



Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on July 18, 2024 @ 7:00 p.m.

PRESENT: Greg Wight, Treasurer, Chair
John Ventresca, Vice-chair
Trecia McLennon
Ann Marie Nitsopoulos
Terry Nord
Mona Patel
Mark Stevens

REGRETS: Mark Steinman
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 7:05 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Terry Nord, seconded by Mark Stevens that the agenda be adopted as amended.
CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

Chair discussed the survey that was sent out looking for feedback on time/date/week of month of our commission meetings.

Motion made my Trecia McLennon, seconded by John Ventresca to accept the three recommendations as outlined in briefing note NDAC #07-2024 – NDAC Meeting Survey Results.

CARRIED.

6. CONSENT AGENDA

6.1. Approval of the Commission's open and closed session minutes of meeting dated May 16, 2024.

6.2. Financial Statements

6.2.1. May 2024 Financial Statements

6.2.2. June 2024 Financial Statements

6.3. Commission Motions and Staff Directions

Moved by Terry Nord, seconded by John Ventresca, to approve the consent agenda less discussion items #6.3.

CARRIED.

6.3. Commission Motions and Staff Directions

Question was brought forward regarding the direction given by the POC for the CEO to send a letter to the Lord Mayor of NOTL requesting airport staff be included in all meetings with Transport Canada involving the AZR's. Letter not sent as Commission approval is required. A request has been made by NOTL that they ask the airport staff to be included in the Transport Canada meetings.

7. CEO REPORT

CEO discussed the movements and the main factors driving these numbers. Positive note, our jet traffic is at the highest for the month of June with an approximate 400% increase.

Confirmation has been received that our new plow truck is ahead of schedule and expected delivery is in September, which allows us to put in service ahead of the winter months.

Almost all of our Capital projects for 2024 have been tendered, purchased and or complete.

Coyotes remain an ongoing concern, and we continue to monitor and do everything that we can to deter them which includes temporary fencing, grates on the drains, and extra installation of cameras.

CEO also mentioned that we had a new addition to our team start this week, Brad Maybee.

8. STRATEGIC PLAN AND AIRSIDE REDEVELOPMENT

8.1. Airside Studies Update

This will be a standing item for commission and committee's meetings. Requests will be coming forward for some commissioners regarding some of the upcoming meetings presented in the schedule.

8.2. Minister Sarkaria Visit

Thank you to Councillor Patel for her work in arranging airport visit with Minister Sarkaria. We were able to provide an airside tour which results in a lot of great conversations.

8.3. Unsolicited Proposal and Government Relations Services

Airport will continue to follow the existing procurement practices that are in place & inform On Point of this. This request will be brought forward to our ALC,

9. COMMITTEES

9.1. Planning and Operations Committee (POC)

9.1.1. Approval of POC minutes dated July 10, 2024

Moved by Trecia McLennon, seconded by Mark Stevens to approve the POC minutes dated July 10, 2024.

CARRIED

9.1.2. Airport Zoning Regulations

Moved by Mona Patel, seconded by Terry Nord to approve the recommendations in the POC #18-2024 report.

CARRIED

9.1.3. POC – Terms of Reference

Moved by John Ventresca, seconded by Mark Steinman to approve the revised POC - Terms of Reference.

CARRIED.

9.2. Finance and Audit Committee

9.2.1. Approval of FAC Minutes

9.2.2. Approval of Budget Schedule

9.2.3. Appointment of Auditor

9.2.4. FAC – Terms of Reference

Moved by Mona Patel, seconded by John Ventresca for a bulk approval of items 9.2.1, 9.2.2., 9.2.3., & 9.2.4.

CARRIED

10. CLOSED SESSION

10.1 Personal Matters

Moved by Terry Nord, seconded by Mark Stevens at 8:14 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 July 18, 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 8:25 p.m. to return to open session with no report.

CARRIED.

11. OTHER BUSINESS

NDAC #08 – Niagara District Airport Commission - Conflict of Interest Guidelines

12. TERMINATION

Moved by Mark Steinman, seconded by John Ventresca that the meeting be terminated at 8:27 p.m.

CARRIED.