



Niagara Central Dorothy Rungeling Airport Commission

Meeting Agenda

Date: March 13, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Zoom Details: <https://us06web.zoom.us/j/81838929317>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Report Out – January 23, 2025 Closed Session**
- 5. Approval of Minutes (Attached)**
 - 5.1 January 23, 2025**
- 6. Presentations**
 - 6.1 Doane Grant Thornton Auditors – 2024 Financial Audit Delegations**
- 7. Correspondence**
- 8. Chair Remarks**
 - 8.1 Update on Hangar 1 Repairs/Renovations**
 - 8.2 New Hangar Build**
- 9. Facility Operator’s (FO) Report**
 - 9.1 2025 Rate Structure**
 - NCDRAC Hangar Rates**
 - NCDRAC Tie Down Rates**

10. Financial Report Update (Bookkeeper)

10.1 January and February Financials

11. Special Projects

12. New Business

13. Upcoming Meeting

13.1 March 27, 2025 Special Closed Session

14. Confidential Items

Confidential reports will be distributed under separate cover. Items may require a closed meeting in accordance with the Municipal Act, 2001.

14.1 Pending Litigation - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act.

14.2 Minutes of the closed session portion of the January 23, 2025 Commission meeting.

15. Adjournment



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: January 23, 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 (Virtual) (Left Meeting at 7:39pm)
K. Ker, Member
L. Van Vliet, Member
J. Lee, Member (Virtual)

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

1. Call to Order

J. Maclellan called the meeting to order @ 6:04 p.m.

2. Adoption of Agenda

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

That the agenda dated January 23, 2025 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – December 9, 2024

On December 9, 2024, the Commission met in closed session to discuss the following matters:

Lease Negotiation Update - pursuant to Section 239(2)(e) of the Municipal Act as a result of this discussion there is nothing further to report.

The Commission also discussed Item 15.3 Hangar Lease Negotiation - pursuant to 239(2)(c), Item 15.4 Airport Governance Model - pursuant to 239(2)(k) and Item 15.5 Airport Economic Development Strategy - pursuant to 239(2)(h). As a result of these discussions, direction was provided in accordance with the Municipal Act.

5. Approval of Minutes – December 9, 2024

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

That the minutes of the Commission meetings held on December 9, 2024 be approved as circulated.

Carried

6. Delegations

None at this time.

7. Presentations

None at this time.

8. Correspondence

No correspondence

9. Chair's Remarks

9.1 - Building Condition Review – Chair Maclellan relayed that Hangar 1 was inspected for structural integrity. The Hangar is neat and tidy, and some repairs have been identified as required prior to having the Hangar released.

9.2 - Flying School Tenant/Operator – Chair Maclellan relayed that the Flying School has exited the Airport.

9.3 – Number of Tenants Internal/External Search – Chair Maclellan relayed that the Facility Operator and Commission are evaluating how many tenants will be accommodated in Hangar 1, and that there is a company that has shown interest in renting the Hangar.

10. Facility Operator's (FO) Report

10.1 Hangar 1 Update - The Facility Operator relayed that the Airport is currently looking for new tenants for Hangar 1 as well a Flight School. The FO relayed that all trailers have been removed and that the decking should be removed soon.

10.2 Fire Services - The FO is continuing with the Airport's Fire Service emergency plan. There will be 3 sessions for firefighters on consecutive Tuesdays at the airport for basic understanding and training. The FO is currently working with Commissioner Ker on this project.

10.3 Canadian Flight Supplement - The process is underway to change the Airports standard circuits with the Canadian Flight Supplement. This will take some time, and the FO will notify everyone once this occurs. The FO will also consult with the stakeholders.

10.4 Proposed Car Show - The FO relayed that a group visited the Airport to ask if the Airport would host their car show in September (formally held at Welland Fairgrounds). Their request includes:

- Would require electrical for some of the vendors, hopefully some vendors would have their own generators.
- The grass area may not be large enough for 1200+ vehicles - request spectator parking in the farmer's field.
- They would have to charge at 2 gate entrances to accommodate the large crowds expected. With the lack of fencing this creates a major headache for crowd control. They would prefer one gate.
- They would also need an indoor building to hang the banners of their sponsors & to display the 100's of prizes.
- They inquired what the cost for 1 day of setup & the Sunday show cost?

