



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, September 21, 2022, 7:00 p.m., via Zoom

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

Absent: Jack Zeinstra

Guests: Filomena McDonald, Airport Manager
Catherine McKay, Recording Secretary

1. Call to Order

The Vice Chair noted that he had been requested by the Chair to conduct the meeting which he called to order at 7:00 p.m.. One guest was admitted at 7:00 p.m.

2. Approval of the Agenda

Motion Moved by B. Roseborough

Seconded by M. Hanif

That the agenda for September 21, 2022 be accepted as circulated.

Carried

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

None declared.

4. Adoption of July 20, July 22 & August 4, 2022 Minutes

Motion Moved by D. Gieruszak

Seconded by M. Hanif

That the minutes of the July 20, July 22 & August 4, 2022 meetings be approved as circulated.

Carried

5. Action Items Arising from Minutes

A. Fuel Pedestal

The Airport Manager explained that the fuel pedestal needs attention to increase its security features and performance, particularly with respect to after-hours fuel sales. She outlined the details of quotes from vendors with prices in the range of \$25,000 to \$66,000. Commissioners expressed concern about the amount and whether the cost is justified to ensure after hours fuel sales. Commissioner Hanif asked how much fuel is sold after hours and the Airport Manager noted that she could obtain this information, but it would require going through each day's sales. Commissioner Roseborough asked how long it would take to recover the cost through fuel sales and the Airport Manager noted that a new pedestal would allow for 24 hour self service fuel sales. The Vice Chair requested that the Airport Manager prepare a comprehensive report outlining the rationale for the proposed expense, the alternatives to doing the work and the consequences of not doing the work. The matter can then be reviewed to determine if the expense is within budget and whether it could be spread over two years. The Chair noted that annual fuel sales are in the range of \$120,000 - \$150,000 but the profit is not very large, and the return on investment for the pedestal work would be in the range of 5 to 7 years. He noted that the Commission could be doing other things with the funds proposed for the fuel pedestal, and it is difficult to justify a payback period of 5 to 7 years. He suggested that the Airport Manager's report should include return on investment details.

The Chair suggested holding a special meeting to consider the Airport Manager's report on the fuel pedestal as well as item 7D on the current agenda, *Pooran Law re Ontario Not-for-Profit Compliance Act & SMA By-law*.

B. APM Follow Up re Town of Hanover and Declaring Property Surplus

The Airport Manager stated that she had obtained the Town of Hanover's by-law regarding the sale and disposition of land, the Town's procurement by-law, and Brockton's policy regarding surplus equipment. She will draft a policy for the Commission's consideration. The Vice Chair noted that the current Commission is winding down in light of the upcoming municipal elections and this should be an issue for the new Commission.

6. Correspondence Requiring Action

There was no correspondence requiring action.

7. Reports

A. Financial Reports

Motion Moved by T. Hutchinson

Seconded by D. Gieruszak

That the Commission accept the Financial Reports as presented.

Carried

B. APM's Report

The Airport Manager reviewed her report, noting that 113 kids flew at the Kids Can Fly event and more and more people are discovering the airport. The Hope Air Fly In event will be for pilots only to ensure everyone's safety. At the last event, there were 70 aircraft and the goal for this year is 100. People who are unable to attend in person can donate online.

The third cut of hay brought in about \$4,000, and total revenue is around \$22,000. Fertilizer cost about \$5,000, leaving roughly \$18,000 in profit from hay.

The Airport Manager said that the application for the Snowbirds has been submitted and it looks promising since it SMA can be flexible on the date. If they come, they would land in Waterloo and then fly to smaller airports such as SMA and Stratford for each show. The Commission should know by the end of December if the Snowbirds will visit.

Motion Moved by B. Roseborough

Seconded by M. Hanif

That the Commission accept the APM's Report as presented.

Carried

C. Friends of Saugeen Municipal Airport

A report from the Friends of Saugeen Municipal Airport was not available.

