



## **Niagara Central Dorothy Rungeling Airport**

### **Commission Meeting Minutes**

**Date:** October 23, 2025

**Time:** 6:00 p.m.

**Location:** Airport Administration Building

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

**Staff:** J. Beaupre, Clerk  
N. Mehta, Facility Operator  
S. Greenwood, Bookkeeper

#### **1. Call to Order**

The Chair called the meeting to order at 6 p.m.

#### **2. Adoption of Agenda**

Moved By Member L. Vanvliet  
Seconded By Member G. Bruno

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

**Carried**

#### **3. Disclosures of Interest**

There were no disclosures of interest.

#### **4. Approval of Minutes (Attached)**

#### **4.1. September 23, 2025**

Moved By Member L. Vanvliet

Seconded By Member G. Bruno

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

**Carried**

#### **5. Presentations**

There were no presentations.

#### **6. Correspondence**

There was no correspondence.

#### **7. Chair Remarks**

##### **7.1. Hangar 1 Progress**

This was addressed in the Facility Operator's report.

##### **7.2. Runway Lighting**

This was addressed in the Facility Operator's report.

#### **8. Facility Operator's (FO) Report**

##### **8.1. Operational Cost Savings**

The Facility Operator discussed the following items in his report:

- Hangar 1
  - Static storage – 5 local aircrafts confirmed thus far; advertising was done across bulletin boards, Facebook forums, and Marketplace.
  - Non Static storage – no one confirmed
  - Long Term Tenants
    - Discussions have been ongoing regarding flight school and AME maintenance school
    - Potential helicopter tenants, Niagara Police and Infrastructure Ontario discussions are still in development.
- Insurance
  - Coverage has been added to policy to cover airport staff and independent contractors when moving aircrafts in and out of hangars; there is no price change for 2026 insurance.

- Increased the maximum number of guests/attendees for fly-ins, festivals, and events in 2026 from 100 to up to 300.
- Operational Cost Savings
  - Received \$565 credit from Bell after corroded copper line issues were addressed and dealt with, improving service for customers.
- Airport Lighting
  - The ARCAL lighting system functions when switched on, but the intensity of the lights cannot be changed. This issue will be fixed once new parts are replaced.
- Airport Frequency Change
  - Currently on the same frequency as Burlington, causing confusion for pilots when flying into the airport.
  - Poses a safety concern; in discussion with NAV Canada and Innovation, Science and Economic Development Canada to have the frequency changed as soon as possible.

Moved By Member K. Ker

Seconded By Member J. Lee

That the Facility Operator be directed to authorize other vehicles for static storage, beginning November 1, 2025; and

That no entry be made by vehicle owners to perform maintenance prior to the scheduled exit date; and

That the Facility Operator be authorized to set the rate per square foot.

**Carried**

## **9. Financial Report Update (Bookkeeper)**

### **9.1. September Month End**

This agenda item was deferred to the next meeting.

### **9.2. Signing Authority Progress**

This agenda item was deferred to the next meeting.

## **10. Special Projects**

### **10.1. New Information and Date Long Term Asset Management Plan TBD**

Susan Greenwood, Bookkeeper, will eventually take over the long-term asset management plan. There is still outstanding work. The date for the long-term asset management plan will be discussed at the November

meeting.

CA will be there, can ask questions.

## **11. New Business**

Member K. Ker requested the following items be discussed at the next meeting:

- Publishing the meeting schedule for 2026
- Agenda publication date (5 days prior to meeting)
- 2027 Budget release date (up to 1 month prior to the meeting)

### **11.1. Upcoming Meeting**

The next meeting is scheduled for November 27, 2025, at 6 p.m.

## **12. Adjournment**

Moved By J. Lee

Seconded By K. Ker

That the Airport Commission Meeting be adjourned at 6:46 p.m.

**Carried**

  
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**John Maclellan**  
**Chair, Niagara Central Dorothy Rungeling Airport Commission**