



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission on
Wednesday, January 28, 2026, at 7:00 p.m.
in the Boardroom at the Niagara District Airport and via Teams

PRESENT: Greg Wight, Chair
Mark Steinman, Treasurer (via Teams)
Trecia McLennon (via Teams)
Ann Marie Nitsopoulos (via Teams)
Terry Nord (via Teams)
Mark Stevens
Erwin Wiens

ABSENT: John Ventresca, Vice Chair
Mona Patel

STAFF: Dan Pilon, CEO
Alick Feller, Manager Airside/Groundside Services
Megan McRae, Communications Manager

MINUTES: Nancy Harris, Administrative 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

Motion made by Mark Stevens, seconded by Mark Steinman to adopt the agenda.

CARRIED

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

The Chair noted the ongoing challenge of balancing the "good news / bad news" messaging related to Destination Niagara. While recent press releases have been positive and indicate support and potential funding, other departments have advised

that a two-year study will be undertaken to determine which airport should receive funding. Staff continue to work through this process, and there is an anticipated positive outcome on the good news side.

6. CONSENT AGENDA

- 6.1. Approval of NDAC open session minutes dated November 26, 2025
- 6.2. November and December 2025 Financial Statements
- 6.3. Commission Motions and Staff Directions
- 6.4. 2026 Meeting Schedule

Moved by Ann Marie Nitsopoulos, seconded by Erwin Wiens to approve the consent agenda.

CARRIED

7. CEO REPORT

The CEO highlighted key updates from his CEO report:

Year end movements: Approximately 40,000 movements were recorded this year as predicted. Volumes continue to trend toward pre-COVID levels (44,000 in 2019), despite the absence of scheduled service.

Operations: Winter operations have been particularly challenging to start the year. As of the end of January, approximately seventy (70) staff overtime hours have been incurred, with a comparable number of hours recorded by contract employees. Equipment-related challenges were also experienced, including repairs to the blower, sweeper, and trucks 86 and 87. Since January 1, the airport has received approximately 43.5 inches of snowfall, equivalent to an estimated 6,200 dump trucks of snow moved.

Communications: Year-end metrics demonstrated significant growth across the airport's social media platforms. Staff are also working with the Greater Niagara Chamber of Commerce on partnership initiatives for the year ahead.

The Niagara-on-the-Lake Regrading Project: This work is expected to be substantially complete by the end of the week, with remaining items such as hydroseeding and final finishing scheduled for the spring.

Website Update: In response to a question regarding the website launch, the exact date has not yet been confirmed. The new website is in the final phase of development. While the launch date has not been finalized, it is anticipated within four to six weeks. The onboarding of the website will include changes to how information is shared, including the introduction of a dedicated portal, with an initial rollout being considered for the May meeting.

8. COMMITTEES

8.1. Planning and Operations Committee (POC)

8.1.1. Approval of the POC minutes dated January 20, 2026

Moved by Terry Nord, seconded by Erwin Wiens to approve the POC minutes dated January 20, 2026.

CARRIED

8.1.2. Niagara 5000 Event

That report POC #02-2026, dated January 20, 2026, Niagara 5000 Planning Update be approved as outlined in the following recommendation(s).

1. Staff proceed with continued discussions with BTA Creates and provide an updated report with HIRA to the Niagara District Airport Commission at the scheduled March Meeting.
2. Staff require BTA Creates event organizers to provide a site plan and layout before the end of February 2026 to the Manager, Airside/Groundside Services (MAGS) for full review for creation of a full risk assessment.
3. That staff continue with advance planning for the event, tentatively to be held the weekend of September 19, 2026.
4. Niagara 5000 be directed to ensure that all promotional materials, photography, and media content referencing the airport include proper credit acknowledging the airport's name and participation in accordance with airport policy.

Moved by Mark Steinman, seconded by Ann Marie that report POC #02-2026 Niagara 5000 Event be approved.

It was noted that the event is being publicized and that it is happening at our airport even though it has not yet been approved by the Commission.

CARRIED

8.2. Airport Redevelopment Project Committee (ARP)

8.2.1. Approval of the ARP Committee minutes dated January 20, 2026.

Moved by Erwin Wiens, seconded by Mark Stevens to approve the Airport Redevelopment Project Committee minutes dated January 20, 2026.

CARRIED

8.3. Finance and Audit Committee (FAC)

8.3.1. Approval of the FAC minutes dated January 21, 2026.

Moved by Mark Steinman, seconded by Terry Nord to approve the FAC minutes dated January 21, 2026.

CARRIED

8.3.2. Finance and Audit Committee Terms of Reference

Moved by Mark Stevens, seconded by Trecia McLennon to approve the revised FAC Terms of Reference.

CARRIED

8.3.3. 2026 Airport User Rates and Fees

That report FAC #01-2026 Airport User Rates and Fees dated January 21, 2026, be approved as outlined in the following recommendation(s).

1. That implementation of the revised rates and fees schedule, as identified within this report and attached as Appendix A, be accepted and implemented January 1, 2026, and;
2. That airport staff be directed to communicate the new rates and fees to tenants and visitors.

Moved by Mark Steinman, seconded by Ann Marie Nitsopoulos that report FAC #01-2026 2026 Airport User Rates and Fees be approved.

CARRIED

9. OTHER BUSINESS

9.1. NDAC Procedural By-law Review

Information was shared on what is forthcoming; no decisions were required.

CARRIED

10. CLOSED SESSION

Moved by Trecia McLennon, seconded by Terry Nord at 7:45 p.m. to move to closed session.

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 28, 2026, the Niagara District Airport will go into a closed meeting to consider matters that qualify under the Municipal Act, 2001:

Items 10.4. & 10.5. Sec. 239. (2) (i) *a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; &*

s239(2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

10.1. NDAC closed session minutes dated November 26, 2025

10.2. POC closed session minutes dated January 20, 2026

10.3. FAC closed session minutes dated January 21, 2026

10.4. Air Canada / Landline

10.5. Airport Redevelopment Project – Funding and Pre-Design

Moved by Trecia McLennon, seconded by Terry Nord at 8:34 p.m. to return to open session.

CARRIED

11. BUSINESS ARISING FROM CLOSED SESSION

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

Moved by Mark Steinman, seconded by Erwin Wiens.

CARRIED

10.2. Approval of the POC closed session minutes dated January 20, 2026

Moved by Mark Steinman, seconded by Erwin Wiens.

CARRIED

10.3. Approval of the FAC closed session minutes dated January 21, 2026

Moved by Mark Steinman, seconded by Erwin Wiens.

CARRIED

10.4. Air Canada / Landline

That report NDAC #02-2026 dated January 28, 2026, be approved as outlined with the amended recommendation(s).

Moved by Trecia McLennon, seconded by Ann Marie Nitsopoulos to approve the amended recommendation(s) in report NDAC #02-2026, with Mark Stevens opposed.

CARRIED

10.5. Airport Redevelopment Project - Funding and Pre-design.

Moved by Trecia McLennon, seconded by Mark Stevens that staff proceed with the recommendation to engage in the Airport Redevelopment Project – funding and pre-design work.

CARRIED

12. TERMINATION

Erwin Wiens made a motion to terminate the meeting at 8:38 p.m., seconded by Mark Stevens.

CARRIED