



Niagara Central Dorothy Rungeling Airport

Commission Meeting Minutes

Date: January 15, 2026
Time: 6:00 p.m.
Location: Airport Administration Building
Members: G. Bruno, Commissioner
L. Vanvliet, Commissioner
R. Bodner, Commissioner (Virtual)
G. Speck, Commissioner (Entered at 6:15 p.m., virtual)
J. Maclellan, Commissioner (Chair)
K. Ker, Commissioner

Members Absent: 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 6:03 pm

2. Adoption of Agenda

Moved By R. Bodner
Seconded By L. Vanvliet

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

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of Minutes (Attached)

4.1 November 27, 2025

Moved By K. Ker

Seconded By G. Bruno

That the Airport Commission meeting minutes, dated November 27 2025, be approved.

Carried

5. Delegations

There were no delegations.

6. Presentations

There were no presentations.

7. Correspondence

There were no correspondence items.

8. Chair Remarks

The Chair wished everyone a happy holiday and new year and a successful year at the airport.

9. Facility Operator's (FO) Report

9.1 Hangar 1 and Office Renovations

The renovations have started, and they are working on needs and wants at hangar 1.

9.2 Sky weather and Website

Live updates of the weather will be available on the airport's website via Skyweather. This upgrade will provide pilots with real-time weather information through ForeFlight and other aviation apps, the website, and SMS alerts.

9.3 Spring 2026 Fly-in

This will be the first event of many this year, in spring there will be a fly

in, and the local community can also participate in the event. The Facility Operator will keep the Commission updated.

9.4 Website Updates

The newly upgraded website, developed in-house, is scheduled to launch by the end of January to allow time for final adjustments. The finalized NCDRA meeting schedule will be published on the website at that time, and printed copies are currently available in the office. This approach is also generating cost savings for the airport by eliminating the need to retain the current web development company Tenpine, for website updates, upgrades, and ongoing maintenance.

9.5 ARCAL Update

They are awaiting a response from Ron at ADB Safegate regarding the status of the ARCAL intensity control feature. The rotating beacon was reported to be inoperative last week. Maintenance is addressing the issue, and a NOTAM has been issued.

9.6 Meeting schedule for 2026 and Minutes

This item was already addressed at the previous meeting

9.7 NOTAM procedure policy

This item was already addressed at the previous meeting.

9.8 2026 NCDRA rates

This item was already addressed at the previous meeting.

10. Financial Report Update (Bookkeeper)

10.1 November 2025 Financials

Janice Campbell, Bookkeeper, noted there was nothing notable in expenses; late bills were just received that need to be paid. She noted that for December there were legal fees, and a correction of numbers by moving expenses from tie downs to Hangar 1.

10.2 Audit Update

Janice noted the audit has started and they have a new grant audit team. She is going to discuss with the auditors about sticking to the discussed timelines. Nik Mehta, Facility Operator, is going to conduct a survey of who is paying the audit bill. Janice is currently working with the auditors, and will also be speaking with Nancy (former

Bookkeeper) for more information.

10.3 Changing Signing Authorities at TD Bank

Moved By G. Bruno
Seconded By R. Bodner

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 JANICE CAMPBELL together with the Chair John MacLellan, Vice-Chair Leo Van Vliet or Secretary-Treasurer Gary Bruno.

Carried

Moved By K. Ker
Seconded By L. VanVliet

That Susan Greenwood be removed from the signing authority for the accounts of Niagara Central Dorothy Rungeling Airport Commission at the TD Bank.

Carried

11. Closed Session

Moved By K. Ker
Seconded By L. VanVliet

That the Airport Commission do now proceed to meet in Closed Session at 7 p.m. under the *Municipal Act, 2001*:

- subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; and subsection
- subsection 239(2)(c) a proposed or pending acquisition or disposition of land by 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)(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.

Carried

11.1 Property Update

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.

11.2 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.

11.3 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.

11.4 Remuneration

Pursuant to the *Municipal Act, 2001*, subsection 239(2)(b) personal matters about an identifiable individual.

12. Back to Open Session

Moved By K. Ker
Seconded By R. Bodner

That the Airport Commission rise and reconvene from Closed Session at 7:57 p.m. with report:

- That staff proceed with the direction provided in Closed Session.

Carried

13. New Business

There was no new business.

14. Upcoming Meeting

14.1 February 26, 2026

15. Adjournment

The Chair adjourned the meeting at 7:57 p.m.



John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission