



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **March 21, 2024**

PRESENT: Greg Wight, Chair
Mark Steinman, Treasurer (Via Zoom)
Terry Nord
Trecia McLennon (via Zoom)
John Ventresca (via Zoom)

REGRETS: Ann Marie Nitsopoulos
Mona Patel
Mark Stevens
Erwin Wien

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

MINUTE TAKER: Nancy Harris, Administrative Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 7:03 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Terry Nord, seconded by Trecia McLennon 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

The Chair thanked everyone for being at the meeting and commented on how difficult it is becoming to meet quorum and is hoping that our commissioners can put our meeting at a higher priority. Chair mentioned that an Airport Liaison Committee (ALC) meeting was held March 20, 2024, which will be talked about further on in the agenda and mentioned that the outcome of the meeting was very positive.

6. CONSENT AGENDA

6.1. Approval of NDAC January 25, 2024, Minutes

6.2. Financial Statements for January & February 2024

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

CARRIED.

7. CEO REPORT

CEO referenced that we are seeing drop in revenue due to low traffic movements because of the poor weather conditions. Although winter weather has not been bad, the warmer weather is creating a lot of fog which creates a low ceiling making it difficult to fly.

Final version of the strategic plan has been completed and presented at the ALC meeting - hard copy versions are available.

CEO has engaged in conversations with several potential operators regarding scheduled taxi service. John Kassis from Toronto Shuttle Inc was at the POC meeting earlier this month and made a presentation in regard to air taxi/scheduled service.

Have been working with the City of Niagara Falls on the Asset Management Plan (AMP) to get a handle on our core assets for both airside and groundside. The AMP was presented to our staff this week and will help us go forward with our capital planning. We will meet our obligation to our municipal partners to have our AMP work completed by July 1, 2024.

Building condition assessment of the Genaire building and the pavement condition assessment have been received this week.

Safety Management System report may look different than before, previously was highlighted on the wildlife management system. We are now presenting a broader snapshot of all the scenarios that go into our safety management system and planning.

Direction was given to the CEO to provide a budget spread to Mark Steinman by the end of March.

8. COMMITTEES

8.1. Finance & Audit Committee

8.1.1. Approval Of FAC Minutes Dated March 5, 2024

Moved by Mark Steinman, seconded by Trecia McLennon.

CARRIED

Mark highlighted that the \$500,000 GIC renewal came due on March 6, 2024, which was reinvested for 270 days at 5.05% offered by Meridian. We have a reserve of \$505,000 of internally restricted capital and the unspent net surplus amount of just over \$200,000.

Cybersecurity updates will continue to be provided.

8.1.2. Approval of Draft Fiscal 2023 Audited Financial Statements and Four Letters

Crawford Smith & Swallow (CSS) conducted our audit and provided us with a clean opinion – this is what we strive for on all audits. There was a late invoice entry of \$20,690.00 on the Financial Statements that was provided to CSS as our unaudited statements, so no adjusting entries were needed except for the late entry. CSS noted that there was nothing significantly different than previous years other than note seven on page 14 regarding the airside redevelopment study where we spent \$43,000 with AVIA NG for their consulting work. This money was received from the \$560,000 in internally restricted net assets to fund the airside redevelopment study.

Moved by Mark Steinman, seconded by Trecia McLennon.

CARRIED

8.1.3. 2024 Airport Rates and Fees

That report FAC #03-2024 and FAC #03-2024 Appendix A, dated March 5, 2024, Airport Rates and Fees 2024, be received and the following recommendations be approved.

1. That implementation of the revised rates and fees schedule, as identified within this report and attached as Appendix A, be introduced retroactively to January 1, 2024, and;
2. That airport staff be directed to communicate the new fees to tenants and visitors.

Motion to approve the two recommendations outlined in FAC #03-2024 and FAC #03-2024 Appendix A as presented.

Moved by Terry Nord, seconded by John Ventresca.

CARRIED

8.2. Planning & Operations Committee

8.2.1. Approval of POC Minutes

John provided an overview of the POC minutes and mentioned that John Kassis from Toronto Shuttle Inc provided a presentation at the POC meeting on March 5, 2024, offering the Niagara District Airport an opportunity for air taxi/scheduled service. Toronto Shuttle Inc was looking to secure financial funding for start up which we are not able to do at this time.

John spoke about the work Andy has done for the 2024 safety goals and objectives and the focus on improving the operating procedures by developing simplified operating produces for our airport staff. A lot of work is being completed to our Emergency Response Plan (ERP) so that our version can be a more complex version that is aligned with our local emergency partners. Our goal is to have this completed by the end of 2024. Good job to Andy and his team for their work on these projects.

AZR update from ALC meeting – Commission has already passed a motion in January that we are not providing letters of no objection as we are engaging in the completion of our master plan and re-opening the AZR's which would ensure appropriate coverage and support from a growth specific. Once these have been completed, we would be in a spot where we would not have to look at letters of no objections as the AZR's would not cover these areas. St. Catharines has set aside funding & looking at federal grant to support the impact of the AZR's. Our consultation, AVIA NG mentioned that the timelines of the reopening and changing of the AZR's could take up to 3-5 years to complete and an estimated cost of up to \$500,000 plus. The opening of the AZR's must be initiated by the airport.

