Niagara District Airport Commission Meeting Minutes

The members of the Niagara District Airport Commission met on **July 23, 2025, 2025 @ 7:00 p.m.** in the boardroom at the Niagara District Airport

PRESENT: Greg Wight, Chair
Mark Steinman, Treasurer
Trecia McLennon
Terry Nord
Mark Stevens

REGRETS: Ann Marie Nitsopoulos
John Ventresca
Erwin Wiens
Mona Patel

STAFF: Dan Pilon, CEO
Alick Feller, Manager Airside Groundside Services
Larry Coplen, Airport Operations Coordinator
Megan McRae, Communications Manager

MINUTES: Nancy Harris, Administrative Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 7:01 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Moved by Mark Steinman seconded by Terry Nord, that the agenda be adopted.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

None

5. CHAIR'S REMARKS

We have had considerable progress and seem to be getting closer to the end of the Master Plan which is encouraging. Chair will provide further comments during the Master Plan discussion later in the meeting.

6. CONSENT AGENDA

6.1. Approval of the Commission's open session minutes dated May 28, 2025

6.2. May and June 2025 Financial Statements

6.3. Commission Motions and Staff Directions

Moved by Trecia McLennon, seconded by Mark Steinman, to approve the consent agenda.

CARRIED.

7. CEO REPORT

The Airport Redevelopment Project has reached several key milestones over the past two months. These include the completion of the first draft of the Master Plan, the financial modelling, and the final version of airport zoning. We are excited with the work to date and are well in line with meeting the established targets.

This week, we had our first kick-off meeting with Strategy Corp, the GR firm that was brought on board to support the work of the Airport Redevelopment Project. Additionally, we had our first meeting with provincial counterparts last week.

CEO has been invited to speak at the Niagara Wine Supercluster Initiative taking place on Thursday, July 24 at the Ravine winery. The initiative is led by John Peller, who is also a member of TEDC. Minister Cho will be in attendance along with several senior officials. We will be presenting on key transportation and infrastructure.

On the communications side, we have seen an increase across our social media platforms. Our first newsletter was released with the next one scheduled to be released in August. A RFQ was released today for the redesign of our new website.

A formal introduction of Alick Feller, the new MAGS, who joined us six weeks ago and was not at the last commission meeting. Excited to have Alick on board and are excited to now have a full complement of staff in place.

8. COMMITTEES

8.1. Planning and Operations Committee (POC)

8.1.1. Approval of POC minutes dated July 15, 2025

Moved by Terry Nord, seconded by Mark Stevens to approve the POC minutes dated July 15, 2025.

CARRIED.

8.2. Airport Redevelopment Project Committee (ARP)

8.2.1. Approval of the ARP Committee minutes dated June 17, 2025

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

CARRIED.

8.2.2. Approval of the ARP Committee minutes dated July 15, 2025

Moved by Terry Nord seconded by Mark Steinman to approve the ARP minutes dated July 15, 2025.

CARRIED

8.2.3. Master Plan Update

The Chair provided an update from last week's ARP meeting which focused on the first draft of the Master Plan. The ARP committee now has the draft in hand and has two scheduled workshop sessions scheduled with AVIA, July 25 at 11:00 a.m. & August 6 4:00-5:30 pm. Following these sessions the committee will submit comments in writing to AVIA by August 10. AVIA will have a revised second draft of the Master Plan which will incorporate all the comments by September 2. The next ARP meeting is scheduled for Sept 9 where the committee aims to recommend for approval to the commission at the September 24 meeting. If approved by the at Commission, the plan will then be forwarded to the ALC to endorse.

8.3. Airport Liaison Committee (ALC)

8.3.1. Receive ALC Committee minutes dated June 19, 2025.

Moved by Mark Stevens seconded by Mark Steinman to receive the ALC Committee minutes dated June 19, 2025.

CARRIED.

9. OTHER BUSINESS

9.1. Niagara 5000 Event Update

The AOC provided an update on the Niagara 5000 Event and advised that the 50% payment, as directed by the commission, has been received and is confident that the remaining balance which is required seven days prior will be received on time. Niagara Falls Tourism, one of the event sponsors for this event, has been billed for the entirety of this event. Both parties are aware that payment needs to be received seven days prior to the event.

Motion made by Mark Steinman, seconded by Trecia McLennon that if the airport does not receive the outstanding invoiced balance of $25,000 by the close of business Friday, August 1, 2025, the Commission authorizes and directs staff to send a cancellation notification to the Niagara 5000 event organizer and the event funder.

CARRIED.

9.2. Municipal Operating Agreement

The twenty-year Municipal Operating Agreement originally signed back in 2006 is expiring December 31, 2026. This upcoming expiration has been referenced at the last ALC meeting. A meeting with the CEO and the CAOs has been scheduled for August 28 to discuss future direction.

9.3. Q2 Financial Forecast

The CEO provided an overview of the year-end forecast to date which has a negative variance of $48,268. Contributing factors to the negative variances include landing fees, parking fees & airport improvement fees. There has also been a significant drop in the estimated interest revenues.

Moved by Mark Steinman seconded by Terry Nord to receive the Q2 Financial Forecast.

CARRIED.

9.4. 2026 Budget Overview

The CEO provided a high-level overview of the CEO budget presentation, outlining the budget process across the three municipalities a summary of the 2025-2026 budget and the 2024-2026 funding request. The presentation also included a breakdown of municipal grants for 2025 & 2026, an overview of the budget & changes for 2026, and the resolution of issues for 2026 & beyond.

10. CLOSED SESSION

Moved by Terry Nord, seconded by Mark Stevens at 8:07 pm to move to closed session.

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 23, 2025, the Niagara District Airport Commission will go into a closed meeting to consider matters that qualify under the Municipal Act, 2001:

10.1. Approval of NDAC closed session minutes dated May 28, 2025.

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

10.3. Genaire Building Update
s. 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

10.4. Approval of POC closed session minutes dated July 15, 2025

Moved by Mark Stevens, seconded by Trecia McLennon to return to open session at 8:19 p.m.

CARRIED.

11. BUSINESS ARISING FROM CLOSED SESSION

Moved by Trecia McLennon, seconded by Mark Stevens that the staff proceed as directed during the closed session and the Commission receive the information as presented during the closed session.

CARRIED.

12. TERMINATION

Moved by Terry Nord, seconded by Mark Stevens that the meeting be terminated at 8:19p.m.

CARRIED.