



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **May 17, 2023**

PRESENT: Greg Wight, Chair
John Ventresca, Vice-Chair
Mark Steinman, Treasurer
Trecia McLennon
Ann Marie Nitsopoulos
Terry Nord
Erwin Wiens
Mona Patel

REGRETS: Mark Stevens

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

MINUTE TAKER: Victoria Bolibruck, Executive Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 7:05 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Trecia McLennon, seconded by Mona Patel that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CHAIR'S REMARKS

The Chair thanked Commissioners for attending and participating at our recent AGM. This, our first in-person AGM since 2019, was highlighted by Mayor Diodati's remarks on the growth potential of the NDA. The Chair also made mention of his recent meetings with all Commissioners to review the proposed committee structure and that an updated meeting schedule will be tabled at the July Commission Meeting.

6. CONSENT AGENDA

6.1. Approval of NDAC minutes dated April 5, 2023

6.2. CEO's Report

6.3. Commission Motions & Staff Directions

6.4. Financial Statements
6.4.1. April 2023

6.5. NDAC 2023 AGM Minutes

Moved by Trecia McLennon, seconded by Mark Steinman, to approve the consent agenda less discussion items #6.1. & 6.2.

CARRIED.

6.1. Approval of NDAC minutes dated April 5, 2023

Question was asked to define what the "Asset Management Plan" meant.

Asset management planning (AMP) is an ongoing and long-term process that allows municipalities to make the best possible investment decisions for their infrastructure assets. This includes building, operation, maintenance renewal, replacement, and disposal.

The Province has implemented the Asset Management Planning for Municipal Infrastructure Regulation, O. Reg. 588/17 (as amended by O. Reg. 193/21), effective January 1, 2018.

The goal of this regulation is to help improve the way municipalities plan for their infrastructure. The regulation builds on the progress municipalities have made while bringing consistency and standardization to asset management plans to help spread best practices throughout the sector and enable the collection of comparable data.

Moved by, seconded by, to approve the NDAC minutes dated April 5, 2023.

CARRIED

6.2. CEO's Report

The CEO informed the commission of new maintenance staff members (Shawn Black, and Lance Dempsey) and elaborated on their previous emergency background, that is beneficial to the airport. The CEO confirmed completion of seven capital projects and another one to be completed soon. The CEO hi-lighted the summary of winter events.

7. ITEMS FOR CONSIDERATION

7.1. Strategic Plan 2023-2026

A consultant to support the strategic planning process will be brought on board in June of 2023. Goal is to have plan completed and approved by September of 2023.

7.2. Employee Benefits Program

CEO updated commission that the employee benefits plan is changing its provider, to Victor Insurance. There will be minimal changes to the plan, however financial savings to NDA. Two-year fixed rate. No longer administered by the City of St. Catharines.

Motion to approve the recommendations outlined in NDA#11-2023.

Moved by Mona Patel, seconded by Terry Nord.

CARRIED.

8. OTHER BUSINESS

8.1. NDAC Committee Structure

Chair provided an overview of the proposed 2023 NDAC committee structure, explaining the purpose of each committee and the Commissioners to be appointed to each committee.

Motion to approve the committee structure and appointment of commissioners to these committees as presented.

Moved by John Ventresca, seconded by Trecia McLennon.

CARRIED.

9. CLOSED SESSION

Moved by Trecia McLennon, seconded by Mona Patel, at 7:29 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 May 17, 2023, the Niagara District Airport Commission will go into a closed meeting to consider matters that qualify under the Municipal Act, 2001:

s. 239 (2)

(a) the security of the property of the municipality or local board

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

CARRIED.

10. BUSINESS ARISING FROM CLOSED SESSION

10.1. Scheduled Service Opportunity (MTIA)

10.3. Non-Disclosure Agreements – Niagara District Airport

The above two agenda items were discussed fully by the Commissioners.

CARRIED.

10.2. Runway Extension Costing Analysis

Moved by Trecia McLennon, seconded by Mona Patel that the NDA #13 recommendation be approved subject to a further update report containing the proposed consultant, the estimated cost and a timeline for completion be presented to the Commission.

CARRIED.

Moved by Mona Patel, seconded by Terry Nord, at 8:52 p.m. to return to open session.

CARRIED.

11. TERMINATION

Moved by Mark Steinman, seconded by John Ventresca that the meeting be adjourned at 8:53 p.m.

CARRIED.