D. Pooran Law re Ontario Not-for-Profit Compliance Act & SMA By-law

The Vice Chair suggested that the Commission appoint a sub-committee of two Commissioners and the Airport Manager to review the issues, which would be more efficient. It was agreed that Commissioners would review the documents from Pooran Law and send their questions to the Chair by September 28, 2022. He will then develop recommendations based on the questions and the recommendations will be discussed with Pooran Law at a special meeting. It was agreed to defer the item to a special meeting on October 5, 2022 at 7:00 p.m. via Zoom. The Chair agreed to contact Pooran Law to invite them to the meeting. That meeting will also consider the report from the Airport Manager on the fuel pedestal.

8. New Business

A. Access Agreements

The Airport Manager advised the Commission that in her opinion, the access fees are low at \$400/year or \$33/month and she believes that it is time to increase them. There are five year agreements currently in place that provide for a 2% increase per year and the fee covers services such as upkeep and maintenance. Commissioner Hutchinson questioned why agreements are for five years when the economy is changing quickly and suggested that perhaps two year agreements would be better given inflation and the cost of living. The Airport Manager explained that five year agreements were already in place when she became Airport Manager and the term has not changed. Commissioner Hanif agreed with Commissioner

Hutchinson and the Chair suggested reviewing fees annually at budget time. The Vice Chair agreed with setting rates on a yearly basis. Commissioner Hanif asked what other airports are doing, suggesting that none are as low as SMA for what is provided. He suggested that a substantial increase in the range of \$400 - \$500 plus a cost of living factor is warranted given the services provided and suggested that \$500 would be quite reasonable and the Vice Chair said that an increase is long overdue. The Airport Manager noted that there are five access agreements, with 3 hangars on five year agreements coming up to their 4th year, and one coming up for renewal.

The Commission provided direction to the Airport Manager to research fees at comparable airports and provide recommendations on access agreements in a report at the next Commission meeting

B. Storm Drain at the South Hangars

The Airport Manager explained that the storm drain at the corner of hangars OP and V was not properly installed and water is pooling around it. Given recent new builds and two new builds this year, there will be additional run off from roofs and to ensure proper drainage, the storm drain needs to be dug up and redone. She added that there are funds in an account for property development and it will be cheaper to do this work before the natural gas lines are put in. Such work is not included in her contract, but her company could provide a quote. Commissioner Hanif said that this is an opportune time to do this work and it should be done before more construction starts on the south side. He suggested getting estimates as soon as possible. Commissioner Hutchinson asked what the cost would be and suggested that an RFP should be issued. The Vice Chair suggested that to ensure transparency, the work be awarded through an RFP process and the Airport Manager's company can submit a quote, resulting in a proper process that is not open to question from the public or municipal councils. The Airport Manager agreed to prepare the RFP with one month for consideration by the Commission at a future meeting. Commissioner Hutchinson suggested that the RFP call for sealed bids which would be opened all at the same time at a Commission meeting.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission provide direction to the Airport Manager to submit to the Chair and Vice Chair, within one month, a draft Request for Proposals for replacement of the storm drain at the south hangars, with the RFP to provide for: sealed bids to be opened at a Commission meeting; a specification that the lowest bid will not necessarily be accepted; and the inclusion of benchmarks to be used to evaluate the bids.

Carried

C. Hangar T4 Structure

The Airport Manager explained that this structure has shifted because the wooden pillars are deteriorating at the bottom. She believes that it should be braced, but would like to be protected from liability if it collapses. She believes that the work should be done before winter to make the hangar secure and added that aircraft are out of the hangar until November. Commissioner Hanif asked for a further explanation of the location of the hangar which the Airport Manager provided. He added that she and her company have the expertise to assess whether the work should be done, and noted that funds are not available for work such as an engineering assessment or a snow load test. Commissioner Hutchinson asked about liability if the bracing does not work and the Airport Manager stated that she is confident the bracing will be effective. Commissioner Hanif suggested that measurements should be taken to get a baseline to see if the structure is still moving and the Airport Manager stated that this has been done to show where the gaps are in the structure. Commissioner Roseborough raised the issue of the \$200 per month income from the hangar compared to the cost of doing the work, and what would happen in terms of liability such as damage to aircraft in the event of a collapse. He said that there would not be enough funds to cover such damages, which as Commissioner Hanif noted, could be in the range of \$100,000. The Chair noted that even with a signed agreement saying that SMA is not liable, if damages occurred, the involved insurance company would likely pursue SMA. The Airport Manager said that cost of the work would be a few hundred dollars to purchase wood bracing. The Vice Chair asked if it would be prudent to demolish the structure. The Airport Manager said that it was stabilized last year and if it were to be taken down, the work could be done with the SMA tractor. Commissioner Roseborough said that there are local

contractors who would do the work in exchange for the salvage materials. The Airport Manager agreed to confer with her business partner as to the best course of action. Commissioner Hanif asked how other hangars near Hangar T4 are holding up. The Airport Manager responded that they have no issues as they are constructed differently. The Airport Manager is to post a sign that neither SMA or the Airport Manager is liable for any damages resulting from the structure.

