



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: June 23, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member
G. Speck, Member (virtual)
L. Van Vliet, Member
J. Lee, Member

Members Absent: K. Ker, Member
R. Bodner, Member

Others Present: N. Giles, Bookkeeper
J. Roy, Facility Operator (FO)
N. Rubli, Clerk

1. Call to Order

J. Maclellan called the meeting to order @ 6:06 p.m.

2. Adoption of Agenda

Moved by Member G. Speck
Seconded by Member J. Lee

That the agenda dated June 23, 2025 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – March 27, 2025 & May 8, 2025

On March 27, 2025, the Commission met in closed session to discuss the following matters:

Item 4.1 Hangar Lease Opportunity - pursuant to Section 239(2)(c) of the Municipal Act;

Item 4.2 Lease Transfer - pursuant to Section 239(2)(c) of the Municipal Act;

Item 4.3 Hangar Lease Negotiation – pursuant to Section 239(2)(c) of the Municipal Act;

Item 4.4 Financial Negotiations - pursuant to Section 239(2)(k) of the Municipal Act; and

Item 4.5 Airport Governance Model - pursuant to Section 239(2)(k) of the Municipal Act.

As a result of these discussions, Staff direction was provided.

On May 8, 2025 the Commission met in closed session to discuss the following matters:

Item 14.1 Hangar Lease Negotiation - pursuant to Section 239(2)(e) of the Municipal Act. As a result of this discussion Staff direction was provided.

Item 14.2 Lease Transfer - pursuant to Section 239(2)(f) of the Municipal Act. As a result of this discussion Staff direction was provided.

Item 14.3 Lease Transfer Assignment - pursuant to Section 239(2)(f) of the Municipal Act. As a result of this discussion there is nothing further to report at this time.

Item 14.4 Hangar Lease Negotiation - pursuant to 239(2)(c) and Section 239(2)(f) of the Municipal Act. As a result of this discussion Staff direction was provided.

5. Approval of Minutes – March 27, 2025 & May 8, 2025

Moved by Member J. Lee

Seconded by Member L. Van Vliet

That the minutes of the Commission meetings held on March 27, 2025 & May 8, 2025 be approved as circulated.

Carried

6. Presentations

There were no presentations

7. Correspondence

7.1 2025 Discover Aviation Day

The Facility Operator reviewed the correspondence and donation request from COPA regarding the Discover Aviation Day event being held August 16, 2025. As a result of this discussion the following motion was considered:

Moved by Member J. Lee
Seconded by Member L. Van Vliet

That the Commission donate \$500 to COPA in support of the Discover Aviation Day.

Carried

8. Chair's Remarks

8.1 Update on Hangar 1 Repairs/Renovations – The Chair relayed that the repairs to Hangar 1 have been completed.

8.2 New Hangar Build – The Chair relayed that he has a meeting next week regarding the new hangar build, if all goes well work will commence.

9. Facility Operator's (FO) Report

9.1 Canadian Flight Supplement – Update – The Facility Operator relayed that the changes have been completed, and Right-hand Circuits are no longer in use at the Airport. Staff are now just waiting on official confirmation in the Canada Flight Supplement. The Airports website will be updated.

9.2 Facility Operator Position – The Facility Operator relayed that for personal family reasons he will not extend his 18 month term. A posting will go up on Indeed, the Airport website, AMEC, COPA, and other media opportunities shortly to find a replacement. The Hiring Committee will review all applications with the goal to shortlist, interview and present a recommendation to the Commission over the next 5 weeks. The successful candidate will shadow the Facility Operator for a period on the job until approximately Labour Day when the hand off should be complete.

9.3 Paving of Main Driveway - The Facility Operator relayed that the Commission has agreed on a price with the Region to pave the main driveway within the Airport's budget allotment by proceeding within the same time period as the Region paves River Road. This should be completed in July.

9.4 Monthly Board Meetings – The Facility Operator relayed that there has been frequent changes to the Commission's monthly meeting schedule for a variety of reasons. One of the reasons is to ensure there is a Clerk present. In an effort to accomplish this the Clerk has found an alternate in case she cannot attend on the below listed schedule and going forward in 2026.

The Facility Operator shared a yearly meeting schedule with most of the dates falling on the last Thursday of every month with one exception.

Thursday June 23

July No Meeting

August No Meeting

Thursday Sept 25

Thursday Oct 30

Thursday Nov 27

Thursday Dec 18

10. Financial Report Update (N. Giles)

10.1 April & May Financials – N. Giles provided the monthly statements for April and May, any questions can be sent to N. Giles.

11. Special Projects

Nothing to report

12. New Business

No new business

13. Upcoming Meeting

13.1 September 25, 2025 or call of Chair

14. Confidential Items

Moved by Member J. Lee
Seconded by Member L. Van Vliet

That the Commission now enter into closed session at 6:35 p.m. to address the following matters:

14.1 Lease Transfer Assignment - advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act and proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act.

14.2 Hangar Lease Negotiation - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act and 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

14.3 Proposed Hangar Lease - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act.

14.4 Hangar 1 Lease Options - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act.

14.5 Finance Negotiations - 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 pursuant to 239(2)(k) of the Municipal Act.

14.6 Farm Land Lease - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act.

14.7 Minutes of the closed session portion of the March 27, 2025 & May 8, 2025 Commission meetings.

15. Adjournment

Moved by Member J. Lee

Seconded by Member L. Van Vliet

That the meeting be adjourned at approximately 7:48 p.m.

Carried



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission