



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **November 27, 2024 @ 7:00 p.m.**

PRESENT: Greg Wight, Treasurer, Chair
John Ventresca, Vice Chair
Mark Steinman, Treasurer
Ann Marie Nitsopoulos
Terry Nord
Mona Patel (arrived at 8:50 p.m. 11. Closed Session)
Mark Stevens

REGRETS: Trecia McLennon
Erwin Wiens

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

MINUTES: Nancy Harris, Administrative Assistant

Directions:

1. To change wording on item 6.5 Commission Motions and Staff Directions to read:
Finance to reach out to AVIA NG to send us outstanding progress billing before year end.
2. To share the NDAC meeting calendar with our three municipal partners.
3. Change dates of the TEDC meetings to TBD.
4. Change wording in line three of the recommendations 10.1.2. Emergency Capital – Winter Equipment to read that the expenditures be funded from the surplus of closed projects which has a current balance of \$213,126.

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 Mark Stevens, seconded by Ann Marie Nitsopoulos, that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

Chair mentioned that there a lot of items on the agenda plus an in-camera session at the end, so would like to get started.

6. CONSENT AGENDA

6.1. Approval of the Commission's open session minutes of meeting dated September 25, 2024.

6.2. Approval of the October 10, 2024, budget meeting minutes

6.3. Approval of the October 17, 2024, e-vote minutes

6.4. Financial Statements

6.4.1. September 2024 Financial Statements

6.4.2. October 2024 Financial Statements

Moved by Mark Steinman, seconded by Terry Nord, to approve the consent agenda less discussion items #6.5.

CARRIED.

6.5. Commission Motions and Staff Directions

Treasurer would like to see the wording changed on item 6.5. Commission Motions and Staff Directions to read: Finance to reach out to AVIA NG to send us outstanding progress billings before year end.

7. CEO REPORT

CEO highlighted that our movements have increased 45% this month compared to last year's numbers. Cannot point to any specific item as to why the numbers have increased.

He mentioned that he attended the funeral home for Henry Zwolak on behalf of the airport and the commission. Henry was a long-time commissioner, and we are thankful for his time and efforts. In the future we would like to collaborate with staff to identify how we can honour Henry around the facility which would be beneficial to his memory.

Highlighted two significant items, one being the number of water leaks that we believe we have been resolved but are not able to tell as the meter is burned out and are waiting on NOTL to send a replacement. Replacement has been ordered but is not expected for a few more weeks. Second being the sweeper that only has 75 hours has had mechanics on site for three weeks trying to identify the issue. Highlighting this issue as it maybe an added expense that we will have to incur over the course of the next few months. In our 2026 capital we were going to procure a plow mounted sweeper and may have to look at purchasing in 2024 or 2025 instead.

8. STRATEGIC PLAN AND AIRSIDE REDEVELOPMENT

8.1. Airport Redevelopment Update – Commission Update

CEO provided an update on the airside redevelopment project discussing the studies and timelines. He also mentioned that he attended the Niagara Economic Summit that was hosted by Greater Niagara Chamber of Commerce at White Oaks last month which focused on the transformational growth of transportation industries in Niagara, including the airport.

On the capital budget, we have received additional capital to be put towards the airport redevelopment project in 2025. This allows us to start the procurement process for the project manager and send out an RFP in respect to government relations support for this project.

8.2. Airside Redevelopment Presentation

CEO presented the marketing presentation for the airside redevelopment project which provided an in-depth overview of importance of Canada's airports; economic prosperity; economic growth; passenger growth; Niagara advantage; comparable benchmark airports; tourism related airports and the importance of CYSN growth.

9. COMMITTEES

9.1. Planning and Operations Committee (POC)

9.1.1. Approval of the POC minutes dated November 12, 2024

Moved by Terry Nord seconded by Mark Steinman to approve the POC minutes dated November 12, 2024.

CARRIED.

9.1.2. AZR Update

9.1.3. Emergency Response Plan Update

9.1.4. Wildlife Management Update

Moved by Ann Marie Nitsopoulos, seconded by Terry Nord for a bulk approval of items 9.1.2., 9.1.3., & 9.1.4 and the recommendations that were outlined in the reports for information purposes only.

CARRIED.

9.2. Finance & Audit Committee

9.2.1. Approval of the FAC minutes dated November 13, 2024

Moved by Mark Steinman, seconded by Mark Stevens to approve the FAC minutes dated November 13, 2024.

CARRIED.

9.2.2. Telpay

Moved by Mark Steinman, seconded by Ann Marie Nitsopoulos to approve the recommendations outlined in FAC #05-2024.

CARRIED.

9.2.3. 2025 Airport User Rates & Fees

Moved by Mark Stevens, seconded by Terry Nord to approve the recommendations outlined in FAC #04-2024.

CARRIED.

9.3. Airport Liaison Committee (ALC)

9.3.1. Approval of the ALC minutes dated October 15, 2024

Moved by Greg Wight, seconded by Mark Steinman to approve the ALC minutes dated October 15, 2024.

CARRIED.

9.4. Tourism & Economic Development Committee (TEDC)

9.4.1. Approval of the TEDC minutes dated November 20, 2024

Moved by Greg Wight seconded by John Ventresca to approve the TEDC minutes dated November 20, 2024.

CARRIED.

10. ITEMS FOR CONSIDERATION

10.1.1. NDAC Meeting Calendar

Direction was given to share the NDAC meeting calendar with our three municipal partners.

Direction was given to change TEDC meeting dates to TBD.

Moved by Mark Steinman, seconded by Ann Marie Nitsopoulos.

CARRIED.

10.1.2. Emergency Capital – Winter Equipment

Direction was given to change wording in line three of the recommendation to read that the expenditures be funded from the surplus of closed projects which has a current balance of \$213,126.

Moved by Greg Wight, seconded by Mark Steinman.

CARRIED.

11. CLOSED SESSION

Moved by Greg Wight, seconded by Terry Nord at 9:02 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 exceptions under s. 239 (2) of the Municipal Act, 2001.

Therefore, be it resolved that, on November 27, 2024, the Niagara District Airport Commission will go into a closed meeting to consider matters that qualify under the Municipal Act, 2001:

s. 239 (2) Personal Matters about an identifiable individual, including municipal or local board employees.

11.1. Approval of NDAC closed session minutes dated September 25, 2024.

11.2. Personnel

11.3. Ad Hoc Airport Redevelopment Project Committee

Moved by Terry Nord, seconded by John Ventresca at 9:29 p.m. to return to open session.

CARRIED.

12. OTHER BUSINESS

None

13. TERMINATION

Moved by Terry Nord, seconded by John Ventresca that the meeting be terminated at 9:30 p.m.

CARRIED.