



Finance and Audit Committee (FAC) Meeting Minutes

The members of the Finance and Audit Committee met on:
Monday, March 17, 2025, at 1:00 p.m.

PRESENT: Mark Steinman, Chair
Terry Nord
Greg Wight

ABSENT: Trecia McLennon
Mark Stevens

GUEST: Amy Jones, Jones and O'Connell
Carlos Alvarez, KPMG
Jodie Nesbitt, KPMG

STAFF: Dan Pilon, CEO

MINUTES: Nancy Harris, Administrative Assistant

Items to be brought to the Commission for approvals:

6.1. Year-End Financial Audit – Draft Version

Motion made by Terry Nord, seconded by Mark Steinman to recommend to the commission to approve the 2024 Audited Financial Statements.

6.3. January and February Financial Statements

6.4. Cybersecurity Update

6.5. Niagara 5000 Event Update

Motion made by Mark Steinman, seconded by Terry Nord to recommend the recommendations as outlined in the reports for items 6.3., 6.4. & 6.5.

Direction was given to change wording on page 8 on the notes to financial statements under organization to read "The ownership of the land at the Niagara District Airport is held by the Town of Niagara-on-the-Lake.

Direction was given to look at whether our insurance company offers cybersecurity coverage.

Direction was given to update the business implications section of FAC #02-2025/POC #08-2025 report to include operational risks of this event.

1. CALL TO ORDER

The Chair called the meeting to order at 1:02 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed

3. ADOPTION OF AGENDA

Motion made by Mark Steinman, seconded by Terry Nord to adopt the agenda as is.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

Chair welcomed Carlos and Jodie from KPMG to discuss the year-end audit.

6. ITEMS FOR CONSIDERATION

6.1. Year-End Financial Audit – Draft Version

Carlos Alvarez from KPMG mentioned that this was their first year-end closing meeting with Niagara District Airport and that they have completed the audit process.

KPMG prepared a brief audit findings report that had no matters to report.

KPMG noted one small finding, whereby with journal entries that their preference would be to have a second set of eyes approach for every manual entry that formally approves & authorizes the entry.

Management to sign the Letter of Representation, and forward to KPMG once approved.

KPMG will be issuing an unqualified audit report, a clean report with no reservations.

Direction was given to change the wording of the first line on page 8 on the notes to financial statements under organization to read "The ownership of the land at the Niagara District Airport is held by the Town of Niagara-on-the-Lake.

Motion made by Terry Nord, seconded by Mark Steinman to recommend to the commission to approve the 2024 Audited Financial Statements.

CARRIED.

6.2. 2024 NDA Draft Management Representation Letter (MRL)

KPMG has sent the MRL to be signed off by the Treasurer and CEO.

6.3. January and February Financial Statements

Treasurer reviewed the February Statement of Operations P&L, discussing the three footnotes which included increased staffing cost & fuel costs all due to the inclement weather this winter and the shortfall from open tie downs and advertising.

6.4. Cybersecurity Update

That Report FAC #01-2025, dated March 17, 2025, Cybersecurity Update be received as an update on the status of cybersecurity at Niagara District Airport.

Direction was given to look at whether our insurance company provides cybersecurity coverage.

6.5. Niagara 5000 Event Update

That Report FAC #02-2025/POC #08-2025 Niagara 5000 Event update be received by the Niagara District Airport, recognizing the continued need for event organizer to demonstrate, to the satisfaction of the Commission, that they will sufficiently mitigate the risks associated with the event.

Due to the nature of this event, we require a contract in place to ensure that all requirements of our critical care checklist are being met. Once a contract has been drafted up, CEO to forward to Chair and Treasurer to review.

Direction was given to update the business implications section of FAC #02-2025/POC #08-2025 report to include operational risks of this event.

Motion made by Mark Steinman, seconded by Terry Nord to recommend the recommendations as outlined in the reports for items 6.3., 6.4., & 6.5.

7. OTHER BUSINESS

7.1. Insurance

CEO stated that we have had to submit a claim to our insurance company. While doing snow clearing operations, where an employee backed into an aircraft at the St. Catharines Flying Club causing damage of approximately \$50,000 to the aircraft. CEO to provide deductible amount to Chair.

7.2. Winter Ops

Operationally we will have to look at ways in the future to alleviate the strain of the employees during winter ops.

8. **ADJOURMENT**

Moved by Terry Nord, seconded by Mark Steinman that the meeting be adjourned at 2:08 p.m.

CARRIED.