



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, September 15 2021, 1:30 p.m.

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

**Absent:** Kelani Stam, Commission Secretary  
Filomena McDonald, Airport Manager

**Guests:** Catherine McKay, Recording Secretary

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 1:30 p.m. The Chair reminded guests that they should sign out during the closed session and once the closed session adjourns, they can then sign back into the waiting room, to be readmitted to the regular meeting.

### 2. Approval of the Agenda

**Motion** Moved by B. Roseborough

Seconded by J. Zeinstra

That the agenda for August 18, 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 August 30, 2021 Minutes

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the August 30, 2021 meeting of the Commission be approved as circulated.

**Carried**

### 6. Action Item Update from Minutes

There were no action item updates from the minutes.

### 7. Correspondence Requiring Action

There was no correspondence requiring action.

### 8. Public Notification

There were no public notifications.

### 9. September Reports

#### A. Financial Reports

Commissioner Hocking suggested a special meeting of the Commission to examine the yearly financial pattern, suggesting that if the current pattern continues, there will be another deficit at year end. He added that there are only four months left in the year and the Commission may have to look at curtailing spending in some areas. In addition, all revenues such as lease fees and hangar rentals have been received,

and the only revenue to come in for the rest of the year is fuel sales and November and December sales will not be as busy as the summer months. The Chair suggested that the Commission should take a closer look at both the municipal agreement and its financial situation. Commissioner Hutchinson supported the suggestion of a special meeting to review the municipal agreement and the financial situation. It was agreed that a meeting for this purpose would be scheduled when item 10 C is discussed.

**B. APM's Report**

In response to a question from Commissioner Hocking about the application for a Visa card for the Airport Manager, the Chair informed the Commission that the application is with the Airport Manager and the matter is not outstanding.

Commissioner Hanif noted that the standard format of the APM's report is good, and it is very helpful to have meeting packages and minutes in a timely manner.

**C. COPA 54 Update**

Jack Zeinstra reported that COPA 54 discussed two items at its last meeting. First, the Port Elgin and Kincardine airports will help finance the broadcast surveillance transmitter, and COPA has been approved for a broadcast licence to use an aviation frequency for the transmitter. Second, a letter has been drafted and is expected to be sent later in the week to COPA National expressing concern over actions of its senior official and expressing willingness to work towards reconciliation.

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

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

**Carried**

**10. New Business**

**A. Regular Meeting Schedule**

The Chair noted that all Commissioners are not able to attend meetings during the day, and proposed that Commission meetings be held at 7:00 p.m., rather than 1:30 p.m.

**Motion** Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission amend its meeting schedule such that meetings are held on the third Wednesday of the month at 7:00 p.m.

**Carried**

**B. Schedule Municipal Agreement Meeting**

Commission Hocking stated a preference to meet in person in the Airport boardroom, if it is suitable for social distancing, or on a Monday in the restaurant when it is closed. It was agreed to meet on Monday, September 27, 2021 at 7:00 p.m.. Commissioner Zeinstra will not be available for the meeting.

The Chair clarified the purpose of the meeting, noting that since the municipal agreement is now in its seventh year, the Commission will meet to review it and make recommendations to the three municipalities for terms and conditions of their co-operation regarding the airport. In addition, the financial situation will also be reviewed at the meeting of September 27, 2021.

Additional items of New Business were discussed as follows.

**C. Access Agreement**

The Chair noted that this item will be discussed in more detail in the closed session, but advised that he has spoken to the Commission's lawyer who advised that a revised access agreement is expected to be sent out shortly which reflects the agreements and communication between the parties.

**D. Brockton & Inquiry Regarding Sale of the Airport**

The Chair informed the Commission that the Mayor of Brockton had advised Council at its recent meeting that an inquiry had been received from a real estate agent about a sale of the airport. The Mayor was not aware of the process to be followed and staff was instructed to look into the matter, provide feedback and made recommendations. Commissioner Hocking suggested that the Chair advise the Mayor that anyone interested in purchasing the airport should submit an offer subject to conditions to avoid wasting time. Commissioner Hanif noted that the airport is not owned by Brockton and consensus would have to be sought from the other municipal partners on any sale.

**E. Treasurer Responsibility**

In response to a question from Commissioner Hocking, the Chair advised that responsibility for the accounts for next year has not been decided.

**11. In Camera**

**Motion** Moved by T. Hutchinson

Seconded by B. Roseborough

That the Commission convene in closed session at 1:53 p.m. in order to address a matter pertaining to personal matters about an identifiable individual, including employees/contractors and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

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 would be readmitted once the Commission reconvenes in open session.

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission reconvene in open session at 2:42 p.m.

**Carried**

The Chair welcomed the guests back into the open session.

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

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission approve direction to staff as provided in the closed session.

**Carried**

**13. Adjournment**

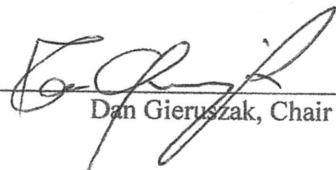
**Motion** Moved by M. Hanif

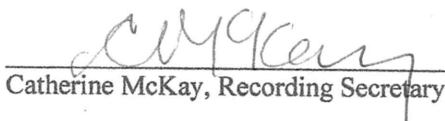
Seconded by D. Hocking

That the Commission adjourn at 2:43 p.m..

**Carried**

**Next Meeting:** Monday, September 27, 2021 at 7:00 p.m. Special Meeting to be held at the Airport Restaurant  
Wednesday, October 20, 2021 at 7:00 p.m. by Videoconference

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary