



Planning and Operations Committee Meeting Minutes

The members of the Planning and Operations Committee met on **March 13, 2024**

PRESENT: John Ventresca, Chair
Terry Nord

ABSENT: Greg Wight

STAFF: Dan Pilon, CEO
Andy Brooks, Manager Airside / Groundside Services

GUEST: John Kassis, Toronto Shuttle Inc. (Arrived at 2:50 pm)

MINUTES: Nancy Harris, Administrative Assistant

Items to be brought to the Commission for approvals:

- 7.2. POC #08-2024 Runway 06 Precision Approach Path Indicator System*
- 7.3. POC #09-2024 Capital Project – I.T. Equipment*
- 7.4. POC #10-2024 Capital Project – Flex Wing Rotary Cutter*
- 7.5. POC #11-2024 Capital Project – Zero Turn Mower*

Motion was made by John Ventresca and seconded by Terry Nord that the POC recommends block approval by the Commission of the reports and the recommendations included therein.

1. CALL TO ORDER

The Chair called the meeting to order at 2:04 p.m.

2. CONFIRMATION OF QUORUM

Quorum confirmed.

3. ADOPTION OF AGENDA

Motion by Terry Nord, seconded by John Ventresca that the agenda be adopted, with a request to add in an Airport Zoning Regulations (AZR) update in other business, and that we move the Toronto Shuttle Inc. presentation 6.1.to end of

items for consideration as the presenter is arriving late.

CARRIED.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no conflicts of interest declared at this meeting.

5. CHAIR'S REMARKS

None

6. PRESENTATIONS

6.1. Toronto Shuttle Inc.

Presentation will be held at the end of Items of Consideration as presenter is arriving late.

6.2. Emergency Response Plan Update

Presentation was made on the state of the renewal of our Emergency Response Plan (ERP) and our updates to this this plan to be a more complex version aligned with our local emergency partners. Our goal is completion by the end of 2024.

7. ITEMS FOR CONSIDERATON

7.1. 2023 Safety Management System Management Review

Review of the annual Safety Management System. A few adjustments have been made to our 2024 Safety Goals and Objectives in relation to the findings of the report. One focus will be on developing effective Standard Operating Procedures (SOP's) for our Airport Operations Staff.

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CARRIED.

6.1. Toronto Shuttle Inc.

Toronto Shuttle Inc. presented an opportunity for the introduction of an air taxi/scheduled service option between Billy Bishop Airport and Niagara District Airport.

Toronto Shuttle Inc. was looking to secure financial funding for the start up of this service. Commission referenced that we were not able to do this as our budget has been approved for this fiscal year.

No recommendations were made at this time. CEO will continue to communicate with Toronto Shuttle Inc. on this matter.

8. OTHER BUSINESS

AZR UPDATE

CEO met with the CAO of the Town of Niagara-On-The-Lake to discuss Airport Zoning Regulation (AZR).

AZR update is scheduled for March 20, 2024, meeting with the Airport Liaison Committee (ALC).

We have had requests from the developers regarding further information. CEO meeting with the Mayor's & CAO's on March 20, 2024, and after that we will be able to provide information.

9. TERMINATION

Moved by Terry Nord, seconded by John Ventresca that the meeting be adjourned at 4:07 p.m.

CARRIED.