



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: May 8, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

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

Members Absent: K. Ker, 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 @ 6:03 p.m.

2. Adoption of Agenda

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

That the agenda dated May 8, 2025 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – March 13, 2025

On March 13, 2025, the Commission met in closed session to discuss the following matters:

Item 14.1 Pending Litigation - pursuant to Section 239(2)(e) of the Municipal Act.

As a result of this discussion, Staff direction was provided.

5. Approval of Minutes – March 13, 2025

Moved by Member L. Van Vliet
Seconded by Member G. Bruno

That the minutes of the Commission meetings held on March 13, 2025 be approved as circulated.

Carried

6. Presentations

There were no presentations

7. Correspondence

No correspondence

8. Chair's Remarks

8.1 Update on Hangar 1 Repairs/Renovations - Chair Maclellan relayed that Kalos Engineering Inc. has been retained to assess Hangar 1, engineer repairs and prepare the tender for the work to be completed. The approximate costs of Kalos Engineering will be \$25,000.

8.2 New Hangar Build – Chair Maclellan has received (4) four bids to construct the new Hangars. The bids are being evaluated and an update will be provided to the Commission.

8.3 Solar Panel Farm Update – Chair Maclellan was contacted by a company that wanted to lease land for a solar farm, after further discussion with the company, this will not be coming forward at this time.

9. Facility Operator's (FO) Report

9.1 Fire Services – The Facility Operator has completed airport training with the Pelham Fire Department during the month of April. Approximately 90 firefighters visited the facility over three training days.

The Facility Operator will continue to develop the Fire & Safety Plan over the coming months

9.2 Canadian Flight Supplement - Update - Changes have been submitted and the Facility Operator is currently waiting on official confirmation. A follow up email was sent Monday on the status of the change. An update will be provided to the Commission.

9.3 Hangar 1 Group Winter - Storage Rate – The Facility Operator recommend Hangar 1 Seasonal Rate (November 1 to March 31) for plane storage of \$450 per month plus HST. Accordingly, the following motion was considered:

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

That a lease rate of \$450 per month for winter storage from (November 1 to March 31) be approved; and

That the 2024-2025 tenants of winter storage in Hangar 1 be provided first right of refusal for the 2025-2026 season.

Carried

9.4 Updates to AVGAS System - Fred has completed the repair of the AVGAS system. A new motor has been installed to assist pulling out the hose line and a new front for easier access to the fuel.

10. Financial Report Update (N. Giles)

10.1 Monthly Financials – N. Giles provided the monthly statement for March today, any questions can be sent to N. Giles. April will be finalized once all invoices are received.

10.2 HST Update - Notification was received from Revenue Canada that the Airport has been determined to be a municipality for the purposes of the Excise Tax Act.

The Airport is eligible to receive a 100% rebate of the federal portion of the HST and a 78% rebate of the provincial part of the HST. This calculation will result in a difference of about a 1.5% increase to Airport costs which N. Giles will implement starting January 1, 2025. The Airport has not yet received a revised notice of assessment.

11. Special Projects

Nothing to report

12. New Business

12.1 The Secretary/Treasurer relayed that the Facility Operator will work with the Clerk to prepare the agenda and reports moving forward.

13. Upcoming Meeting

13.1 June 19, 2025

14. Confidential Items

Moved by Member L. Van Vliet
Seconded by Member R. Bodner

That the Commission now enter into closed session at 6:58 p.m. to address the following matters:

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

14.2 Lease Transfer - advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

14.3 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.

14.4 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 advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

14.5 Minutes of the closed session portion of the March 13, 2025 Commission meeting.

15. Adjournment

Moved by Member R. Bodner
Seconded by Member J. Lee

That the meeting be adjourned at approximately 8:19 p.m.

Carried



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission