



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **November 17, 2022**

PRESENT: Robin Garrett, Chair
Henry Zwolak, Vice-chair
John Ventresca, Vice-chair
Greg Wight, Treasurer
Mark Steinman
James Detenbeck

REGRETS: Gary Burroughs
Kevin Townsend
Lori Lococo

STAFF: Dan Pilon, CEO
Andy Brooks, Manager Airside/ Groundside Services
Mikaeel Haroon, Project Manager, Airport Operations

MINUTE TAKER: Victoria Bolibruck, Executive Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 7:02 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Henry Zwolak, seconded by James Detenbeck that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

James Detenbeck declared a conflict of interest regarding rates and fees.

5. SPECIAL PRESENTATIONS

6. CHAIR'S REMARKS

The Chair shared her reflections from of the Economic Summit she recently attended including information given by the following speakers: Jim Bradley, Dr. Leslie Rigg, Brock Dickerson, John Peller. The Chair expressed her disappointment that FlyGTA has discontinued scheduled service, but good to see overall air movements are up significantly over last year. Heading into the next term, the Chair suggested the new Commission undertake an orientation session with both municipal and regional councillors to gain their support as the airport seeks to improve its governance; relentlessly pursue scheduled service; and nurture partnerships with tourism industry partners.

7. CONSENT AGENDA

7.1 Approval of NDAC minutes dated September 22,2022

7.2 Approval of NDAC minutes dated October 20, 2022

7.3 CEO's Report

7.4 Financial Statements

7.5 Q3 Financial

7.6 Capital Update

7.7 ERP Training

7.8 Management Safety Review

7.9 NDAC Nominations

Moved by Greg Wight, seconded by Mark Steinman, to approve the consent agenda less discussion items #7.3, 7.7, 7.8 & 7.9

CARRIED.

7.3. CEO's Report

The CEO updated the commission that the SMS Audit has been completed and the new loader has been delivered. He informed the commission that the branding on the buildings and decals on the equipment are ongoing. Currently awaiting formal notification from FlyGTA for termination of lease etc., and final payment.

7.7 ERP Training

The manager of airside/groundside services informed the commission that the emergency response plan training was completed Those in attendance

included NAV, EMS, NOTL Fire, and FlyGTA remotely. Training was well received, and all regulatory requirements have been satisfied.

7.8 Management safety review

The CEO reminded the commission of the operational staff turn over and the catch-up that took place to realign the safety goals and objectives. Direction to revisit the acquisition of land.

7.9 NDAC Nomination

The Chair presented an advertisement for the recruitment of future commissioners, the date was used as a place holder and once municipal dates are provided and process is in place, advertisement will be offered and available to post on website. Direction was given to make a few revisions in the verbiage.

8. BUSINESS ARISING

9. ITEMS FOR CONSIDERATION

9.1 NDAC Meeting Dates

Recommendation for annual approval of meeting dates for the next calendar year.

Moved by Henry Zwolak, seconded by James Detenbeck, to approve the proposed calendar with the amendment of the AGM to be moved to April 5, 2023.

9.2 Rates & Fees

Recommendation for approval of 2023 rates and fees and implementation.

Moved by Henry Zwolak, seconded by Greg Wight, to review the fees as recommended.

CARRIED. (With one exception – conflict of interest)

9.3 Operating & Capital Budget

Motion for approval of 2023 Operating & Capital Budget

Moved by Greg Wight, seconded by Mark Steinman, to approve the Operating & Capital budget with combined 6% increase and recommendation to reduce the slides in the budget presentation.

CARRIED.

9.4 Auditor Appointment for 2022

Motion for audit appointment.

Moved by Greg Wight, seconded by Mark Steinman, to appoint Crawford, Smith and Swallow located in the City of Niagara Falls, to be the appointed auditors for the year ending December 31, 2022.

CARRIED.

10. COMMITTEE MEETING UPDATES

11. OTHER BUSINESS

12. CLOSED SESSION

12.1 Personnel

12.2 Personnel

Moved by Henry Zwolak, seconded by Greg Wight, at 9:18 p.m. that:

Whereas all meetings of the NDAC are open to the public: and,

Whereas the only time a meeting or part of a meeting may be closed to the public is if the subject matter falls under one of the following exceptions under s. 239 (2) of the Municipal Act, 2001.

Therefore, be it resolved that, on November 17, 2022, the Niagara District Airport Commission will go into a closed meeting to consider matters that qualify under the Municipal Act, 2001:

s. 239 (2)

(b) personal matters about an identifiable individual, including municipal or local board employees

CARRIED.

Moved by John Ventresca, seconded by Mark Steinman, at 9:31 p.m. to return to open session.

CARRIED.

13. ADJOURNMENT

Moved by Henry Zwolak, seconded by Greg Wight that the meeting be adjourned at 9:33 p.m.

CARRIED.