



Niagara Central Dorothy Rungeling Airport Commission

Meeting Agenda

Date: May 8, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Zoom Details: <https://us06web.zoom.us/j/82773650135>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Report Out – March 13, 2025 Closed Session**
- 5. Approval of Minutes (Attached)**
 - 5.1 March 13, 2025**
- 6. Presentations**
- 7. Correspondence**
- 8. Chair Remarks**
 - 8.1 Update on Hangar 1 Repairs/Renovations**
 - 8.2 New Hangar Build**
 - 8.3 Solar Panel Farm Update**
- 9. Facility Operator's (FO) Report**
 - 9.1 Fire Services**
 - 9.2 Canadian Flight Supplement - Update**
 - 9.3 Hangar 1 Group Winter - Storage Rate**
 - 9.4 Updates to AVGAS System**

10. Financial Report Update (Bookkeeper)

10.1 Monthly Financials

10.2 HST Update

11. Special Projects

12. New Business

13. Upcoming Meeting

13.1 June 26, 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 Hangar Lease Negotiation - 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 Lease Transfer - advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

14.3 Lease Transfer Assignment - advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

14.4 Hangar Lease Negotiation - proposed or pending acquisition or disposition of land by the municipality or local board pursuant to 239(2)(c) of the Municipal Act and advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to Section 239(2)(f) of the Municipal Act.

14.5 Minutes of the closed session portion of the March 13, 2025 Commission meeting.

15. Adjournment



Niagara Central Dorothy Rungeling Airport Commission

Meeting Minutes

Date: March 13, 2025

Time: 6:00 p.m.

Location: Airport Administration Building

Members Present: J. Maclellan, Member (Chair)
G. Bruno, Member (Virtual)
R. Bodner, Member
G. Speck, Member (Virtual)
K. Ker, Member
L. Van Vliet, Member
J. Lee, Member

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

1. Call to Order

J. Maclellan called the meeting to order @ 6:03 p.m.

2. Adoption of Agenda

Moved by Member R. Bodner
Seconded by Member L. Van Vliet

That the agenda dated March 13, 2025 be confirmed.

Carried

3. Disclosures of Interest

None noted.

4. Report Out – January 23, 2025

On January 23, 2025, the Commission met in closed session to discuss the following matters:

Item 15.1 Pending Litigation - pursuant to Section 239(2)(e) of the Municipal Act.
Item 15.2 Hangar 1 - pursuant to Section 239(2)(c) of the Municipal Act.

Item 5.3 Airport Governance Model - pursuant to 239(2)(k) of the Act; and
Item 15.4 Airport Economic Development Strategy pursuant to 239(2)(h)

As a result of these discussions there is nothing further to report.

5. Approval of Minutes – January 23, 2025

Moved by Member J. Lee
Seconded by Member L. Van Vliet

That the minutes of the Commission meetings held on January 23, 2025 be approved as circulated.

Carried

6. Presentations

6.1 Doane Grant Thornton Auditors – 2024 Financial Audit

Melanie and Ryea from Doane Grant Thornton presented the 2024 Financial Audit to the Commission.

Moved by Member K. Ker
Seconded by Member R. Bodner

That the Commission approve the 2024 Audited Financial Statements.

Carried

7. Correspondence

No correspondence

8. Chair's Remarks

8.1 Update on Hangar 1 Repairs/Renovations - Chair Maclellan relayed that Hangar 1 was inspected for structural integrity. Some repairs had been identified, the Chair will now review the preliminary drawings for the repairs.

8.2 New Hangar Build – Chair Maclellan is seeking new costing for the Hangar builds using different materials which should result in lower costs.

9. Facility Operator's (FO) Report

9.1 2025 Rate Structure (Hangar Lease Rates & Tie Down Rates)

The Facility Operator reviewed his Staff report as it relates to the 2025 Rate Structure and answered questions received from the Commission. As a result of the discussion the following motion was considered:

Moved by Member R. Bodner
Seconded by Member L. Van Vliet

That the Commission adopt the following rate structure for 2025:

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

Carried

9.2 Airport Updates

- The Facility Operator relayed that he is preparing the advertising for the new hangars, the plan is to have the hangars rented by Labour Day.
- The Facility Operator is working with Commissioner Ker to prepare the Airport Fire Plan.
- The Car Show has found a different location.
- There was an issue with the fuel hose, Fred is making the necessary repairs.

10. Financial Report Update (N. Giles)

10.1 January and February Financials – N. Giles provided the Commissioners with the financial statements for January and February. N. Giles relayed that all is trending well financially. The grants from the four municipalities have been received. There are no updates as it relates to the HST Audit.

11. Special Projects

Nothing to report

12. New Business

- The Chair received an inquiry regarding if the Airport had interest of putting solar panels up on the property. The Chair will obtain more information and report back.
- The Niagara Region will be doing road works in front of the property, the Facility Operator will inquire on whether the Region can add lighting to the project.

13. Upcoming Meeting

March 27, 2025 Special Closed Session

14. Confidential Items

Moved by Member L. Van Vliet
Seconded by Member J. Lee

That the Commission now enter into closed session at 6:31 p.m. to address the following matters:

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.

Carried

15. Adjournment

Moved by Member K. Ker
Seconded by Member G. Bruno

That the meeting be adjourned at approximately 7:00 p.m.

Carried

John Maclellan
Chair, Niagara Central Dorothy Rungeling Airport Commission