



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **January 22, 2025 @ 7:00 p.m.**

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

REGRETS: Trecia McLennon

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 7:04 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by John Ventresca, seconded by Terry Nord, 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

It's a really busy time at the airport, our first winter trial with all the new equipment. We're also in the midst of year-end activities with our new auditors, while continuing to make progress on the airport redevelopment project.

6. CONSENT AGENDA

6.1. Approval of the Commission's open session minutes dated November 27, 2024.

6.2. Approval of the 2024-3 E-vote minutes

6.3. Financial Statements

6.3.1. November 2024 Financial Statements

6.3.2. December 2024 Financial Statements

Moved by Mark Stevens, seconded by Mark Steinman, to approve the consent agenda.

CARRIED.

7. CEO REPORT

CEO highlighted the key updates from the CEO report which included:

Movement numbers, year end movements ended with a 3% increase in local traffic and a 12% increase in jet traffic.

On winter operations, our new sweeper is still not operational, the issue has been identified that the engine needs a completed rebuild. This has resulted in the purchase of a loader mounted angle broom sweeper; this has been beneficial and incredibly grateful for the purchase.

8. AIRSIDE REDEVELOPMENT PROJECT

8.1. Airport Redevelopment Update – Commission Update

CEO discussed the project progress and schedule update that Avia provided that was presented to the Ad Hoc ARP committee last week. He also did a brief overview on the stakeholder consultations, status update on the air service route/forecast work, project website, outstanding data/info request and the AZR gap analysis.

9. ITEMS FOR CONSIDERATION

9.1. Niagara District Airport Strategic Plan & 2025 Workplan

That report NDAC #01-2025 dated January 22, 2025, Niagara District Airport Strategic Plan and 2025 Workplan be received.

1. That the following report, providing an update on the items and projects included in the Niagara District Airport Strategic Plan, be received by the Niagara District Airport Commission.

9.2. Niagara 5000 Event Update

That report NDAC #02-2025 dated January 22, 2025, Niagara 5000 Event Update be received.

1. That this update report on the Niagara 5000 event be received by the Niagara District Airport Commission, recognizing the continued need for event organizers to demonstrate, to the satisfaction of the Commission, that they will sufficiently mitigate the risks associated with the event.

10. COMMITTEES

10.1. Planning and Operations Committee (POC)

10.1.1. Approval of the POC minutes dated January 14, 2025

Moved by Terry Nord seconded by Mona Patel to approve the POC minutes dated January 14, 2025.

CARRIED.

10.1.2. POC Terms of Reference

Moved by Mark Steinman seconded by Mark Stevens to approve the POC Terms of Reference.

CARRIED.

10.1.3. POC 2025 Meeting Schedule and Work Plan

Moved by Erwin Wiens seconded by Ann Marie Nitsopoulos to approve the POC 2025 Meeting Schedule and Workplan.

CARRIED.

10.2. Ad Hoc Airport Redevelopment Project Committee

10.2.1. Approval of Ad Hoc Airport Redevelopment Project Committee minutes dated January 14, 2025

Moved by Mona Patel, seconded Ann Marie Nitsopoulos to approve the Ad Hoc Airport Redevelopment Committee minutes dated January 14, 2025.

CARRIED.

10.2.2. Addition of Pat Neville to Ad Hoc Airport Redevelopment

Pat is a fantastic addition to the Ad Hoc ARP committee; he brings twenty plus years experience as a past executive of the GTAA and VP Planning/Engineering.

Motion to add Pat Neville to the Ad Hoc ARP Committee moved by Mona Patel, seconded by Ann Marie Nitsopoulos.

CARRIED.

10.3. Finance and Audit Committee

10.3.1. Approval of the FAC minutes dated January 15, 2025

Moved by Erwin Wiens, seconded by John Ventresca to approve the FAC minutes dated January 15, 2025.

CARRIED.

10.3.2. FAC Terms of Reference

Moved by Mark Stevens, seconded by Erwin Wiens to approve the FAC Terms of Reference

CARRIED.

10.3.3. FAC 2025 Meeting Schedule and Workplan

Moved by Terry Nord, seconded by Ann Marie Nitsopoulos to approve the FAC 2025 meeting schedule and workplan.

CARRIED.

11. CLOSED SESSION

Moved by Mark Stevens, seconded by Mona Patel at 8:28p.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 January 22, 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.

s. 239 (2) (a) the security of the property of the municipality or local board

11.1. Approval of NDAC closed session minutes dated November 27, 2024.

11.2. Personnel

11.3. Airport Redevelopment Project

Moved by Mark Steinman, seconded by John Ventresca at 8:55p.m. to return to open session.

CARRIED.

12. OTHER BUSINESS

None

13. TERMINATION

Moved by Mark Steinman, seconded by John Ventresca that the meeting be terminated at 8:55 p.m.

CARRIED.