



## Niagara Central Dorothy Rungeling Airport

### Commission Meeting Minutes

**Date:** September 25, 2025

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

**Location:** Airport Administration Building

**Members Present:** J. Maclellan, Member (Chair)

G. Bruno, Member

G. Speck, Member

L. Van Vliet, Member

J. Lee, Member

R. Bodner, Member (virtual)

K. Ker, Member

**Others Present:** N. Giles, Bookkeeper  
N. Mehta, Facility Operator (FO)  
J. Beaupre, Deputy Clerk

#### 1. Call to Order

The Chair called the meeting to order at 6:03 p.m.

#### 2. Introduction of the new Facility Operator

The Chair introduced the new Facility Operator, Nikhil Mehta, to the Airport Commission.

#### 3. Adoption of Agenda

Moved By Member G. Bruno

Seconded By Member K. Ker

That the agenda, dated September 25, 2025, be confirmed.

**Carried**

#### **4. Disclosures of Interest**

There were no disclosures of interest.

#### **5. Report Out – June 23, 2025**

There were no items to report out.

#### **6. Approval of Minutes**

##### **5.1 June 23, 2025**

|             |                     |
|-------------|---------------------|
| Moved By    | Member L. Van Vliet |
| Seconded By | Member J. Lee       |

That the minutes dated June 23, 2025, be approved.

#### **7. Presentations**

**Carried**

There were no presentations.

#### **8. Correspondence**

There were no correspondence items.

#### **9. Chair Remarks**

##### **9.1 Facility operator and Contract bookkeeper recruitment**

The Chair announced that a new bookkeeper has been hired; her name is Susan Greenwood. He also noted Nikhil Mehta was hired as the new Facilities Operator, who will take over leading the next budget. Lastly, he announced that Jessica Beaupre has joined the Commission as a clerk. Member Bruno thanked the hiring committee for their efforts to hire the new roles.

##### **9.2 Status Hangar 1 repairs and renovations**

The Chair noted there is one more structural repair left, which will occur after the new budget cycle begins. The final drawings from the engineer have been sent in. The roof truss repair also needs to be done. Other renovations will be completed over the winter, as the heating system needs to be replaced in the office.

### **9.3 Occupancy plans for 2025 and 2026**

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

### **9.4 Welcome New Hangar owner**

There is a new hangar owner in hanger 10, who was welcomed.

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

### **10.1 Initial impressions**

Nikhil thanked everyone for their support as he transitioned into this new role.

### **10.2 Changes to date**

Nikhil updated the Commission on the following changes:

- They have changed phone providers, which will lead to savings of \$1200.00 annually, and have improved the sound quality.
- They have also switched the internet to internet explorer.
- The weather system is being put on the website with the intent of driving more traffic to the airport.
- A camera will be facing the runways, which will be accessible by webcam to see conditions.
- A smart fuel calculator has been implemented to keep track of fuel, and signs have been installed to demonstrate how to operate the fuel pump.
- There has been a demand from potential customers to pay up front for static storage; Nik proposed a rate of \$250 a month.

Moved By

Member J. Lee

Seconded By

Member L. Van Vliet

That the static hanger rates for the first 6 spots be set at approximately \$250 a month, from September 23, 2025 – October 13, 2025, if paid upfront; and

That the remainder of the spots be available at approximately \$350 a month to October 31, 2025; and

That the Facility Operator be directed to negotiate the price as necessary.

**Carried**

### **10.3 Future Thoughts**

Nikhil proposed potentially putting a café in the future. He also noted that there will be a push towards marketing and social media in 2026, with a plan to put social media ads up. He also discussed the potential of bringing in food trucks and offering the runway for rental to different initiatives.

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

### **11.1 June – August Financials**

Nancy Giles, Bookkeeper, presented the financials for the months of June, July, and August.

### **11.2 HST update**

The have received notice of re-assessment and received interest on the sum. Three returns have been filed, and the money was returned. The HST matter is completed.

### **11.3 New Contract Bookkeeper**

Nancy provided an overview of the new Bookkeeper, Susan Greenwood. She has been onboarded and the records have been handed off.

### **11.4 Change of Signing Authorities at TD Bank**

|             |                     |
|-------------|---------------------|
| Moved By    | Member L. Van Vliet |
| Seconded By | Member G. Bruno     |

That the signing authority for the accounts of Niagara Central Dorothy Rungeling Airport Commission at the td Bank be changed to: any two of Chair John Macleelan, Vice Chair Leo Van Vliet or Secretary-Treasurer Gary Bruno or any one of Facility Operator Nikhil Mehta or Bookkeeper together with the Chair John MacLellan, Vice-Chair Leo Van Vliet or Secretary-Treasurer Gary Bruno

**Carried**

### **11.5 2026 Budget (Presented by Member Bruno)**

Councillor Bruno presented the 2026 budget to the Commission, and

highlighted the proposed changes, the office budget, the facility operator salary, and the proposed increase of subsidy from the municipalities. The Commission discussed the budget.

Moved By Member G. Bruno  
Seconded By Member R. Bodner

That Niagara Central Dorothy Rungeling Airport Commission 2026 Budget be approved at \$581,595.00

**Carried**

### **11.6 Reserve Fund**

Moved By Member L. Van Vliet  
Seconded By Member G. Speck

That \$157,539 be used from the capital reserve fund to cover the cost of unexpected repairs to Hangar 1.

**Carried**

## **12. Special Projects**

### **12.1 Update on Business plan**

Member Bruno updated the Commission on the business plan during the budget discussion.

## **13. New Business**

The Commission was presented with a letter of appreciation from COPA 149.

## **14. Upcoming Meeting**

The next meeting is October 23, 2025.

## **15. Confidential Items**

There were no confidential items.

## **16. Adjournment**

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

That the meeting be adjourned at 8:37 p.m.

**Carried**



John Maclellan  
Chair, Niagara Central Dorothy Rungeling Airport Commission