



SAUGEEN

MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, February 15, 2023, 1:00 p.m., Airport Boardroom

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Moe Hanif (via Internet)
Jack Zeinstra

Absent: Carl Kuhnke

Others: Filomena McDonald, Airport Manager
Murray McDonald, Maintenance Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:00 p.m.. He noted that the meeting format has changed with the introduction of reports which focus attention on the issues and contain recommendations for the Commission's consideration. In addition, the Chair, the Secretary and the Airport Manager will meet regularly the week prior to Commission meetings to plan the meeting agenda. He added that Commissioners' comments on this new approach are welcome.

2. Approval of the Agenda

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the agenda for February 15, 2023 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. Adoption of Minutes of Previous Meetings

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the minutes of the January 10 and 20, 2023 meetings be approved as circulated.

Carried

6. Action Items Arising from Minutes

A. Farmland Proposal

The Airport Manager referred to the report noting that the landowner has provided permission for a survey regarding the easement.

Motion Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission approve the letter from the landowner to proceed with easement and that the Commission direct the Airport Manager to seek quotes for the easement.

Carried

B. Hydro Extension at South End of Airport

The Airport Manager referred to the report highlighting the \$3,284.50 cost of the transformer with payment due by June 5, 2023, and the work to be done by December 2, 2023. Discussion clarified that the transformer would feed approximately 17 hangars, but would vary depending on the size of the hangar and hydro usage. The Airport Manager noted that site levy fees contribute to the cost of the transformer. In response to a question from Moe Hanif, the Airport Manager confirmed that there have been no commitments for new hangar builds, and the Chair suggested that the transformer purchase should not go

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ahead until such commitments materialize. The Vice Chair suggested that the three municipal partners should authorize expenditures and the Chair noted that West Grey and Hanover have approved their 2023 budgets including their contributions to the Airport.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission receive for information the report on the additional hydro transformer.

Carried

C. Wings/Information Night, Thursday, February 9, 2023

The Chair provided an overview of the event which he, Jack Zeinstra, Moe Hanif and the Airport Manager attended. Approximately 20 people attended the session which was conducted in an open manner and provided an update to those who are not members of the Friends of the Saugeen Municipal Airport. Those in attendance saw opportunities for the Airport and made suggestions, and a follow up meeting is planned, possibly in June, to receive additional suggestions. At the event, the Chair highlighted the need to eliminate the Commission's 2023 deficit of \$38,400 and build up reserves for future capital expenditures. He noted that the meeting highlighted a lack of communication with pilots and the need to ensure that accurate information is provided on a timely basis. It was suggested that minutes of Commission meetings be circulated to pilots so they are up to date on Commission issues.

The Vice Chair suggested a quarterly newsletter highlighting good news. The Chair suggested soliciting comments as to the content, adding that it could highlight fundraising targets and include a thermometer to track donations. He added that he will be making a motion to the Town of Hanover regarding its issuing of tax receipts for donations to the airport. As an elected official, he is not in a position to approach potential donors for funds in support of the airport. The Vice Chair suggested that a meeting should take place closer to April 1 and it was agreed that the Chair and the Airport Manager would set up such a meeting.

The Vice Chair pointed out the wall in the airport lobby, asking if the information posted there it is up to date. He suggested adding pictures of the Commissioners so the public knows who their representatives on the Commission are, in the same way that Councillors' pictures are posted in municipal buildings.

The Chair received positive comments about the event and some thank you emails the following day.

D. Asset Management Plan

The Chair informed the Commission that he has raised these issues in his presentations to Councils and that there is \$14,000 in reserves which is insufficient and work needs to begin to build up the reserves.

E. Fundraising Program

The Chair noted that work on a fundraising program needs to start as soon as possible.

