



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Tuesday, October 25, 2022, 7:00 p.m., via Zoom

Commissioners Present: Dan Gieruszak, Chair
Dave Hocking, Vice Chair
Moe Hanif (at 7:35 p.m.)
Tom Hutchinson
Bill Roseborough
Jack Zeinstra

Absent: None

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

1. Call to Order

The Chair called the meeting to order at 7:03 p.m. and noted that one guest had been admitted from the waiting room.

2. Approval of the Agenda

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the agenda for October 25, 2022 be amended to add item 6F., *Discount Fuel for 2023* and that the agenda be accepted as so amended.

Carried

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

None declared.

4. Delegations

There were no delegations.

5. Adoption of September 21 and October 5, 2022 Minutes

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the minutes of the September 21 and October 5, 2022 meetings be approved as circulated.

Carried

6. Action Items Arising from Minutes

A. Hydro Extension at South End of Airport

The Airport Manager informed the Commission that she had met with Hydro One representatives regarding the transformer at the south end of the airport. She explained that Hydro owns the box and SMA owns the lines. There is no extra capacity in the box which means that no new builds can take place. There are options to rectify this situation which would cost an estimated \$2,000, although a detailed costing is not available. The Airport Manager noted that the cost could be built into the site levy fee as discussed previously. She added that two additional hangar builds may start this year. The Chair asked about the timing of the work, for which the Airport Manager said there is no specific time frame. She is awaiting prices, but believes that the work can be done at any time of year. The Chair suggesting following up to get a better idea of the timing and noted that Westario and Hydro may not have the same availability or requirements. Starting the work before new hangar construction starts would be a sign to hangar owners that the airport is being progressive, although Commissioner Zeinstra suggested that it is not necessary to spend the money now to do the work, but rather owners could simply be informed of SMA's intention. The Chair again noted that it is important to know the time lag. The Vice Chair said that he is in favour of expansion at the airport, but the Commission needs to first know the cost.

B. Rental Contract Revision

The Airport Manager followed up on discussion from the last meeting, noting that she has been reviewing the terms of the contracts for owners on leased land. No new agreements have yet been signed and she will keep the Commission informed.

C. Annual Service Fee for the Cellular Plan for the New Fuel Pod

The Airport Manager explained that after the Commission approved the new fuel pod at the last meeting, an additional cost of \$480 came to light for the cellular plan.

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the additional cost of \$480 for the cellular plan for the new fuel pod be approved.

Carried

D. Updated Airport Service Fee Chart for 2023

The Airport Manager noted that the Commission approved the fee chart in June 2021, and she proposed adding an additional fee of \$400 plus HST for wedding services if clients rent both the terminal building and space outside the building which could be used for tents. It was clarified that the terminal building would be closed if rented for a wedding, and whether the restaurant would close would be left up to the restaurant owner. The Airport Manager noted that pilots would be advised in advance of the closing of the building and the restaurant has a food truck which could provide food outside.

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the fee chart be amended to add a \$400 charge to rent the terminal building for weddings.

Carried

E. Revised By-law Number 2 – Addressing ONCA Compliance

The Chair noted that revisions were made to the by-law which will be circulated to Commissioners. He will schedule a review of the details regarding the implications to the municipalities with Vice Chair Hocking and Commissioner Hutchinson.

Motion Moved by B. Roseborough

Seconded by J. Zeinstra

That By-law Number 2, *A By-Law Relating Generally to the Transaction of the Business and Affairs of Saugeen Municipal Airport (The "Corporation")* be approved in principle.

Carried

F. Discount Fuel for 2023

The Airport Manager referred to the Commission's decision at its last meeting to cancel the fuel discount of \$0.10 per litre for pilots as of January 1, 2023. She noted that some pilots have funds in their accounts which will have to be refunded through the issuing of cheques as a result of this decision. Discussion involved whether the discount applied to new purchases of fuel only, but the Airport Manager explained that as a result of the decision, there will be no discount as of January 1, 2023.

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That pilots who have prepaid fuel will continue to receive the discount until the funds in their prepaid accounts are used up.

Carried

7. Correspondence Requiring Action

A. October 11 Email from Mr. Englishman

The Chair explained that there are two investigations which have not been concluded and once they have been concluded, the Commission will provide a response.

8. Public Notifications

There were no public notifications.

9. Reports

A. Financial Reports

Motion Moved by B. Roseborough

Seconded by D. Hocking

That the Commission accept the Financial Reports as presented.

Carried

B. APM's Report

The Vice Chair noted that a new ground school will be starting at the airport and asked about the Hope Air Event. The Airport Manager noted that it was changed from Saturday to Sunday due to weather and 10 planes participated. The event raised \$4,582.00 which was short of the goal of \$8,000 goal. The event included an auction, music, speeches and entertainment and the Hanover Flying Club donated the food, and overall, it was a good event.

The Airport Manager informed that commission that with CANPASS, pilots can now fly in from the US and clear customs at the airport and the 3rd cut of hay brought in \$4,350.

The Vice Chair said that he and his wife attended a wedding in a hangar at the airport, which had been converted into an impressive and beautiful venue. He suggested that marketing be done to promote the use of the hangar for weddings. The Airport Manager agreed to approach the hangar owner to discuss the possibility of a fee for use of the facility.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

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

Carried

C. Friends of Saugeen Municipal Airport

Commissioner Zeinstra reported that a meeting had been held on October 19, 2022 at which it was agreed to defer the election of the executive for one month, so the new executive will be installed at the November meeting. Letters have been sent to encourage more people to become members. An anonymous donor expressed an interest in donating to the Kids Can Fly event after being inspired by the success of the event and the fact that pilots had donated their time, fuel and planes. The organization's Christmas party will be held at the airport on December 17, 2022 at 5:00 p.m.. The menu has not yet been set, but the airport restaurant will cater the event as it did last year.

The Vice Chair said that the Kids Can Fly event was one of the most successful events at the airport and he complimented the pilots who provided their time and their planes. He said that he has encountered people who are still talking about it and their kids who participated were as excited as if it was Christmas.

10. New Business

There was no new business.

11. In Camera Session

There were no items for an in camera session.

12. Direction Coming Out of In Camera

There was no direction coming out of in camera.

13. Confirmation of Proceedings Resolution

Resolution Moved by J. Zeinstra

Seconded by M. Hanif

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 October 25, 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;

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 October 25, 2022 Confirmatory Resolution.

Carried

14. Adjournment

The Commission discussed whether future meetings would be held via Zoom or in person and if the Commission should set up a Zoom account which would cost about \$20 per month. Commissioner Hocking said that he had asked the Town of Hanover if the Commission could use its Zoom account in case bad weather prevented an in-person meeting. He expects a response from the Town by the end of the week.

This item is to be added to the next meeting agenda.


Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission adjourn at 7:41 p.m..

Carried

Next Meeting: Wednesday, November 9, 2022 at 7:00 p.m. (Note: Subsequent to the October 25, 2022 meeting it was decided to change the time of the November 9 meeting to 1:00 p.m. and the location was confirmed as the Airport Boardroom.



Dan Gieruszak, Chair

Catherine McKay, Recording Secretary