Administration Building

Zoom Details: <https://us06web.zoom.us/j/81020404976>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Approval of Minutes (Attached)**
 - 4.1 November 27, 2025**
- 5. Delegations**
- 6. Presentations**
- 7. Correspondence**
- 8. Chair Remarks**
- 9. Facility Operator's (FO) Report (attached)**
 - 9.1 Hangar 1 and Office Renovations**
 - 9.2 Sky weather and Website**
 - 9.3 Spring 2026 Fly-in**
 - 9.4 Website Updates**
 - 9.5 ARCAL Update**
 - 9.6 Meeting schedule for 2026 and Minutes**
 - 9.7 NOTAM procedure policy**
 - 9.8 2026 NCDRA rates**

10. Financial Report Update (Bookkeeper)

10.1 November 2025 Financials

10.2 Audit Update

10.3 Changing Signing Authorities at TD Bank

11. Closed Session

11.1 Property Update

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

11.2 Lease Agreement Negotiations

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board and subsection 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

11.3 Confidential Financial Discussion

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

11.4 Remuneration

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(b) personal matters about an identifiable individual.

12. Back to Open Session

13. New Business

14. Upcoming Meeting

14.1 February 26, 2026

15. Adjournment



Niagara Central Dorothy Rungeling Airport

Commission Meeting Minutes

Date: November 27, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Members: G. Bruno, Commissioner
L. Vanvliet, Commissioner
R. Bodner, Commissioner (Virtual)
G. Speck, Commissioner (Entered at 6:15 p.m., virtual)
J. Lee, Commissioner
K. Ker, Commissioner

Members Absent: J. Maclellan, Commissioner (Chair)

Staff Present: J. Beaupre, Clerk
N. Mehta, Facility Operator

1. Call to Order

The Vice Chair, Commissioner L. Vanvliet, called the meeting to order at 6:05 p.m.

2. Adoption of Agenda

Moved By R. Bodner
Seconded By K. Ker

That the Airport Commission Agenda, dated November 27 2025, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Report Out – Closed Sessions

There was no report out.

5. Approval of Minutes (Attached)

5.1 October 23, 2025

Moved By G. Speck

Seconded By G. Bruno

That the Airport Commission minutes, dated October 23, 2025, be approved.

Carried

6. Delegations

There were no delegations.

7. Presentations

There were no presentations.

8. Correspondence

8.1 Brantford Resolution

Commissioner G. Bruno brought forward the resolution from Brantford on provincial support for the Ontario Airport Capital Assistance Program for discussion. He noted he has been working with the ACTO to ensure the airport's voice is heard and to see if there are opportunities to be a part of any future discussions. The resolution has been endorsed at several different municipal council meetings.

9. Chair Remarks

9.1 Hangar 1 Progress

The Chair was absent, and the Vice Chair had no remarks.

10. Facility Operator's (FO) Report (attached)

10.1 Publishing meeting dates for 2026

Nik noted that all the meeting dates for next year (2026) will be

published on the website. There are two scheduled changes, one in January and one in September.

10.2 Airport electrical

There was heat in the administrative building as a fuse was tripped but has since been repaired. The ARCAL lighting system had an issue with light intensity, but it is set to be repaired in the next few weeks. The VASI system (located on both sides of the runway to let pilots see where the glide path is) was re-calibrated. Going forward, there will be a maintenance schedule to keep everything maintained on time.

10.3 Hangar 1 static storage update

Five airplanes have been paid for and there are two pending because they are getting repairs done. There are six boats, (two more to come), and 1 RV in static storage. Advertising is ongoing, and all static storage is 50% full.

11. Financial Report Update (Bookkeeper)

11.1 September 2025 Financials (attached)

11.2 October 2025 Financials (attached)

There were no questions on the financials.

12. Special Projects

12.1 Bookkeeper - Signing Authority

The new bookkeeper, Janice, has taken over signing authority.

12.2 Rate Updates for 2026

Moved By G. Bruno
Seconded By R. Bodner

That the Facility Operator be directed to prepare report for 2026 survey rates; and

That the report be made available January 15, 2026, meeting.

Carried

13. New Business

13.1 Publishing the meeting schedule for 2026 (Member K. Ker)

This item was discussed under the Facility Operator's report.

13.2 Agenda publication date (Member K. Ker)

Moved By K. Ker

Seconded By R. Bodner

That the Airport Commission meeting agenda be made available on the Monday prior to the scheduled meeting.

Carried

13.3 2027 Budget release date (Member K. Ker)

Commissioner K. Ker requested that the 2027 next budget be made available 1 week prior to the budget meeting. He also inquired about hangar 1 repairs and southwall repairs.

14. Upcoming Meeting

14.1 January 15, 2026

The next meeting is scheduled for January 15, 2026, at 6 p.m.

15. Adjournment

Moved By K. Ker

Seconded By R. Bodner

That the Airport Commission Meeting be adjourned at 6:43 p.m.

Carried