



Niagara Central Dorothy Rungeling Airport

Commission Meeting Agenda

Date: October 23, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Zoom Details: <https://us06web.zoom.us/j/85038153124>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Approval of Minutes (Attached)**
 - 4.1 September 23, 2025**
- 5. Presentations**
- 6. Correspondence**
- 7. Chair Remarks**
 - 7.1 Hangar 1 Progress**
 - 7.2 Runway Lighting**
- 8. Facility Operator's (FO) Report**
 - 8.1 Operational Cost Savings**
- 9. Financial Report Update (Bookkeeper)**
 - 9.1 September Month End**
 - 9.2 Signing Authority Progress**
- 10. Special Projects**

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

11. New Business

11. Upcoming Meeting

November 27, 2025 6pm or Call of the Chair

13. Adjournment



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, 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.

Carried

7. Presentations

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 contract 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 fill the vacant positions.

9.2 Status Hangar 1 repairs and renovations

The Chair noted there is one more structural repair left (roof truss) which will occur after the new budget cycle begins. The final drawings from the engineer have been received. Other renovations will be completed over the winter, which will begin with the heating system and ac systems 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 and activity.
- 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 hangar 1 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

Notice has been received of re-assessment and received interest on the sum. Three returns have been filed, and the money was returned. The HST matter is now 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 Susan Greenwood 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 a future long-range capital assess management the business plan, which is in the works for a future meeting.

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