



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, March 17, 2021, 1:30 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Dave Hocking, Vice Chair  
Kelani Stam, Secretary  
Moe Hanif  
Tom Hutchinson  
Bill Roseborough  
Jack Zeinstra

**Commissioners Absent:** None

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
April Marshall, Economic Development  
Co-ordinator, Town of Hanover

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

### 1. Call to Order

The Chair called the meeting to order at 1:31 p.m. The Chair reminded guests that if there was a closed session during the meeting they could sign out and then sign back into the waiting room, to be readmitted to the regular meeting once the closed session was adjourned.

### 2. Approval of the Agenda

**Motion** Moved by K. Stam

Seconded by T. Hutchinson

That the agenda for March 17, 2021 be accepted as circulated.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

### 4. Delegations

There were no delegations.

### 5. Approval of February 17 and March 1, 2021 Minutes

The Airport Manager pointed out that the third last sentence in item 10 of the February 17, 2021 minutes was not accurate and that the phrase “as they do for keys for the pilot door in the terminal building” should be deleted.

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

That the minutes of the February 17 and March 1, 2021 meetings of the Commission be approved as amended.

**Carried**

### 6. Action Item Update from Minutes

#### A. Revised Municipal Agreement Review

There was no update on this item.

#### B. Respect in the Workplace (Freedom from Harassment & Violence) Policy

The Chair responded to questions about the policy from Commissioners, noting that it is based on policies from a number of municipalities, including that of the Town of Hanover. The Town of Hanover’s policy was determined to be the most concise and thorough and so was adapted for the Commission. The Chair noted that the proposed policy is very similar to the Commission’s Code of Conduct and that overlap between the two is positive.

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Respect in the Workplace (Freedom from Harassment & Violence) Policy be approved as presented.

**Carried**

**7. Correspondence Requiring Action**

**A. Doug Ronan, Southern Ontario COPA**

Discussion on this item was moved to the closed agenda.

**B. COPA 54 Response to COPA National**

Discussion on this item was moved to the closed agenda.

**C. Transport Canada, Operations Update**

The Chair advised the Commission that extensive discussions have been conducted with Transport Canada regarding safety protocols and one of the recommendations is that Transport Canada identify a person to work with the Airport on an ongoing basis, although no further word has come from Transport Canada on this. It would be helpful to know what kind of support or assistance could be provided to ensure continued safety at the airport, how to ensure continuous improvement in the area of safety and security and develop a common understanding of safety protocols. The Chair will report back to the Commission as discussions continue. There were no questions regarding the COPA and Transport Canada issues and no questions were asked.

**8. Public Notification**

There were no public notifications.

**9. March Reports**

**A. Financial Reports**

The Airport Manager noted that the General Ledger showed no jet fuel sold in February, but in fact \$ 531.01 in was sold in February. This will show in next months' report.

**B. APM's Report**

There were no questions or discussion of the report.

**C. COPA 54 Update**

The Chair noted that he has had discussions with COPA National and at the local level to ensure that the airport continues to improve service to pilots.

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission accept the Financial Reports, the APM's Report and the COPA 54 Update as presented.

**Carried**

**10. New Business**

Dave Hocking informed the Commission that he and the Airport Manager had received a proposal on the 2021 Autocross Championship Series which consists of two events on July 11 and August 22, with an additional optional date of October 3. The events are sponsored by Grey Region Import Performance and could generate revenue for the airport but COVID-19 protocols need to be considered. He agreed to circulate the proposal so the Commission can consider it at its April meeting, as well as to municipal Economic Development Staff, including April Marshall in Hanover and Paulette Peirol in Brockton. For West Grey, the proposal will be circulated to Tom Hutchinson who will forward it to the appropriate staff member.

The Chair requested that Commissioners be sensitive to the level of discussion conducted through email, and noted that any items to be considered by the Commission should be placed on a meeting agenda, and that business should not move forward as a result of email discussions.

Bill Roseborough informed the Commission that he had a discussion with someone who may be interested in operating the restaurant and who is to contact the Airport Manager to arrange to look at the facilities. He said that this may be a good start to getting the restaurant open again, although businesses are having a hard time finding staff as people can receive government funding for not working. The Chair thanked Bill Roseborough for his efforts, adding that since the restaurant closed due to COVID, this might be a good time to do planning work for the future, to avoid a last minute rush when things change.

April Marshall noted that the Four County Labour Market Board is helping to train and align job seekers with jobs in the hospitality sector and this might be a good opportunity for the airport to connect with the Board.

There was no other New Business.

**11. In Camera**

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

That the Commission convene in closed session at 1:50 p.m. in order to address matters pertaining to personal matters about an identifiable individual, including employees/contractors, advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport.

**Carried**

The Airport Manager and the Recording Secretary remained for the in camera portion. The Chair advised the other guests that they would be placed in the Zoom waiting room and could sign back in once the Commission reconvenes in open session.

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the Commission reconvene in open session at 3:16 p.m.

**Carried**

**12. Direction Coming Out of In Camera**

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission hereby approves the direction to staff regarding the issuing of no trespass notices, the email from Doug Ronan of COPA National, and Airport Access Agreements.

**Carried**

**13. Adjournment**

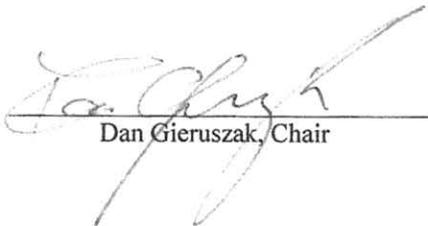
**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission adjourn at 3:26 p.m..

**Carried**

**Next Meeting:** Wednesday, April 21, 2021 at 1:30 p.m.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary