



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **July 20, 2023**

PRESENT: Greg Wight, Chair
John Ventresca, Vice-Chair
Mark Steinman, Treasurer
Trecia McLennon
Ann Marie Nitsopoulos
Terry Nord

REGRETS: Mark Stevens
Mona Patel
Erwin Wiens

STAFF: Dan Pilon, CEO
Larry Coplen, Airport Operations Coordinator

MINUTE TAKER: Victoria Bolibruck, Executive Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 8:25 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Terry Nord, seconded by Ann Marie Nitsopoulos that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

5. CHAIR'S REMARKS

The Chair thanked Commissioners for attending and participating in the Strategic Planning. Original goal was to be completed and approved by September of 2023, however, will require some more time and new completion date November of 2023.

6. NDA STAFF

6.1. CEO's Report

The CEO acknowledge that the air movements in June were significantly down for the month. Transport Audit performed in one day instead of originally scheduled three.

6.2. DropBox Training

Brief overview with the commission how to navigate the DropBox program.

7. CONSENT AGENDA

7.1. Approval of NDAC minutes dated May 17, 2023

7.2. Commission Motions & Staff Directions

7.3. Financial Statements June 2023

Moved by Mark Steinman, seconded by Terry Nord, to approve the consent agenda less discussion items #7.3.

CARRIED.

7.3. Financial Statements – June 2023

The Treasurer highlighted some financial clarifications from the statements.

8. COMMITTEES

8.1. Planning & Operations Committee (POC) Minutes

8.2. Finance & Audit Committee (FAC) Minutes

Defer motion of formal approval of the Terms of Reference for both the Planning and Operations, and Finance and Audit Committees till the September 21, 2023, meeting.

9. ITEMS FOR CONSIDERATION

9.1. Crack Sealing

Recommendation that Niagara Crack Sealing be awarded the Niagara District Airport 2023 Crack Sealing Project

Moved by Mark Steinman, seconded by Terry Nord that the NDA #14-2023 recommendation be approved as amended.

CARRIED.

9.2. All-in-One Printer

Recommendation to purchase the Ricoh IM C3000 all-in-one printer from JBM Office Solutions, at a price of \$7,135, and utilize unrestricted capital grants surplus funds to support the purchase.

Moved by Mark Steinman, seconded by John Ventresca that the NDA #15-2023 recommendation be approved.

10. OTHER BUSINESS

11. CLOSED SESSION

Moved by John Ventresca, seconded by Mark Steinman, at 8:55 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 July 20, 2023, 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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

CARRIED.

12. BUSINESS ARISING FROM CLOSED SESSION

12.1. Development

10.2. Personnel

Moved by Mark Steinman, seconded by John Ventresca that the FAC #03 recommendation be approved.

CARRIED.

Moved by Ann Marie Nitsopoulos, seconded by Terry Nord, at 9:27 p.m. to return to open session.

CARRIED.

11. TERMINATION

Moved by Mark Steinman, seconded by John Ventresca that the meeting be adjourned at 9:28 p.m.

CARRIED.