



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

Date: April 23, 2026
Time: 6:00 p.m.
Location: Airport Administration Building
Zoom Details: <https://us06web.zoom.us/j/86279605124>

1. Call to Order
2. Adoption of Agenda
3. Disclosures of Interest
4. Approval of Minutes (Attached)
 - 4.1. March 26, 2026
5. Presentations
6. Correspondence
7. Chair Remarks
8. Facility Operator's (FO) Report (Attached)
 - 8.1. Hangar 1 and Office – Phase 1 Improvements
 - 8.2. Hangar 1 Business Case Opportunities
 - 8.3. Website /Sayweather
 - 8.4. ARCAL Update
9. Financial Report Update (Bookkeeper)
 - 9.1. March 2026 (Attached)
10. Special Projects
11. New Business
12. Closed Session

12.1. 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. Back to Open Session

14. Upcoming Meeting



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

Date: March 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
K. Rousseau, Bookkeeper

1. Call to Order

The Chair called the meeting to order at 6:04 p.m.

2. Adoption of Agenda

Moved By R. Bodner

Seconded By G. Bruno

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

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Approval of Minutes (Attached)

4.1. February 26, 2026

Moved By G. Bruno

Seconded By J. Lee

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

Carried

5. Presentations

There were no presentations.

6. Correspondence

There was no correspondence.

7. Auditors Report – 2025

Melanie Dugard from Doane Grant Thorton presented the audit to the Commission and noted the Commission received a clean audit result.

Moved By R. Bodner

Seconded By G. Speck

That the 2025 Audited financial statements be approved.

Carried

8. Chair Remarks

Comissioner Bruno introduced Karen Rousseau, the new Bookkeeper.

The Chair thanked Comissioner Bruno for assistance on the audit. He also noted the renovations for Hangar 1 have been ongoing and noted the airport will likely see more people visiting soon with the spring.

9. Facility Operator's (FO) Report (Attached)

9.1. Hangar 1 and Office – Phase 1 Improvements

Nik Mehta, Facility Operator, noted they are working on taking down drywall and are installing ventilation.

9.2. Hangar 1 Business Case Opportunities

Nik noted they are continuing with promotion for movable hangar storage.

9.3. Website

Website is completed, working on domain name site going to send everyone email that the new website is up and running

9.4. ARCAL Update

Nik noted the company that is provided lighting system is still working on finding the switch needed to do the repair.

10. Financial Report Update (Bookkeeper)

10.1. February Financial Update

Commissioner Bruno noted they are working on re-formatting the financial charts for transparency. The February financials will be deferred to the next regularly scheduled meeting.

10.2. New Bookkeeper

Moved By G. Bruno
Seconded By J. Lee

That Karen Rousseau be appointed as the new bookkeeper; and

That TD Bank Authorize Karen Rousseau as a signing authority subject to the existing signatory cheque signing policy as well as provide Karen Rousseau with a NCDRA Credit Card with a Credit limit of \$1,000, effective March 26, 2026.

Carried

Moved By K. Ker
Seconded By R. Bodner

That Nancy Gilles and Janice Campbell be removed from all banking authorization upon the installation of Karen Rousseau, including TD credit card.

Carried

11. Special Projects

There were no special projects.

12. New Business

There was no new business.

13. Closed Session

Moved By G. Bruno
Seconded By R. Bodner

That the Airport Commission proceed to Closed session at 6:23 p.m. pursuant to 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)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

13.1. Property Discussion

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. 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 J. Lee
Seconded By G. Speck

That the Airport Commission rise from Closed Session at 7:00 p.m. with report:

That the direction provided in closed session for item 13.2 be approved.

Carried

15. Upcoming Meeting

The next meeting is April 23, 2026.

16. Adjournment

The Chair adjourned the meeting at 7 p.m.

John Maclellan

Chair, Niagara Central Dorothy Rungeling Airport Commission

Facility Operator's (FO) Report – April 23, 2026

8.1 Hangar 1 and Office – Phase 1 Improvements

Phase 1 is progressing well. Fred has completed the full teardown of the office and lounge area, removing old drywall, wall panels, and insulation. The next step will be electrical work, which will begin after building plans are reviewed with potential tenants for the proposed café/restaurant space.

8.2 Hangar 1 Business Case Opportunities

Hangar 1 will continue operating as a flexible aircraft hangar from April through TBD while a long-term tenant is secured. It is currently storing 4 planes, 3 boats, and an RV, maintaining its role in providing storage and hangar services.

Efforts to secure a long-term tenant are underway, with Dean Pedro managing an MLS listing for the 14,000+ sq. ft. hangar now available for lease.

8.3 Website/Sayweather

SayWeather – SayWeather 2.0 is now live and fully accessible to pilots and aviation enthusiasts alike. It can be accessed via SMS at 727-472-9994 or online at <https://saywxair.com/airport/CNQ3>

It is also integrated into popular aviation apps like ForeFlight, making it easier for incoming pilots to include our airport in their flight planning.

Website – The refreshed website is now complete and fully managed in-house, allowing the airport to customize and update content at any time. While maintaining its original structure, the site now features a refreshed logo, a modern user interface, and full control over edits, additions, and updates without ongoing external costs.

8.4 ARCAL Update

ADB SAFEGATE, the contractor that completed the mid-2025 ARCAL installation, is assisting with a current issue: the ARCAL light intensity control is not functioning. The assigned technician, Ron, has advised that sourcing the required switch to complete the repair has been challenging. Further updates will be provided as additional information becomes available.

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To access
SayWxAir
via text,
use this QR
code and tap
send



Text "M CNQ3" to 727 472 9994 (727 4SAYWX4)

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<https://saywxair.com/airport/CNQ3>

To access
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via text,
use this QR
code and tap
send



Text "M CNQ3" to 727 472 9994 (727 4SAYWX4)

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**Niagara Central Dorothy Rungeling Airport Commission Approved Budget
March 2026 update**

		Jan - Dec 2026	to March 2026	%
MUNICIPAL CONTRIBUTIONS				
	City of Welland	138,184	138,184.00	100%
	City of Port Colborne	49,655	49,655.00	100%
	Township of Wainfleet	17,070	17,070.00	100%
	Town of Pelham	45,091	45,091.00	100%
	Total Municipal Grants	250,000	250,000.00	100%
INCOME				
	Fuel Sales	150,000	6,415.78	4%
	Rent/Lease	167,295	44,943.11	27%
	Other Income	14,400	634.05	4%
	Total Other Income	331,695	51,992.94	16%
TOTAL INCOME		581,695	301,992.94	52%
EXPENSES				
	Fuel	123,600	26,378.97	21%
	Property Taxes (net after recovery)	35,895	17,493.78	49%
	Professional Services	48,000	6,693.18	14%
	Utilities	7,650	2,452.29	32%
	Repairs and Maintenance	23,500	3,500.27	15%
	Office	11,520	1,055.80	9%
	Internal Contractor Fees and Employee Wages	106,400	23,385.75	22%
	Insurance	20,000	15,713.77	79%
	COPA Bursary	1,000	-	0%
	Capital - annual	50,000	-	0%
	Capital - asset management contribution	50,000	35,195.03	70%
	Interest on Long Term Debt	23,570	4,364.64	19%
	Capital Loan Repayment	80,560	8,725.35	11%
TOTAL EXPENSES		581,695	144,958.83	25%
NET		-	157,034.11	