The Commission asked questions regarding the proposed Car Show. The FO is going to request more information from the group and return to the Commission with more information.

11. Financial Report Update (N. Giles)

11.1 November & December Financials – N. Giles provided the Commissioners with the financial statements for the end of December prior to the Auditors entries. N. Giles relayed that the Airport will end in a deficit this year, however, from a cash position, the Airport will have the cash on hand to cover this. N. Giles relayed that she will keep a close eye on the 2025 budget. There is currently \$157,539 in capital reserves.

11.2 HST Update - In December the Airport accountant reached out to the CRA Rulings Officer with respect to the application for municipal determination. The Ruling Officer has ruled in favour of it, but it is not final until approved by management. The Ruling Officer expected that would take at least a month or two due to backlog and turnover of staff, so hopefully the Airport will have an answer by the February meeting.

11.3 2024 Year End Audit – N. Giles relayed that she has been working with the Auditors for the past 2 weeks on the 2024 audit. Things are progressing well and it is anticipated that the Auditors will present the audited financial statements to the Commission at the February meeting. Once the Commission has received the Audited Statements they will be forwarded to the municipalities.

12. New Business

No New Business

13. Upcoming Meeting

February 27, 2025 or call of Chair

14. Confidential Items

Moved by Member K. Ker
Seconded by Member L. Van Vliet

That the Commission now enter into closed session at 6:49 p.m. to address the following matters:

15.1 Pending Litigation - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board pursuant to Section 239(2)(e) of the Municipal Act.

15.2 Hangar 1 - 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.

15.3 Airport Governance Model - 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)

15.4 Airport Economic Development Strategy - information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them pursuant to 239(2)(h)

15.5 Minutes of the closed session portion of the December 9, 2024 Commission meeting.

Carried

15. Adjournment

Moved by Member L. Van Vliet
Seconded by Member K. Ker

That the meeting be adjourned at approximately 8:15 p.m.

Carried

John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission



Subject: NCDRA 2025 Hangar Lease and Tie Down Rate Review

Purpose: To assess NCDRA Hangar lease rates for 2025 .

Background: Hangar 2W, completed at the end of 2023, was the first set of new hangars constructed by the airport. During the initial lease rate setting review combined with build cost and financing the rates were determined. For 2025 rates are being set later than planned. However going forward all rates will be reviewed annually in the fall each year as a part of budget preparation for the following year .

All hangars under current lease agreements are not subject to any change other than the CPI already in all hangar leases, for the entire term of the leases.

Discussion:

A comparison of lease rates has been conducted at other airports in the province and a list of those comparisons is attached for review.

Recommendation:

It is recommended to implement the following new rate structure:

Hangar 2 West:

- **1-3 years:** \$900 per month plus tax
- **3-5years:** \$850 per month plus tax

Group Hangar 5: No change

Group Hangar 1; To be determined after design review; currently operating on same month to month basis as in past .

Tie Down rates for 2025 – No change

Conclusion:

It is recommended that the Commission approve the proposed 2025 rate structure for NCDRA owned hangars.

Airport Comparison

Airport	Term	Montly Rate	Hangars - Info	Sq/Ft	Size
NCDRA	1-3 Year	\$ 725.00		1271	41x31
	4-10 Year	\$ 675.00		1271	41x31
			New hangar size	1360	40x34
Tillsonburg		\$ 600.00	5,000sq - 6 planes	833	
			Add a restaurant		
Edenvale		\$ 620.00	T Hangar	992	
		\$ 732.00	T Hangar End	1100	
		\$ 1,175.00	Larger hangar, 10 high doors with walls.	1880	
Burlington		\$ 1,850.00	Currently building 10 stand alone Hangars.	1760	40x44