F. Explanatory Summary re 2023 Budget for Municipal Councils

The Chair informed the Commission that he had made presentation to West Grey Council accompanied by the Airport Manager and to Hanover Council, but had received to reply from Brockton in response to his request to make a presentation. He forwarded his presentation to the Clerk of Brockton with a request that it be circulated so that Brockton Council has the same information as Hanover and West Grey. He said he and the Airport Manager received a very positive reception at West Grey Council.

7. Correspondence

A. Ombudsman Ontario Letter of February 9, 2023 re SMA June 20, 2022 Meeting

The Chair reviewed the background circumstances leading up to the letter and explained that he had spoken to Patrick Szabo at Ombudsman Ontario to clarify their expectations with respect to presenting the letter to the Commission.

8. Public Notifications

There were no public notifications.

9. Reports

A. Financial Reports

The Airport Manager advised that the first wedding rental has been booked and will generate income. Fifty per cent of the municipal contributions have been received, but the final amount will not be known until the municipalities have passed their budgets. The Vice Chair asked what would happen if Brockton decides not to contribute its entire portion. The Chair advised that Hanover has a reserve which could possibly be used, but the Vice Chair felt that if Brockton does not contribute its full share, the funds should not come from reserves. The Commission representative from Brockton was not present, but it was noted that both Hanover and West Grey have passed budgets covering their contributions and it was suggested that Brockton's representative should consider what he can do in this situation. The Vice Chair advised that this situation might highlight issues in the municipal agreement/partnership and he noted that the other municipalities are making their contributions and if Brockton does not do likewise, the matter needs to be addressed.

Motion Moved by M. Hanif

Seconded by J. Zeinstra

That the Financial Reports be approved as circulated.

Carried

B. APM's Report

The Airport Manager noted that the gas line has been extended to two new hangars and one new gas meter has been installed, with additional meters to be installed.

The Chair stated that he receives consistent calls and comments about the price of fuel at the airport being the highest. To clarify the matter, he called Kincardine, Owen Sound, Wiarton and Goderich airports to inquire about their prices. SMA charges \$2.70 per litre not including HST and with HST, the price amounts to \$3.05 per litre. Kincardine, for example, charges \$2.86 per litre with HST. He suggested that the price should be stated on the same basis as the others, i.e. including HST and that as of the date of the meeting, the SMA price was \$2.86 per litre, the same as Kincardine, information which should satisfy pilots who believe that SMA prices are the highest. The Airport is not losing business due to its fuel prices, although it was pointed out that prices fluctuate and even if the price is low, increased volume as a result of a good price will mean that revenue is up. The Airport Manager agreed to provide a fuel comparison at the next meeting. Jack Zeinstra said that it is important to ensure that price comparisons are an "apples to apples" comparison, including all taxes. The Airport Manager explained that there are three taxes on fuel and although the Airport gets the GST back, it does not get a rebate on the other taxes. The price depends on the price at which the fuel was purchased, and Jack Zeinstra said that prices fluctuate and the price to pilots is based on the purchase price paid by the Airport when it bought the fuel. The Airport Manager said that the price is changed when fuel is purchased, but depends on how many litres from the previous purchase remain at the time of the next purchase.

It was agreed that the Airport Manager would include a review of fuel prices in her report for each Commission meeting. Jack Zeinstra noted that it is an asset to have a flight school at the Airport and Moe Hanif stated that good fuel prices provide a reason for people to come to the Airport and competitive pricing can ensure that they continue to do so.

The Airport Manager noted that a truck which had been donated to the Airport was sold as surplus equipment for \$4,252.19, an amount which was deposited to the capital reserve.

C. Friends of the Saugeen Municipal Airport

Jack Zeinstra distributed minutes of the meeting of February 11, 2023. The organization's mission statement was attached to the minutes, and discussion included how to more broadly disseminate information about the organization and promote its economic development possibilities. It was decided that the Airport Manager would email the minutes of the meeting to her distribution list of pilots. As outlined in the minutes, it was decided to hold a special event at the Airport to provide municipal officials with an opportunity to tour the facility and learn more about it. The Secretary is to email a draft invitation to Jack Zeinstra and include the issue on the March meeting agenda.

