



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **September 25, 2024 @ 7:00 p.m.**

PRESENT:	Greg Wight, Treasurer, Chair Mark Steinman, Treasurer Erwin Wiens Mona Patel Terry Nord Trecia McLennon (Video)
REGRETS:	Mark Stevens Ann Marie Nitsopoulos John Ventresca
GUESTS:	Joshua Horst – Avia NG Janine Maurice – Avia NG
STAFF:	Dan Pilon, CEO Andy Brooks, Manager Airside/ Groundside Services
MINUTES:	Nancy Harris, Administrative Assistant

Staff Directions:

- 1. Review of July/August Financials***
- 2. Include proposed end dates on Airside Redevelopment Update***
- 3. Include University of Niagara Falls to the stakeholders/partners target audiences in the communications plan***

1. CALL TO ORDER

The Chair called the meeting to order at 7:11 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Erwin Wiens, 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

Chair referenced that he was pleased that we are getting at our numbers for our meetings and not fighting for quorum as we have been doing in the past.

6. PRESENTATIONS

Josh Horst and Janine Maurice from Avia NG provided a presentation on the update of the Master Plan process. This is the largest of the six tasks that Avia NG has been engaged to conduct.

7. CONSENT AGENDA

7.1. Approval of the Commission's open session minutes of meeting dated July 18, 2024.

7.2. Financial Statements

7.2.1. July 2024 Financial Statements

7.2.2. August 2024 Financial Statements

7.3. Commission Motions and Staff Directions

7.4. Q2 Financial Forecast

Moved by Mark Steinman, seconded by Terry Nord, to approve the consent agenda less discussion items #7.4.

CARRIED.

7.4. Staff was directed to perform a review of the forecast to see how it compares to the July & August actuals.

8. CEO REPORT

Highlights from the CEO report are the confusing traffic patterns that are a challenge to figure out.

Capital project status report as of September 1, there has been a lot of work that has been completed and can be expected to be closed out. The Genaire Fire Lane project, which have been ongoing since Cap15, is making progress. We have partnered with the region who has added this project to their hot mix program.

We are excited to be receiving our new plow truck this week allowing us to complete training in advance of the winter months.

The Emergency Response Plan has been finalized and out for comment, with a tabletop scheduled for late October. We are seeing a lot of benefits with the investments that the commission has made to the airport with the addition to the third full-time operations personnel.

9. STRATEGIC PLAN AND AIRSIDE REDEVELOPMENT

9.1. Airport Redevelopment Update

Greg Wight made recommendation to include the proposed end dates going forward on the airside redevelopment update.

9.2. Communications Plan

Mona Patel made a recommendation for the University of Niagara Falls to be added to the stakeholders/partners target audiences in the communication plan.

10. COMMITTEES

10.1. Planning and Operations Committee (POC)

10.1.1. Approval of POC minutes dated September 17, 2024

10.1.2. Emergency Response Plan Update

10.1.3. Genaire Building Update

10.1.4. Grading Plan Update

Moved by Mona Patel, seconded by Erwin Wiens for a bulk approval of items 10.1.1., 10.1.2., 10.1.3., & 10.1.4 and the recommendations that were outlined in the reports.

CARRIED.

10.2. Airport Liaison Committee (ALC)

10.2.1. Approval of ALC Minutes dated August 12, 2024

Moved by Mona Patel, seconded by Erwin Wiens.

CARRIED

11. CLOSED SESSION

11.1. Approval of NDAC closed session minutes dated July 18, 2024.

11.2. Personnel

Moved by Greg Wight, seconded by Terry Nord at 9:02 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 exceptions under s. 239 (2) of the Municipal Act, 2001.

Therefore, be it resolved that, on September 25, 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) Personal Matters about an identifiable individual, including municipal or local board employees.

CARRIED.

Moved by Mona Patel, seconded by Trecia McLennon at 9:10 p.m. to return to open session with no report.

CARRIED.

12. OTHER BUSINESS

None

13. TERMINATION

Moved by Greg Wight, seconded by Terry Nord that the meeting be terminated at 9:12 p.m.

CARRIED.