Niagara District Airport Commission
Meeting Minutes

The members of the Niagara District Airport Commission met on **April 5, 2023**

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

REGRETS: Trecia McLennon

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

MINUTE TAKER: Victoria Bolibruck, Executive Assistant

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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

Moved by Mona Patel, seconded by Mark Stevens that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

5. NDAC Officers

5.1. Background – Nomination of NDAC Officers

5.2. Nomination of Officers

Motion for Nomination of Officers

Moved by Mona Patel, seconded by Mark Steinman, to approve the motion of the nomination of Greg Wight (Chair), John Ventresca (Vice Chair), and Mark Steinman (Treasurer), as Airport Commission for a one-year term (to March 31, 2024)

All in favour

CARRIED.

* Greg Wight, as newly appointed Chair, then took over the duties of Chairing the remainder of the meeting.

6. SPECIAL PRESENTATIONS

6.1. Airport Introduction

7. CHAIR'S REMARKS

The Chair introduced and welcomed the new members to the NDA Commission. The Chair then addressed the key 2023 priorities which included implementing a revised Committee structure, commencing discussions with municipal funders on renewal of the Municipal Operating Agreement and complete a revised strategic plan by end of the 3rd quarter..

8. CONSENT AGENDA

8.1. Approval of NDAC minutes dated January 19, 2023

8.2. CEO's Report

8.3. Commission Motions & Staff Directions

8.4. Annual General Meeting

8.5. Commission Orientation

8.6. Financial Statements
8.6.1. January 2023
8.6.2. February 2023

Moved by Mona Patel, seconded by Mark Steinman, to approve the consent agenda less discussion items #8.2., 8.4. & 8.5.

CARRIED.

8.2. CEO's Report

The CEO welcomed the new commission, thankful of following the established nomination process of the Municipal Operating Agreement, working extensively with the three municipalities. Updated the commission on the growing interest for business development opportunities from municipal staff, and the private sector. There are a number of items to prepare in the coming four to six weeks including our AGM, Commission Orientation, and the Committee selection process. The CEO mentioned there are a number of capital projects that are moving forward with procurement. In addition, ACAP equipment is anticipated to be delivered by third quarter. The CEO updated the commission that our 2023 operating and capital budget to the Town of NOTL is still in deliberations. The CEO identified unplanned expenditures surrounding equipment and the resignation of a staff member.

8.4. Annual General Meeting

Motion to approve Wednesday, May 4, 2023, at the Niagara District Airport for the 2023 Annual General Meeting.

Moved by Mark Stevens, seconded by Mark Steinman to approve the motion to set the date / time/ location of the 2023 Annual General Meeting.

CARRIED.

8.5. Commission Orientation

The CEO reviewed the briefing note with the Commission Orientation and the process to on-board the new members of the NDAC for the 2023-2026.

9. BUSINESS ARISING

10. ITEMS FOR CONSIDERATION

10.1. Audited Financial Statements

10.1.1. Review 2022 Audit

10.1.2. Management response to Auditor's internal control letter

10.1.3. Approve 2022 Audited Financial Statements

Motion to approve the 2022 audited Financial Statements.

Moved by Mark Steinman, seconded by John Ventresca to approve the motion to approve the 2022 audited Financial Statements.

CARRIED.

10.2. Ontario's Asset Management Plan

- CEO has identified that he is in the process of clarifying expectations under the Municipal Act Regulation and receiving quotes from asset management companies to get a preliminary idea of cost. Dependant on the outcome of these meetings and deliberations, the CEO has been directed to send correspondence to municipal partners seeking potential additional funds.

Recommendation for the CEO to be directed to send letter to municipal partners regarding the additional funds.

11. COMMITTEE MEETING UPDATES

12. OTHER BUSINESS

12. CLOSED SESSION

13. ADJOURNMENT

Moved by Mona Patel, seconded by John Ventresca that the meeting be adjourned at 9:04 p.m.

CARRIED.