Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **March 26, 2025 @ 7:00 p.m.**

PRESENT:	Greg Wight, Treasurer, Chair John Ventresca, Vice Chair (Teams) Mark Steinman, Treasurer (Teams) Ann Marie Nitsopoulos (Teams) Terry Nord (Phone) Mona Patel
REGRETS:	Trecia McLennon Mark Stevens Erwin Wiens
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 7:01p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Mona Patel, seconded by John Ventresca, that the agenda be adopted with the following amendment. To move agenda item #10 Other Business after #8 Committees and before the closed session.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

Commissioner Ann Marie Nitsopoulos declared a conflict of interest with respect to closed session, Agenda item 9.2 land acquisition and therefore did not take part in any closed session discussions.

5. CHAIR'S REMARKS

None

6. CONSENT AGENDA

6.1. Approval of the Commission's open session minutes dated January 22, 2025
6.2. January and February 2025 Financial Statements
6.3. Commission Motions and Staff Directions

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

CARRIED.

7. CEO REPORT

CEO discussed how the last few months of winter operations have had an impact on all our operations and finances. Unfortunately, we did not have our sweeper for the winter season, as of beginning of March, sweeper is now back on site and operational. Premier Ford made a campaign stop in February identifying significant support for the airport redevelopment project.

8. COMMITTEES

8.1. Finance and Audit Committee (FAC)

8.1.1. Approval of the FAC minutes dated March 17, 2025

Moved by Mark Steinman seconded by Terry Nord to approve the FAC minutes dated March 17, 2025.

CARRIED.

8.1.2. 2024 NDA Draft Audited Financial Statements

Statements provided by KPMG are a clean unqualified audit. KPMG noted a minor issue with journal entries where we do not have two staff signing off on the entries, but every month CEO, Treasurer, and Finance conduct a financial review, including where appropriate, a review of certain journal entries, which are both considered compensating controls.

Moved by Mark Steinman seconded by Mona Patel to approve the 2024 NDA Draft Audited Financial Statements.

CARRIED.

8.1.3. 2025 Auditor

Moved by Mark Steinman, seconded by John Ventresca that the Commission submit for approval at the Annual General Meeting scheduled for April 16, 2025, that the firm of KPMG LLP be retained to conduct the audit of the Commission's 2025 Financial Statements.

CARRIED.

8.2. Planning and Operations Committee (POC)

8.2.1. Approval of POC minutes dated March 18, 2025

Moved by John Ventresca, seconded by Mona Patel to approve the POC minutes dated March 18, 2025.

CARRIED.

8.2.2. Capital – Gator Utility Vehicle

That report POC #04-2025 dated March 18, 2025, Utility Vehicle Procurement be approved as outlined in the following recommendations:

1. That the quote from Berg Equipment for a utility vehicle at the cost of $42,895 be accepted.
2. That the project be funded from the approved 2025 capital budget of $50,000.

Moved by John Ventresca seconded by Mark Steinman, that report POC #04-2025 be approved with the following recommendations.

CARRIED.

8.2.3. Capital – Airport Terminal Building Windows

That report POC #05-2025 Capital Terminal Building Window Treatment be approved as outlined in the following recommendations:

1. That the quote from Budget Blinds for the supply and installation of window shades for the airport terminal building and administrative offices be accepted at a cost of $7,122.77.
2. That the project be funded from the approved 2025 capital budget of $50,000 (CAP 25-05).

Moved by Mona Patel seconded by Ann Marie Nitsopoulos, that report POC #05-2025 be approved.

CARRIED.

8.2.4. Capital – Field Electrical Centre (FEC) HVAC

That report POC #09-2025 Capital – Field Electrical Centre (FEC) HVAC be approved as outlined in the following recommendations:

1. That the quote from Evans Heating & Cooling for the supply and installation of two ductless heating and cooling units on the FEC at the cost of $11,395 be accepted.
2. That the project be funded from the approved 2025 capital budget of $20,000 (CAP 25-04).

A question was raised regarding the price difference in the two quotes that we received. Carrier quoted a replacement for the oversized unit this is currently installed plus an additional backup unit. Evans quoted provided two smaller redundant units side by side which were best suited to our needs.

Moved by Terry Nord seconded by Mark Steinman, that report POC #09-2002 Capital – Field Electrical Centre (FEC) HVAC be approved.

CARRIED.

8.2.5. Niagara 5000 Event Update

That report FAC #02-2025/POC #08-2025 Niagara Event Updated be accepted with the following recommendations:

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.

8.3. Airport Redevelopment Project Committee (ARP)

8.3.1. Approval of the ARP Committee minutes dated February 25, 2025

Moved by Terry Nord, seconded by Mark Steinman to approve the ARP minutes dated February 25, 2025.

CARRIED.

8.3.2. Approval of ARP Committed minutes dated March 18, 2025.

Moved by Terry Nord seconded by Mark Steinman to approve the ARP Committee minutes dated March 18, 2025.

CARRIED.

8.4. Airport Liaison Committee Meeting (ALC)

These are just a review no approval required.

9. CLOSED SESSION

Moved by Mona Patel, seconded by Mark Steinman at 7:39 pm 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 March 26, 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) (a) the security of the property of the municipality or local board – land acquisition.

s. 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

9.1. Approval of NDAC closed session minutes dated January 22, 2025

9.2. Land Acquisition

9.3. Personnel

Moved by Mona Patel, seconded by Mark Steinman at 8:09 p.m. to return to open session with no report.

CARRIED.

10. OTHER BUSINESS

10.1.1. 2025-2026 Appointment of the Niagara District Airport Commission Officers

Moved by Ann Marie Nitsopoulos, seconded by Mona Patel for the approval of the NDA Commission Officers 2025-2026 appointment, Chair – Greg Wight, Vice Chair – John Ventresca; Treasurer – Mark Steinman

10.1.2. Transport Canada Correspondence

CEO discussed the letter that was sent to himself and the members of the commission regarding the St. Catharines airport zoning regulations exemption request for development in the Glendale area.

11. TERMINATION

Moved by Greg Wight, seconded by Terry Nord that the meeting be terminated at 8:10 p.m.

CARRIED.