



**Niagara Central Dorothy Rungeling Airport Commission  
Meeting Agenda**

**Date:** February 26, 2026  
**Time:** 6:00 p.m.  
**Location:** Airport Administration Building  
**Zoom Details:** TO BE PROVIDED

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Interest
4. Approval of Minutes (Attached)
  - 4.1. January 15, 2026
5. Delegations
6. Presentations
7. Correspondence
8. Chair Remarks
9. Facility Operator's (FO) Report
  - 9.1. Hangar 1 and Office Phase 1 Capital Improvement Report
  - 9.2. Hangar 1 Business Case Opportunities Report
  - 9.3. NCDRA Rates / Fees Report Updates
  - 9.4. Skyweather and Website Updates
  - 9.5. Spring 2026 Fly-in
  - 9.6. ARCAL Updates
  - 9.7. NOTAM Procedure Policy Update
10. Financial Report Update (Bookkeeper)

**10.1. January Financials Update (Attached)**

**10.2. Audit Update**

**11. Special Projects**

**11.1. Bookkeeper Contractor**

**12. New Business**

**13. Closed Session**

**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**

**15. Upcoming Meeting**

**15.1. March 26, 2026**

**16. Adjournment**



## Niagara Central Dorothy Rungeling Airport

### Commission Meeting Agenda

- 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.

**Niagara Central Dorothy Rungeling Airport  
2026 Budget and Expenditures to January 31, 2026**

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**DETAILED BUDGET**

**INCOME**

Municipal Grants

City of Welland	138,184	138,184	100%
City of Port Colborne	49,655	49,655	100%
Township of Wainfleet	17,070	17,070	100%
Town of Pelham	45,091	45,091	100%
<b>Total Municipal Grants</b>	<b>250,000</b>	<b>250,000</b>	

Fuel  
Rent

Fuel Sales	150,000	392	0%
Rental Lease Hangar 1	48,000	1,731	4%
Hangar Land Leases	41,200	3,448	8%
Hangars 2 West and 5	63,600	5,152	8%
Land Rent	14,495	14,495	100%
<b>Total Rent</b>	<b>167,295</b>	<b>24,827</b>	15%

Other Income

Miscellaneous - interest earned, finance charges, donations received on behalf of COPA, weather station	6,600	0	0%
Tie Downs	7,800	262	3%
	<b>14,400</b>	<b>262</b>	3%

**TOTAL INCOME**

<b>581,695</b>	<b>275,480</b>	<b>47%</b>
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**Cost of Goods Sold**

Fuel

Purchases	115,200	25,445	22%
Kardall Program Fees	5,400	356	7%
Credit Card Charges on fuel purchases	2,000	0	0%
Fuel Pump Maintenance	1,000	0	0%
<b>Total Fuel Costs</b>	<b>123,600</b>	<b>25,801</b>	21%

**TOTAL COST OF GOODS SOLD**

**EXPENSES**

Property Tax

Property Tax Paid	71,300	5,831	8%
Property Tax Reimbursed	-35,405		0% billed in October
<b>Net Property Tax Expense</b>	<b>35,895</b>	<b>5,831</b>	16%

Professional Services

Meeting Administration	3,000	94	3%
Bookkeeping	11,000	2,063	19%
Accounting	10,000	2,239	22%
Legal	20,000	0	0%
Other	4,000	0	0%
<b>Total Professional Services</b>	<b>48,000</b>	<b>4,395</b>	9%

Utilities

Hydro	6,000	517	9%
Water/Cistern Maintenance	1,000	0	0%
Water Laboratory Services	650	0	0%
Washroom Rental	0	0	
<b>Total Utilities</b>	<b>7,650</b>	<b>517</b>	7%

Repairs and Maintenance

Building	5,400	0	0%
Property	7,400	1,594	22%
Equipment	6,000	1,414	24%
Other - runway	4,700	0	0%
	<b>23,500</b>	<b>3,008</b>	13%

**Niagara Central Dorothy Rungeling Airport  
2026 Budget and Expenditures to January 31, 2026**

\$ -

**DETAILED BUDGET**

		Budget			
		Jan - Dec 2026	to Jan 31, 2026	% to date	Comments
	<b>Total Repairs and Maintenance</b>	<b>23,500</b>	<b>3,008</b>	13%	
Office					
	Advertising and Promotion	5,300	0	0%	
	Membership Fees/Licences	1,500	0	0%	
	Office Supplies	2,170	0	0%	
	Bank Fees	250	40	16%	
	Telephone/Communication	2,300	202	9%	
	<b>Total Office</b>	<b>11,520</b>	<b>242</b>	<b>2%</b>	
	Internal Maintenance Contractor	38,000	4,095	11%	
	Employee Wages and Benefits	66,000	5,394	8%	
	Misc wages and benefits	0	0	0%	
	Travel	1,000	0	0%	
	Commission Members Stipend	1,400	0	0%	
		<b>106,400</b>	<b>9,489</b>	<b>9%</b>	
	COPA Bursary	1,000		0%	
	Insurance	20,000	15,714	79%	
	Interest on Long Term Debt	4,570		0%	
	Interest on Long Term Debt - Hangar 2 West	19,000	1,463	8%	
<b>TOTAL EXPENSES</b>	<b>TOTAL EXPENSES</b>	<b>401,135</b>	<b>66,461</b>	<b>17%</b>	

**2026 CAPITAL**

		<b>401,135</b>	<b>66,461</b>	<b>0.17</b>
	<b>Net</b>		<b>209,019</b>	
Capital expenditures - annual		50000	0.00	0%
Capital Loan Repayment - Long term debt		47200		0%
Capital Loan Repayment - Hangar 2 West		33360	0.00	0%
<b>Sub total capital expenses funded by operations</b>		<b>130560</b>	<b>0.00</b>	
Capital expenditures - asset management		50000		
		180560.00	0.00	0%

UPDATED: February 17, 2026