The Commission provided direction to the Airport Manager to proceed with bracing at Hangar T4.

D. Old Plow Truck

The Airport Manager explained that the truck which the Town of Hanover gave to SMA is breaking down and recently required new batteries at a cost of \$500. Her recommendation is that it be sold for scrap and if the tractor breaks down, a request could be made to the local municipalities for assistance. The Chair noted that to sell the truck for scrap would require getting it to the scrap yard, and he advised the Commission that the web site govdeals.com can be used to post used equipment for sale. Discussion ensued about various means to dispose of the truck. The Airport Manager suggested following the surplus asset policy of the Municipality of Brockton.

Motion Moved by D. Gieruszak
That the plow truck be declared a surplus asset.
Carried

Seconded by T. Hutchinson

9. In Camera

Motion Moved by B. Roseborough
That the Commission convene in closed session at 8:13 p.m. in accordance with Section 239(1) of the Municipal Act in order to address personal matters pertaining to an identifiable individual, including employees/ contractors, specifically regarding a Respect in the Workplace complaint and an individual and the flight school.
Carried

Seconded by M. Hanif

The Airport Manager and the Recording Secretary remained for the in camera portion. One guest attending was moved to a waiting room for the closed session.

The Saugeen Municipal Airport Commission reconvened in open session at 9:05 p.m. and the Vice Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed matters pertaining to an identifiable individual, including employees/ contractors, specifically regarding a Respect in the Workplace complaint and an individual and the flight school, and that no other matters were discussed.

One guest was readmitted to the open session.

10. Direction Coming Out of In Camera

Motion Moved by Tom Hutchinson
That the Saugeen Municipal Airport Commission approve direction provided to the Airport Manager in the closed session.
Carried

Seconded by D. Gieruszak

11. Confirmation of Proceedings Resolution

Resolution Moved by D. Gieruszak
Whereas the Saugeen Municipal Airport Commission deems it expedient that the proceedings of meetings be confirmed and adopted;
Now Therefore the Saugeen Municipal Airport Commission Enacts as Follows:
That the actions of the Commission at its meeting held on September 21, 2022 in respect to each report, motion, resolution or other actions recorded and taken at said meeting, are hereby adopted, ratified and confirmed, and furthermore;

Seconded by T. Hutchinson

That the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said actions referred to in the proceeding, and;
This Resolution may be cited as the September 21, 2022 Confirmatory Resolution.
Carried

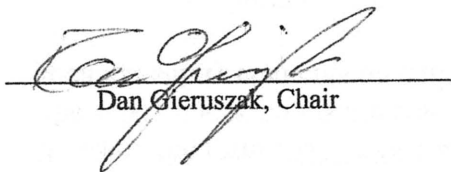
12. Adjournment

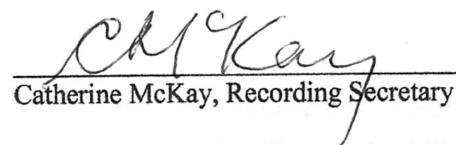
The Commission discussed its future meetings, with Commissioner Hanif noting that he will be out of the country from October to Christmas, but expects to be able to join meetings via Zoom. The Vice Chair noted that he will be unable to attend the October 19 meeting, and emphasized that other Commissioners should make every effort to attend to ensure a quorum.

Motion Moved by T. Hutchinson
That the Commission adjourn at 9:10 p.m..
Carried

Seconded by H. Hanif

Next Meeting: Wednesday, October 5, 2022 at 7:00 p.m., via Zoom, and Tuesday, October 25, 2022 via Zoom or at the discretion of the Chair or Vice Chair.


Dan Gieruszak, Chair


Catherine McKay, Recording Secretary