Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **May 28, 2025 @ 7:00 p.m.**

PRESENT:	Greg Wight, Chair (Teams) John Ventresca, Vice Chair Mark Steinman, Treasurer Trecia McLennon (Teams) Ann Marie Nitsopoulos (Teams) Terry Nord Mona Patel Mark Stevens Erwin Wiens
REGRETS:	Megan McRae, Communications Manager
STAFF:	Dan Pilon, CEO Larry Copelen, Acting Manager Airside/ Groundside Services
MINUTES:	Nancy Harris, Administrative Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 7:04 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Mark Stevens, seconded by Terry Nord, that the agenda be adopted

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

None

5. CHAIR'S REMARKS

Since our last meeting, several positive developments have occurred regarding the Airport Redevelopment Project including the recent announcement by the province as part of its budget process, that they will be funding an airport study.

The Public Information Session held on May 7, 2025, which included both afternoon & evening sessions, was very well attended. A wide range of stakeholders and interested third parties participated, reflecting strong community and industry interest.

We will be receiving a recommendation to finalize the government relations/public relations firm. Report NDAC #03-2025 Government Relations & Advocacy Services for Niagara has been walked on for tonight's meeting.

The Master Plan is progressing and getting closer to completion. However, there will be a delay due to third parties as noted in the Airport Redevelopment Project (ARP) committee minutes. Additional time has been built into the schedule to allow the committees and commission to complete a thorough review which is now expected in September.

6. CONSENT AGENDA

6.1. Approval of the Commission's open session minutes dated March 26, 2025
6.2. March and April 2025 Financial Statements
6.3. Commission Motions and Staff Directions

Moved by Mark Stevens, seconded by John Ventresca, to approve the consent agenda less discussion item 6.3.

CARRIED.

6.3. Commission Motions and Staff Directions

A motion requested staff/CEO to provide a letter to the provincial members of parliament, Chris Bittle & Tony Baldinelli, which outlines information on the strategic reports and work completed to date.

Moved by Mark Stevens, seconded by Trecia McLennon

CARRIED.

7. CEO REPORT

Our consultants noted that the attendance at our recent Public Information Session exceeded expectations, surpassing turnout figures from comparable sessions held by airports such as Ottawa & Grand Prairie. They were pleased with the level of public engagement.

CEO expressed appreciation to all staff & everyone for their contributions and participation in our Annual General Meeting (AGM) last month.

We are pleased to welcome Megan McRae as our new Communications Manager who joined us on May 5. Megan brings a wealth of experience and expertise and will play a key role in supporting the Airside Redevelopment Project.

Our Manager Airside/Groundside Services' (Andy Brooks) last day was May 9, 2025, leaving to pursue an opportunity with Transport Canada as a flight inspector of rotor operations. In the interim, Larry Coplen is acting MAGS until the position is filled. The recruitment process for the MAGS position has been completed and are hoping to have a successful candidate by the end of week.

Aircraft movements to date are up 20% and we are on track to reach the 40,000-movement number by year end.

CEO asked everyone to review the operations report which outlines the significant volume of work completed recently. A number of capital projects have been completed, and we expect to have utilized most of this year's capital budget as a result.

8. COMMITTEES

8.1. Planning and Operations Committee (POC)

8.1.1. Approval of POC minutes dated March 18, 2025

Moved by Erwin Wiens, seconded by Terry Nord to approve the POC minutes dated May 20, 2025.

CARRIED.

8.1.2. Capital – Airport Terminal Building Siding

That report POC # 12-2025 dated May 20, 2025, Capital – Airport Terminal Building Siding be approved as outlined in the following recommendations:

1. That the quote from Tip Top Exteriors at the cost of $33,460 be accepted.
2. That the project be funded from the approved 2025 capital budget of $50,000 (less already committed capital of $9,300).

Moved by Terry Nord seconded by Mark Steinman, that report POC #12-2025 & the recommendations included by approved.

CARRIED.

8.1.3. Capital – Maintenance Shop

That report POC #13-2025 Capital – Maintenance be approved as outlined in the following recommendations:

1. That the quote from King Contractors of Niagara for the renovation of the office and washroom area in the maintenance facility at the cost of $34,385 be accepted.

2. That the project be funded from the approved 2024 capital budget of $25,000 and the additional $15,000 approved from the 2025 capital project.

Moved by Mona Patel seconded by Terry Nord, that report POC #13-2025 & the recommendations included be approved.

CARRIED.

8.2. Airport Redevelopment Project Committee (ARP)

8.2.1. Approval of the ARP Committee minutes dated May 1, 2025

Moved by Trecia McLennon, seconded by John Ventresca to approve the ARP minutes dated May 1, 2025.

CARRIED

8.3. Tourism & Economic Development Committee (TEDC)

8.3.1. Approval of TEDC Committed minutes dated May 1, 2025.

Moved by Erwin Wiens seconded by Mona Patel to approve the TEDC Committee minutes dated May 1, 2025.

CARRIED.

8.4. Airport Liaison Committee Meeting (ALC)

8.4.1. Accept ALC minutes dated March 31, 2025

Moved by Trecia McLennon, seconded by Mark Steinman to accept the ALC minutes dated March 31, 2025.

CARRIED.

8.5. Annual General Meeting (AGM)

8.5.1. Accept AGM minutes dated April 16, 2025

Moved by Trecia McLennon, seconded by Mark Steinman to accept the AGM minutes dated April 16, 2025.

CARRIED.

9. OTHER BUSINESS

9.1. Niagara 5000 Event Update

We had been progressing along a critical path with Niagara 5000; however, approximately two months ago they returned with a proposed significant change of size

& scope to their event due to changes in the financial support from their sponsors. This has led to them no longer be interested in the rental of the main runway. The revised proposal includes renting Allied hangar, no longer renting main surfaces, but using a smaller portion of the apron, and requesting full use of the parking lot. Acting MAGS is currently working on a balanced solution to accommodate their revised needs that defines the maximum allowable area they can use while ensuring airport operations are not compromised. A meeting with Niagara 5000 is schedule for tomorrow to review the proposed changes in scope and finalize next steps. A request was made by the chair to further discuss the Niagara 5000 contract in closed session.

Attendance Policy

Motion made by Mark Stevens, seconded by Mona Patel as to three municipalities' by-laws regarding commission/board member attendance.

CARRIED.

10. CLOSED SESSION

Moved by Trecia McLennon, seconded by John Ventresca at 7:53 pm 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 28, 2025, 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.

10.1. Approval of NDAC closed session minutes dated March 26, 2025

10.2. Request for Proposal/Government Relations & Advocacy Services Update

10.3. Personnel

10.4. Niagara 5000 Event

Moved by Mark Stevens, seconded by Erwin Wiens at 8:43 p.m. to return to open session with report.

CARRIED.

11. BUSINESS ARISING FROM CLOSED SESSION

Moved by Erwin Wiens, seconded by John Ventresca that staff proceed as directed during the closed session and the board receive the information as presented during the closed session.

CARRIED.

12. TERMINATION

Moved by Erwin Wiens, seconded by John Ventresca that the meeting be terminated at 8:43 p.m.

CARRIED.