



Niagara Central Dorothy Rungeling Airport Commission
Meeting Minutes

Date: February 26, 2026
Time: 6:00 p.m.
Location: Airport Administration Building
Members: G Bruno, Commissioner
L. VanVliet, Commissioner
R. Bodner, Commissioner
G. Speck, Commissioner
J. Maclellan, Commissioner (Chair)
K. Ker, Commissioner
J. Lee, Commissioner

Staff Present: J. Beaupre, Clerk
N. Mehta, Facility Operator
J. Campbell, Bookkeeper

1. Call to Order

The Chair called the meeting to order at 6:05 p.m.

2. Adoption of Agenda

Moved By R. Bodner
Seconded By K. Ker

That the Airport Commission Agenda, dated February 26, 2026, be approved.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of Minutes (Attached)

4.1. January 15, 2026

Moved By L. VanVliet
Seconded By R. Bodner

That the Airport Commission minutes, dated January 15, 2026, be approved.

Carried

5. Delegations

There were no delegations.

6. Presentations

There were no presentations.

7. Correspondence

There was no correspondence.

8. Chair Remarks

The Chair noted that no matter what the Niagara Region is doing, the airport commission will carry on doing business as is and will wait to be notified if something changes.

9. Facility Operator's (FO) Report

9.1. Hangar 1 and Office Phase 1 Capital Improvement Report

Nik Mehta, Facility Operator, presented to the Commission on the Hangar 1 and Office Phase 1 Capital Improvement Report.

Moved By L. VanVliet
Seconded By J. Lee

That Hangar 1 office repairs be approved with a total of \$30,000 upside limit for phase 1.

Carried

9.2. Hangar 1 Business Case Opportunities Report

Nik presented to the Commission on Hangar 1 Business Case Opportunities.

Moved By R. Bodner
Seconded By K. Ker

That the rates outlined in the report be approved.

Carried

9.3. NCDRA Rates / Fees Report Updates

This item was discussed in the previous report.

9.4. Skyweather and Website Updates

The website is scheduled to be done in February, still working to get integrated webcam and credit card payment set up on website. Skyweather will bring weather online.

9.5. Spring 2026 Fly-in

The Spring Fly-in is tentatively scheduled for May 30, 2026; the event will have food and will have donations set up as well. This will showcase what airport has done thus far and what they are doing moving forward.

9.6. ARCAL Updates

Nik is still working with the contractor on getting right switch for the box.

9.7. NOTAM Procedure Policy Update

Nik noted this needs to be updated more in the winter than the spring / summer. NOTAM currently needs to be notified on arcal lighting and any runway closures. Once Skyweather gets implemented, this will not be necessary.

10. Financial Report Update (Bookkeeper)

10.1. January Financials Update (Attached)

Janice Campbell, Bookkeeper, noted it was quiet month. She noted all invoiced municipalities have paid, and that Nik has ordered fuel. She moved \$100,000 into GIC for 100 days. The cornerstone refrigeration invoice came in and she put it to Hangar 1 Upgrades.

10.2. Audit Update

Janice noted they should have audit draft by mid-march.

11. Special Projects

11.1. Bookkeeper Contractor

Commissioner Bruno noted they have four people lined up for an interview with the interview committee. They have held three of those interviews (one withdrew) and have received one new application. The interview committee is going to interview the final person next week. He noted there

has been a change for the number hours; there will be two months of orientation at 20 hours, and the hourly rate will be \$44 an hour. They will also receive the hourly rate for doing the budget as well.

12. New Business

There was no new business.

13. Closed Session

Moved By L. VanVliet

Seconded By J. Lee

That the Airport Commission do hereby proceed to closed session at 7:32 pm under the *Municipal Act, 2001*:

- subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees;
- subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board
- subsection 239(2)(k) 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.
- subsection 239(2)(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.
- subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

13.1. Property

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

13.2. Lease Agreement Negotiations

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board and subsection 239(2)(k) 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.

13.3. Confidential Financial Discussion

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

13.4. Legal Update

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

14. Back to Open Session

Moved By R. Bodner
Seconded By L. VanVliet

That the Airport Commission rise and reconvene from Closed Session at 8:05 p.m. with report:

- That the Facility Operator proceed with the direction provided in Closed Session.

Carried

15. Upcoming Meeting

15.1. March 26, 2026

16. Adjournment

The Chair adjourned the meeting at 8:06 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission