Niagara District Airport Commission
Meeting Minutes

The members of the Niagara District Airport Commission met on **November 23, 2023**

PRESENT: Greg Wight, Chair
John Ventresca, Vice-Chair (online)
Mark Stevens
Mona Patel
Terry Nord

REGRETS: Trecia McLennon
Erwin Wiens
Ann Marie Nitsopoulos
Mark Steinman, Treasurer

STAFF: Dan Pilon, CEO
Andy Brooks, Manager Airside/Groundside Services

MINUTE TAKER: Andy Brooks, Manager Airside/Groundside Services

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1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by John Ventresca, seconded by Mona Patel that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CHAIR'S REMARKS

Key items on the agenda, the strategic plan update and decisions that need to be made around the preparation of the strategic plan and business case. Update on the budget process and discussion on the plow truck to move ahead quickly.

6. CONSENT AGENDA

6.1 Approval of POC minutes

6.2 Approval of NDAC minutes dated October 10, 2023

6.3 CEO's Report

6.4 Financial Statements – October 2023

Moved by Mark Stevens, seconded by Terry Nord, to approve the consent agenda less discussion items #6.3

CARRIED.

6.3 CEO's Report

We have presented our budget to 2 out of 3 municipal partners and received favourable discussions from both. We will not be presenting to the Niagara Falls council. Formal approval of the actual budget could take place February or end of March.

We may have additional pavement work that needs to be carried out that was not originally budgeted or planned.

7. BUSINESS ARISING

7.1 NDAC Strategic Plan Update

NDAC approved the short-term strategic plan as presented. Requested communications plan for rolling out to municipal, and other partners.

Discussion ensued surrounding NDA #23-2023, and next steps with respect to the business case, as identified in the strategic plan. CEO went over the business case briefing note, highlighting the number of options in the airside redevelopment.

Direction was provided for the CEO to set up a full Commission meeting for December 4, with the sole agenda item being the presentation of the first draft of the Avia NG airside redevelopment study.

Moved by Terry Nord, seconded by John Ventresca, that the CEO be directed to move forward with discussing capacity and opportunities for future business case and master plan work being carried out by Avia NG, pursuant to the outcome of the presentation of material on December 4.

8. ITEMS FOR CONSIDERATION

8.1 Plow Truck – Request for Quote

CEO looking to fast track plow truck as RFP process can potentially take up to 18 months and hoping to send out RFQ before the budget approval.

Question in regard to 8.1 the cost of purchasing used, compared to leasing and/or purchasing new equipment.

Moved by Mona Patel, seconded by Mark Stevens, to approve all the recommendations as outlined in NDA #24-2023.

CARRIED

8.2 NDAC Meeting Dates - 2024

Chair has asked for everyone to review the schedule.

There has been a switch for the January 18 and 25 meeting.

May meeting to be cancelled.

July 3 and 4 changed to July 9 and 10

September 5 to September 11

Revisions to be made and new calendar to be sent out before year-end

9. OTHER BUSINESS

9.1 Airport Liaison Committee / Budget Presentation Updates

As per the Municipal Operating Agreement, the 2024 operating and capital budgets were presented to the ALC in advance of presentation to their respective municipal councils.

10. TERMINATION

Moved by Mona Patel, seconded by Mark Stevens that the meeting be adjourned at 8:20 p.m.

CARRIED.