Commission has committed to proceeding with the Master Plan and reviewing of the AZR's and what is the potential for reducing the scope while still meeting our requirements.

Motion to approve the POC minutes moved by Terry Nord, seconded by Mark Steinman.

CARRIED

8.2.2. Runway 06 PAPI Replacement

That report POC #08-2024, dated March 5, 2024, Runway 06 PAPI Replacement, be received and the following recommendations be approved.

1. That Tristar Electric is directed to remove and replace the Precision Approach Path Indicator (PAPI) system on Runway 06 at a cost of \$ 59,217.
2. That the project be funded from the approved 2024 capital budget of \$55,000, with the additional dollars (\$4,217) to be funded from the unspent capital grants.

8.2.3. Upgrade to Security System

That report POC #09-2024, dated March 5, 2024, Upgrade to Security System, be received and the following recommendations be approved.

1. A sole source contract be awarded to Pinders Security for a camera upgrade in the amount of \$20,313.
2. The contract to run fiber optic cable to the Genaire gate camera with be awarded to Niagara Regional Broadband Network (NRBN) in the amount of \$6,355.
3. That the project be funded from the approved 2024 capital budget of \$25,000, with the additional dollars (\$1,668) to be funded from the unspent capital grants.

8.2.4. Flex-Wing Rotary Cutter

That report POC #010-2024, dated March 5, 2024, Flex-Wing Rotary Cutter, be received and the following recommendations be approved.

1. That the quote from Premier Equipment of Smithville for a John Deere 20' flex wing rotary Cutter at the cost of \$46,946.00 be accepted.
2. That the project be funded from the approved 2024 capital budget of \$60,000.

8.2.5. Zero-Turn Mower

That report POC #11-2024, dated March 5, 2024, Zero-Turn Mower, be received and the following recommendations be approved.

1. That the quote from J&S Performance of Niagara-on-the-Lake for a Hustler Hyperdrive 72" deck zero-turn mower at the cost of \$22,504.18 be accepted.
2. That the project be funded from the approved 2024 capital budget of \$35,000.

Motion was made by John Ventresca for block approval of the reports and the recommendations included herein for all four projects from the recommendations from the POC meeting, seconded by Trecia McLennon.

CARRIED

Direction was given by John Ventresca to have the projects itemized on the NDAC minutes.

8.3. Tourism & Economic Development Committee (TEDC)

8.3.1. Membership Update & Approvals

TEDC Committee is composed of three NDA commissioners – Ann Marie Nitsopolous, Erwin Wiens, Mona Patel, and Gary Wight acting as Chair. The committee is looking for four additional members from the hotel, entertainment, economic development, chamber or commerce and tourism representation. The following names were proposed as an addition to the committee:

Brian York – Director of Economic Development, City of St. Catharines

John Peller – President of Andrew Peller Wines

Dragan Matovic – Chairman and CEO of Halex Capital Inc.

Motion to approve the three individuals listed herein be appointed to the TEDC under the Terms of Reference that have already been approved, seconded by Terry Nord.

CARRIED

8.4. Airport Liaison Committee (ALC)

8.4.1. Airport Liaison Committee Minutes October 30, 2023

8.4.2. ALC Update March 20, 2024

8.4.3. Airside Redevelopment Study

8.4.4. Strategic Plan 2023-2023

9. ITEMS FOR CONSIDERATION

9.1. Plow Truck RFP

That report NDAC #06-2024 dated March 21, 2024, Plow Truck RFP, be received and the following recommendations be approved.

1. That the quote from AEBI Schmidt for a 2024 - 4X4 Plough Truck at the cost of \$ 323,276.31 be accepted, and;
2. That the project be funded from the approved 2024 capital budget of \$280,000, and;
3. That the budget overage of \$43,276 to be funded from the unspent capital grants, and specifically from the \$211,417 in additional funds in the account resulting from the surplus from closed capital projects.

Moved by Mark Steinman, seconded by Trecia McLennon

CARRIED

10. OTHER BUSINESS

10.1. Commission Motions and Staff Directions

Staff directions or actions that came from prior meetings were captured in this report. Unfortunately, this form was not being populated when were short staffed. We are in the process of going back to prior meeting to populate any action/directions that were missed from previous meetings.

Direction was made to have this moved to the consent agenda portion going forward.

11. CLOSED SESSION

Moved by Terry Nord, seconded by Trecia McLennon, at 8:23 p.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 following exceptions under s. 239 (2) of the Municipal Act, 2001.

Therefore, be it resolved that, on March 21, 2024, 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.

CARRIED.

11.1. Personnel

Due to not having enough commissioners, this will be brought forth at the next commission meeting.

11.2. Approval of NDAC Closed Session Minutes Dated January 25, 2024.

Moved by Terry Nord, seconded by Mark Steinman, at 8:26 p.m. to return to open session.

CARRIED.

12. TERMINATION

Moved by Greg Wight, seconded by Mark Steinman that the meeting be adjourned at 8:28 p.m.

CARRIED.