



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on May 16, 2024 @ 7pm.

PRESENT: Greg Wight, Treasurer, Chair
John Ventresca, Vice-chair
Terry Nord
Mona Patel
Mark Steinman

REGRETS: Trecia McLennon
Ann Marie Nitsopoulos
Mark Stevens
Erwin Wiens

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

MINUTES: Nancy Harris, Administrative Assistant

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 Mark Steinman 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 discussed the lack of attendance at our commission meeting and wondered what could be done differently to encourage attendance and welcomes any thoughts and or suggestions.

There was a brief discussion on ideas/suggestions that were brought forward.

Recommendation was made to send out a doodle poll suggesting different days and times.

6. CONSENT AGENDA

6.1. Approval of the Commission's open and closed session minutes of meeting dated March 21, 2024.

6.2. Approval of E-Vote Minutes dated April 15, 2024

6.3. Approval of AGM Minutes dated April 17, 2024

6.4. Financial Statements

6.4.1. March 2024 Financial Statements

6.4.2. April 2024 Financial Statements

6.5. Commission Motions and Staff Directions

Moved by Terry Nord, seconded by John Ventresca, to approve the consent agenda less discussion items #6.4.2. & 6.5.

CARRIED.

6.4.2. April 2024 Financial Statements

Statement of financial position footnote #3 states interest accrued of GIC of \$3,121 – this is the month accrual and should read \$6,696. Revision will be made to reflect the correct numbers.

6.5. Commission Motions and Staff Directions

Recommendation was made to indicate on the spreadsheet which committee or commission provided the direction/motion and to also remove the completed direction/motion.

7. CEO REPORT

Discussed the changes that were made to the CEO Report, one being the SMS report and the capital project update report.

Coyotes remain an ongoing concern, and we continue to monitor and do everything that we can to deter them which includes temporary fencing, grates on the drains, and extra installation of cameras.

8. BUSINESS ARISING

8.1. Skyway Update

Province is looking for an aviation consultant to provide an aeronautical assessment and has proved to be a challenge as the list of consultants which was provided all have conflicts of interest.

9. COMMITTEES

9.1. Planning and Operations Committee (POC)

9.1.1. Approval of POC minutes dated May 8, 2024

Moved by Mona Patel, seconded by Terry Nord to approve the POC minutes dated May 8, 2024.

9.1.2. Capital Project – Crack Sealing (Revised)

Moved by Mona Patel, seconded by Terry Nord to approve the recommendations in the report.

9.1.3. Capital Project – Aviation Studies (Revised)

Recommendation to change the wording to read that the funding for this project be drawn from either the internally restricted net assets (totaling \$505,556) or the surplus from the closed capital projects.

Motion to approve the recommendation.

Moved by John Ventresca, seconded by Mark Steinman to approve the recommendation.

9.1.4. Asset Management Plan (Revised)

Moved by John Ventresca, seconded by Mark Steinman to approve the recommendation in the report.

CARRIED.

9.2. Tourism and Economic Development Committee (TEDC)

9.2.1. Approval of TEDC Minutes dated April 10, 2024

Moved by Greg Wight, seconded by Mark Steinman, to approve the TEDC minutes dated April 10, 2024.

CARRIED.

9.3. Airport Liaison Committee (ALC)

9.3.1. Review of Airport Liaison Minutes dated March 20, 2024

10. OTHER BUSINESS

There was a planning committee meeting at the town of Niagara-On-The-Lake requesting approval for a development with options to exceed our AZR's. Development has been approved with a holding provision.

11. CLOSED SESSION

11.1 Personal Matters

Moved by Terry Nord, seconded by John Ventresca at 8:20 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 May 16, 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.

CARRIED.

Moved by Mona Patel, seconded by Terry Nord at 8:35 p.m. to return to open session.

CARRIED.

13. TERMINATION

Moved by Mark Steinman, seconded by John Ventresca that the meeting be terminated at 8:36 p.m.

CARRIED.