



SAUGEEN

MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION INAUGURAL MEETING MINUTES

Wednesday, December 21, 2022, 10:00 a.m., Airport Boardroom

Commissioners Present: David Hocking, Vice Chair
Moe Hanif
Tom Hutchinson
Carl Kuhkne (via telephone)
Bill Roseborough
Jack Zeinstra

Absent: None

Others: Catherine McKay, Recording Secretary

1. Call to Order

The Vice Chair called the meeting to order at 10:02 a.m..

2. Election of Executive

The Vice Chair requested that Recording Secretary conduct elections for Chair and Vice Chair.

A. Chair

The Recording Secretary called for nominations for Chair and Commissioner Hutchinson nominated Commissioner Hocking with the nomination being seconded by Commissioner Hanif. Commissioner Hocking accepted the nomination. The Recording Secretary called for further nominations, and there being none, declared Commissioner Hocking elected as Chair by acclamation. Commissioner Hocking assumed the Chair.

B. Vice Chair

The Recording Secretary called for nominations for Vice Chair and Commissioner Hocking nominated Commissioner Hutchinson with the nomination being seconded by Commissioner Roseborough. Commissioner Hutchinson accepted the nomination. The Recording Secretary called for further nominations, and there being none, declared Commissioner Hutchinson elected as Vice Chair by acclamation.

C. Appointment of Secretary

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That Catherine McKay be appointed Secretary.

Carried

3. Approval of the Agenda

Motion Moved by J. Zeinstra

Seconded by B. Roseborough

That the agenda for December 21, 2022 be amended to add the following items of New Business: Payment of Fuel Pedestal Invoice; Schedule of Meetings for 2023; Conducting Meetings via Zoom; and Draft 2023 Budget Meeting, and that the agenda be accepted as so amended.

Carried

4. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

5. New Business

A. Payment of Fuel Pedestal Invoice

Motion Moved by J. Zeinstra

Seconded by C. Kuhkne

That the Commission approve the payment of the invoice for the fuel pedestal in the amount of \$ 32,330.00

Carried

Commissioner Kuhnke asked if fuel is purchased in bulk. Commissioner Zeinstra explained that it is bought on an “as needed” basis since storage space is limited and priced on delivery. The Chair noted that the Commission has considered purchasing a larger tank but it would be expensive.

B. Schedule of Meetings for 2023

The 2023 meeting schedule will be on the agenda for the next regular meeting on January 18, 2023 and once approved will be posted on the Saugeen Municipal Airport’s web site.

C. Conducting Meetings Via Zoom.

Commissioner Kuhnke noted that the Commission is required to hold meetings in public under the Municipal Act and suggested that they could be held via Zoom in case of inclement weather. He added that the Municipality of Brockton has cameras and speakers which rotate to whoever is speaking in a meeting which it would be willing to lend to the Commission. Commissioner Hutchinson noted that the Commission is not required by the Municipal Act to provide electronic access to its meetings and there is a cost to Zoom. It was agreed that Zoom meetings would not be conducted until further notice.

D. Draft 2023 Budget Meeting

A special meeting will be held on January 10, 2023 at 1:00 p.m. in the Airport Boardroom to review the draft 2023 budget. The Commission discussed issues impacting the budget such as municipal budget increases.

10. Adjournment

Prior to adjournment, the Chair addressed the issue of the Commission’s next four years. He noted that none of the current Commissioners was in office on the first day of the last Commission, but since then much has been accomplished, such as implementing policies and meeting to address one particular issue which he hopes is now in the past. Going forward, he will focus on developing the airport to generate economic benefits to the municipal owners and he expects that Councils are also looking to a positive future rather than negative press. His aim will be to run an efficient and functional organization, where a team approach allows for differences of opinion but where members support team decisions. He also addressed matters that are discussed in camera, noting that confidentiality is critical and there should be no breaches of confidentiality even with municipal councils. Finally, he raised the role of the Commission as an offshoot of municipal councils which is to set policy, provide direction, serve as an arbitrator in case of impasse, and ensure the financial integrity of the Commission.

The Chair noted that the Airport Manager is responsible for airport operations, and for implementing Commission decisions on agreements, leases, and so on. The role of a Commissioner is not to become involved in operations and when an issue is brought to his attention, he should refer it to the Board rather than take it directly to the Manager, and a problem should be referred to the Chair who will then take it up with the Manager. The Chair noted that both he and the Manager are anxious to move forward on new initiatives, and as a step in this direction, he plans to meet with the Hanover’s Economic Development Manager. Finally, he committed to himself 110% to the Airport.

The Commission discussed orientation for new Commissioners, since this has not been done in the past. It was agreed that a Saugeen Municipal Airport Commission orientation package should be developed which could be used to orient new Commissioners and inform Councillors about the Airport. The Secretary agreed to forward to the Chair a draft list of material to be included in an orientation package.

Motion Moved by J. Zeinstra

Seconded by B. Roseborough

That the Commission adjourn at 10:35 a.m..

Carried

Next Meetings: Tuesday, January 10, 2023 at 1:00 p.m. in the Airport Boardroom (Special Budget Meeting).

Wednesday, January 18, 2023 at 1:00 p.m. in the Airport Boardroom.

“original signed by David Hocking”
David Hocking, Chair

“original signed by Catherine McKay”
Catherine McKay, Recording Secretary