



## **Niagara Central Dorothy Rungeling Airport**

### **Commission Meeting Agenda**

**Date:** November 27, 2025

**Time:** 6:00 p.m.

**Location:** Airport Administration Building

**Zoom Details:** <https://us06web.zoom.us/j/85703942248>

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Disclosures of Interest**
- 4. Report Out – Closed Sessions**
- 5. Approval of Minutes (Attached)**

**5.1 October 23, 2025**

- 6. Delegations**
- 7. Presentations**
- 8. Correspondence**

**8.1 Brantford Resolution**

- 9. Chair Remarks**

**9.1 Hangar 1 Progress**

- 10. Facility Operator's (FO) Report**

**10.1 Publishing meeting dates for 2026**

**10.2 Airport electrical**

- 10.3 Hangar 1 static storage update**
- 11. Financial Report Update (Bookkeeper)**
  - 11.1 September 2025 Financials (attached)**
  - 11.2 October 2025 Financials (attached)**
- 12. Special Projects**
  - 12.1 Bookkeeper - Signing Authority**
  - 12.2 Rate Updates for 2026**
- 13. New Business**
  - 13.1 Publishing the meeting schedule for 2026 (Member K. Ker)**
  - 13.2 Agenda publication date (Member K. Ker)**
  - 13.3 2027 Budget release date (Member K. Ker)**
- 14. Upcoming Meeting**
  - 14.1 January 15 2026**
- 15. Adjournment**



## **Niagara Central Dorothy Rungeling Airport**

### **Commission Meeting Minutes**

**Date:** October 23, 2025

**Time:** 6:00 p.m.

**Location:** Airport Administration Building

**Members:** G. Bruno, Commissioner  
L. Vanvliet, Commissioner  
J. Maclellan, Commissioner (Chair)  
R. Bodner, Commissioner (Virtual)  
G. Speck, Commissioner (Entered at 6:15 p.m., virtual)  
J. Lee, Commissioner  
K. Ker, Commissioner

**Staff:** J. Beaupre, Clerk  
N. Mehta, Facility Operator  
S. Greenwood, Bookkeeper

#### **1. Call to Order**

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

#### **2. Adoption of Agenda**

Moved By Member L. Vanvliet

Seconded By Member G. Bruno

That the Airport Commission Agenda, dated October 23, 2025, be approved.

**Carried**

#### **3. Disclosures of Interest**

There were no disclosures of interest.

#### **4. Approval of Minutes (Attached)**

#### **4.1. September 23, 2025**

Moved By Member L. Vanvliet

Seconded By Member G. Bruno

That the Airport Commission Meeting minutes, dated September 23, 2025, be approved.

**Carried**

#### **5. Presentations**

There were no presentations.

#### **6. Correspondence**

There was no correspondence.

#### **7. Chair Remarks**

##### **7.1. Hangar 1 Progress**

This was addressed in the Facility Operator's report.

##### **7.2. Runway Lighting**

This was addressed in the Facility Operator's report.

#### **8. Facility Operator's (FO) Report**

##### **8.1. Operational Cost Savings**

The Facility Operator discussed the following items in his report:

- Hangar 1
  - Static storage – 5 local aircrafts confirmed thus far; advertising was done across bulletin boards, Facebook forums, and Marketplace.
  - Non Static storage – no one confirmed
  - Long Term Tenants
    - Discussions have been ongoing regarding flight school and AME maintenance school
    - Potential helicopter tenants, Niagara Police and Infrastructure Ontario discussions are still in development.
- Insurance
  - Coverage has been added to policy to cover airport staff and independent contractors when moving aircrafts in and out of hangars; there is no price change for 2026 insurance.

- Increased the maximum number of guests/attendees for fly-ins, festivals, and events in 2026 from 100 to up to 300.
- Operational Cost Savings
  - Received \$565 credit from Bell after corroded copper line issues were addressed and dealt with, improving service for customers.
- Airport Lighting
  - The ARCAL lighting system functions when switched on, but the intensity of the lights cannot be changed. This issue will be fixed once new parts are replaced.
- Airport Frequency Change
  - Currently on the same frequency as Burlington, causing confusion for pilots when flying into the airport.
  - Poses a safety concern; in discussion with NAV Canada and Innovation, Science and Economic Development Canada to have the frequency changed as soon as possible.

Moved By Member K. Ker

Seconded By Member J. Lee

That the Facility Operator be directed to authorize other vehicles for static storage, beginning November 1, 2025; and

That no entry be made by vehicle owners to perform maintenance prior to the scheduled exit date; and

That the Facility Operator be authorized to set the rate per square foot.

**Carried**

## **9. Financial Report Update (Bookkeeper)**

### **9.1. September Month End**

This agenda item was deferred to the next meeting.

### **9.2. Signing Authority Progress**

This agenda item was deferred to the next meeting.

## **10. Special Projects**

### **10.1. New Information and Date Long Term Asset Management Plan TBD**

Susan Greenwood, Bookkeeper, will eventually take over the long-term asset management plan. There is still outstanding work. The date for the long-term asset management plan will be discussed at the November

meeting.

CA will be there, can ask questions.

## **11. New Business**

Member K. Ker requested the following items be discussed at the next meeting:

- Publishing the meeting schedule for 2026
- Agenda publication date (5 days prior to meeting)
- 2027 Budget release date (up to 1 month prior to the meeting)

### **11.1. Upcoming Meeting**

The next meeting is scheduled for November 27, 2025, at 6 p.m.

## **12. Adjournment**

Moved By J. Lee

Seconded By K. Ker

That the Airport Commission Meeting be adjourned at 6:46 p.m.

**Carried**

September 30, 2025 NCDRAC capital expenditures

| <b>Capital Expenditures</b>                                                                                | <b>Amount available</b> | <b>Completed cost to September 30, 2025</b> | <b>Date completed</b> |
|------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------|-----------------------|
| Donation to Air Cadets for roof replcement                                                                 | 5,000.00                | 5,000.00                                    | Jan-25                |
| Master key system for Hangar 1 to accommodate new tenants                                                  | 437.31                  | 437.31                                      | Jan-25                |
| Replacement fire extinguishers for Hangar 1                                                                | 1,007.17                | 1,007.17                                    | Mar-25                |
| Emergency repairs to Hangar 1 (engineering, inspection, transport new beam, beam replacements and repairs) | 210,139.97              | 210,139.97                                  | Jun-25                |
| Install new motor on hose reel and diagnose pump issue                                                     | 3,930.26                | 3,930.26                                    | Apr-25                |
| New Radio controller and antenna to turn on runway lights                                                  | 4,534.43                | 4,534.43                                    | Aug-25                |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
| <b>Subtotal of capital projects</b>                                                                        |                         | <b>225,049.14</b>                           |                       |
| <b>TOTAL CAPITAL AVAILABLE IN 2025 BUDGET</b>                                                              | <b>75,000.00</b>        |                                             |                       |
| <b>UNSPENT CAPITAL (move from reserves \$157,539)</b>                                                      | <b>(150,049.14)</b>     |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
|                                                                                                            |                         |                                             |                       |
| <b>HANGAR CAPITAL AVAILABLE IN 2025 BUDGET</b>                                                             | <b>-</b>                | <b>-</b>                                    |                       |
| <b>UNSPENT HANGAR PROJECTS</b>                                                                             | <b>-</b>                |                                             |                       |

UPDATED October 22, 2025

**Niagara Central Dorothy Rungeling Airport**  
**2025 Budget and Expenditures to September 30, 2025**

**DETAILED BUDGET**

**INCOME**

|                     |                                                                                                         | Budget         |                       |           |          |
|---------------------|---------------------------------------------------------------------------------------------------------|----------------|-----------------------|-----------|----------|
|                     |                                                                                                         | Jan - Dec 2025 | to September 30, 2025 | % to date | Comments |
| Municipal Grants    | City of Welland                                                                                         | 110547         | 110547.00             | 100%      |          |
|                     | City of Port Colborne                                                                                   | 39724          | 39724.00              | 100%      |          |
|                     | Township of Wainfleet                                                                                   | 13656          | 13656.00              | 100%      |          |
|                     | Town of Pelham                                                                                          | 36073          | 36073.00              | 100%      |          |
|                     | Total Municipal Grants                                                                                  | 200000         | 200000.00             |           |          |
|                     |                                                                                                         |                |                       |           |          |
|                     | Fuel                                                                                                    | 150000         | 108144.48             | 72%       |          |
|                     | Rent                                                                                                    |                |                       |           |          |
|                     | Rental Lease Hangar 1                                                                                   | 41784          | 4400.00               | 11%       |          |
|                     | Hangar Land Leases                                                                                      | 40744          | 30681.22              | 75%       |          |
| Other Income        | Hangars 2 West and 5                                                                                    | 58700          | 45150.45              | 77%       |          |
|                     | Land Rent                                                                                               | 14170          | 14495.00              | 102%      |          |
|                     | Total Rent                                                                                              | 155398         | 94726.67              | 61%       |          |
|                     | Miscellaneous - interest earned, finance charges, donations received on behalf of COPA, weather station | 12325          | 10045.27              | 82%       |          |
|                     | Tie Downs                                                                                               | 4500           | 5858.16               | 130%      |          |
|                     |                                                                                                         | 522223         | 418774.58             | 80%       |          |
|                     |                                                                                                         |                |                       |           |          |
|                     |                                                                                                         |                |                       |           |          |
|                     |                                                                                                         |                |                       |           |          |
|                     |                                                                                                         |                |                       |           |          |
| <b>TOTAL INCOME</b> |                                                                                                         |                |                       |           |          |

**Cost of Goods Sold**

|      |                                       |        |           |     |  |
|------|---------------------------------------|--------|-----------|-----|--|
| Fuel | Purchases                             | 128000 | 98103.89  | 77% |  |
|      | Kardall Program Fees                  | 5100   | 4124.80   | 81% |  |
|      | Credit Card Charges on fuel purchases | 2200   | 1420.08   | 65% |  |
|      | Fuel Pump Maintenance                 | 1000   | 0.00      | 0%  |  |
|      | Total Fuel Costs                      | 136300 | 103648.77 | 76% |  |

**TOTAL COST OF GOODS SOLD**

**EXPENSES**

|                         |                               |        |           |      |  |
|-------------------------|-------------------------------|--------|-----------|------|--|
| Property Tax            | Property Tax Paid             | 76800  | 52269.09  | 68%  |  |
|                         | Property Tax Reimbursed       | -32800 | -33719.09 | 103% |  |
|                         | Net Property Tax Expense      | 44000  | 18550.00  | 42%  |  |
| Professional Services   | Meeting Administration        | 3000   | 630.75    | 21%  |  |
|                         | Bookkeeping                   | 10000  | 8643.00   | 86%  |  |
|                         | Accounting                    | 9130   | 2919.04   | 32%  |  |
|                         | Legal                         | 20000  | 12115.46  | 61%  |  |
|                         | Other                         | 10000  | 0.00      | 0%   |  |
|                         | Total Professional Services   | 52130  | 24308.25  | 47%  |  |
| Utilities               | Hydro                         | 3600   | 3943.19   | 110% |  |
|                         | Water/Cistern Maintenance     | 1750   | 1651.65   | 94%  |  |
|                         | Water Laboratory Services     | 550    | 386.69    | 70%  |  |
|                         | Washroom Rental               | 0      | 0.00      |      |  |
|                         | Total Utilities               | 5900   | 5981.53   | 101% |  |
| Repairs and Maintenance | Building                      | 4000   | 4084.94   | 102% |  |
|                         | Property                      | 7930   | 3849.63   | 49%  |  |
|                         | Equipment                     | 6000   | 2028.65   | 34%  |  |
|                         | Other - runway                | 3000   | 2968.84   | 99%  |  |
|                         | Total Repairs and Maintenance | 20930  | 12932.06  | 62%  |  |
| Office                  |                               |        |           |      |  |
|                         | Advertising and Promotion     | 2000   | 500.00    | 25%  |  |
|                         | Membership Fees/Licences      | 1000   | 350.69    | 35%  |  |



October 31, 2025 NCDRAC capital expenditures

| <b>Capital Expenditures</b>                                                                                   | <b>Amount available</b> | <b>Completed cost to<br/>October 31, 2025</b> | <b>Date completed</b> |
|---------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------|-----------------------|
| Donation to Air Cadets for roof replacement                                                                   | 5,000.00                | 5,000.00                                      | Jan-25                |
| Master key system for Hangar 1 to accommodate new tenants                                                     | 437.31                  | 437.31                                        | Jan-25                |
| Replacement fire extinguishers for Hangar 1                                                                   | 1,007.17                | 1,007.17                                      | Mar-25                |
| Emergency repairs to Hangar 1 (engineering, inspection, transport<br>new beam, beam replacements and repairs) | 210,139.97              | 210,139.97                                    | Jun-25                |
| Install new motor on hose reel and diagnose pump issue                                                        | 3,930.26                | 3,930.26                                      | Apr-25                |
| New Radio controller and antenna to turn on runway lights                                                     | 4,534.43                | 4,534.43                                      | Aug-25                |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
| <b>Subtotal of capital projects</b>                                                                           |                         | <b>225,049.14</b>                             |                       |
| <b>TOTAL CAPITAL AVAILABLE IN 2025 BUDGET</b>                                                                 | <b>75,000.00</b>        |                                               |                       |
| <b>UNSPENT CAPITAL (move from reserves \$157,539)</b>                                                         | <b>(150,049.14)</b>     |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
|                                                                                                               |                         |                                               |                       |
| <b>HANGAR CAPITAL AVAILABLE IN 2025 BUDGET</b>                                                                | <b>-</b>                | <b>-</b>                                      |                       |
| <b>UNSPENT HANGAR PROJECTS</b>                                                                                | <b>-</b>                |                                               |                       |

UPDATED November 17, 2025

**Niagara Central Dorothy Rungeling Airport  
2025 Budget and Expenditures to October 31, 2025**

**DETAILED BUDGET**

**INCOME**

|                     |                                                                                                         | Budget         |                     |           |          |
|---------------------|---------------------------------------------------------------------------------------------------------|----------------|---------------------|-----------|----------|
|                     |                                                                                                         | Jan - Dec 2025 | to October 31, 2025 | % to date | Comments |
| Municipal Grants    | City of Welland                                                                                         | 110547         | 110547.00           | 100%      |          |
|                     | City of Port Colborne                                                                                   | 39724          | 39724.00            | 100%      |          |
|                     | Township of Wainfleet                                                                                   | 13656          | 13656.00            | 100%      |          |
|                     | Town of Pelham                                                                                          | 36073          | 36073.00            | 100%      |          |
|                     | <b>Total Municipal Grants</b>                                                                           | <b>200000</b>  | <b>200000.00</b>    |           |          |
|                     |                                                                                                         |                |                     |           |          |
|                     | Fuel                                                                                                    | <b>150000</b>  | 122439.55           | 82%       |          |
|                     | Rent                                                                                                    |                |                     |           |          |
|                     | Rental Lease Hangar 1                                                                                   | 41784          | 4400.00             | 11%       |          |
|                     | Hangar Land Leases                                                                                      | 40744          | 34129.71            | 84%       |          |
| Other Income        | Hangars 2 West and 5                                                                                    | 58700          | 50269.10            | 86%       |          |
|                     | Land Rent                                                                                               | 14170          | 14495.00            | 102%      |          |
|                     | <b>Total Rent</b>                                                                                       | <b>155398</b>  | <b>103293.81</b>    | 66%       |          |
|                     | Miscellaneous - interest earned, finance charges, donations received on behalf of COPA, weather station | 12325          | 10045.27            | 82%       |          |
|                     | Tie Downs                                                                                               | 4500           | 6777.21             | 151%      |          |
|                     |                                                                                                         |                |                     |           |          |
|                     |                                                                                                         |                |                     |           |          |
|                     |                                                                                                         |                |                     |           |          |
|                     |                                                                                                         |                |                     |           |          |
|                     |                                                                                                         |                |                     |           |          |
| <b>TOTAL INCOME</b> |                                                                                                         | <b>522223</b>  | <b>442555.84</b>    | 85%       |          |

**Cost of Goods Sold**

|      |                                       |               |                  |     |  |
|------|---------------------------------------|---------------|------------------|-----|--|
| Fuel | Purchases                             | 128000        | 98103.89         | 77% |  |
|      | Kardall Program Fees                  | 5100          | 4480.96          | 88% |  |
|      | Credit Card Charges on fuel purchases | 2200          | 1674.71          | 76% |  |
|      | Fuel Pump Maintenance                 | 1000          | 0.00             | 0%  |  |
|      | <b>Total Fuel Costs</b>               | <b>136300</b> | <b>104259.56</b> | 76% |  |

**TOTAL COST OF GOODS SOLD**

**EXPENSES**

|                         |                                      |              |                 |      |  |
|-------------------------|--------------------------------------|--------------|-----------------|------|--|
| Property Tax            | Property Tax Paid                    | 76800        | 58312.62        | 76%  |  |
|                         | Property Tax Reimbursed              | -32800       | -33719.09       | 103% |  |
|                         | <b>Net Property Tax Expense</b>      | <b>44000</b> | <b>24593.53</b> | 56%  |  |
| Professional Services   | Meeting Administration               | 3000         | 763.33          | 25%  |  |
|                         | Bookkeeping                          | 10000        | 9644.71         | 96%  |  |
|                         | Accounting                           | 9130         | 2919.04         | 32%  |  |
|                         | Legal                                | 20000        | 12115.46        | 61%  |  |
|                         | Other                                | 10000        | 0.00            | 0%   |  |
|                         | <b>Total Professional Services</b>   | <b>52130</b> | <b>25442.54</b> | 49%  |  |
| Utilities               | Hydro                                | 3600         | 4241.02         | 118% |  |
|                         | Water/Cistern Maintenance            | 1750         | 1651.65         | 94%  |  |
|                         | Water Laboratory Services            | 550          | 386.69          | 70%  |  |
|                         | Washroom Rental                      | 0            | 0.00            |      |  |
|                         | <b>Total Utilities</b>               | <b>5900</b>  | <b>6279.36</b>  | 106% |  |
| Repairs and Maintenance | Building                             | 4000         | 4084.94         | 102% |  |
|                         | Property                             | 7930         | 4090.75         | 52%  |  |
|                         | Equipment                            | 6000         | 2170.10         | 36%  |  |
|                         | Other - runway                       | 3000         | 2968.84         | 99%  |  |
|                         | <b>Total Repairs and Maintenance</b> | <b>20930</b> | <b>13314.63</b> | 64%  |  |
| Office                  | Advertising and Promotion            | 2000         | 575.00          | 29%  |  |
|                         | Membership Fees/Licences             | 1000         | 350.69          | 35%  |  |