10. New Business

A. Farmland Fertilizer

The Airport Manager presented the report. Jack Zeinstra explained that he had reviewed the quotes which did not appear to be on an “apples to apples” basis. He reviewed the results of his analysis showing that one quote provided more fertilizer for the price than the others. It was suggested that in the future, quotes should be all on the same basis so as to allow for comparisons to be made on a similar basis. Jack Zeinstra agreed to provide a template for future requests for fertilizer quotes. Since the three quotes received were not all done on the same basis, the Airport Manager was directed to ask the three parties who provided the quotes to resubmit them using the template. The Chair thanked Commissioner Zeinstra for his input and he and the Airport Manager agreed to meet following the meeting to review the template.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That direction be provided to the Airport Manager to consult with Commissioner Zeinstra to adopt the template as the basis for fertilizer quotes.

Carried

B. Roberts Farm Equipment Invoice

The Airport Manager referred to the report and the Chair noted that the issues highlighted demonstrate the need for an asset management system.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission approve payment of invoice # s91274 from Roberts Farm Equipment in the amount of \$1,016.80 plus HST.

Carried

C. Addressing ONCA Compliance - Municipality of Brockton Report Number CLK2023-01 –Saugeen Municipal Airport Revised Corporate By-Laws

The Chair reviewed the background of this issue, noting that the Clerk of the Municipality of Brockton will work on the issue with the Commission’s lawyer, Saquiba Rahman, to finalize a draft by-law which will then be circulated to West Grey and Hanover. The Vice Chair noted that West Grey has sent the matter for a legal opinion, which may delay the process. The Chair will call the Clerk of Brockton to advise that West Grey has consulted its lawyer and request that she contact the Clerk of West Grey. It was noted that the Commission may incur legal fees as a result of this matter. The Commission’s lawyer will attend the April 19, 2023 commission meeting which will take place via Zoom and the CAOs and Clerks of the three municipalities will be invited to attend.

D. Management Contract

The Chair noted that the previous Commission negotiated the terms of the contract with the management company and he requested input from the Commissioners as to the best approach in reviewing the contract. It was suggested Moe Hanif suggested that the contract should include key performance indexes and the Airport Manager noted that the contract is supposed to be reviewed every year in May.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Chair discuss terms of the management contract with the company and submit any proposed changes to the Commission for its consideration.

Carried

E. Kuhl Aero Academy Update

The Chair noted that the report submitted by Marohl Kuhl was very informative, his organization is an asset to the airport and he would like to ensure that he continues to stay at the Airport.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission receive for information the report submitted by Marohl Kuhl.

Carried

11. In Camera Session

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission convene in closed session at 2:43 p.m. in accordance with Section 239(1) of the Municipal Act in order to address personal matters about an identifiable individual, including employees/contractors, specifically regarding hydro metering, and a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, specifically with respect to a farmland proposal.

Carried

The Airport Manager, the Maintenance Manager and the Secretary remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 3:25 p.m. and the Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed personal matters about an identifiable individual, including employees/contractors, specifically regarding hydro metering, and a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, specifically with respect to a farmland proposal, and that no other matters were discussed.

12. Direction Coming Out of In Camera

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission provide direction to the Airport Manager to: obtain quotes to survey the west side of the property only and to present this information to the Commission at its June meeting; contact the Saugeen Valley Conservation Authority to obtain in writing its opinion on the proposal; and issue a Request for Proposal regarding a farmland proposal by May 15, 2023.

Carried

13. Confirmation of Proceedings Resolution

Resolution Moved by J. Zeinstra

Seconded by T. Hutchinson

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 February 15, 2023 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 February 15, 2023 Confirmatory Resolution.

Carried

The Commission discussed its next meeting, with the Chair noting that he will be absent.

14. Adjournment

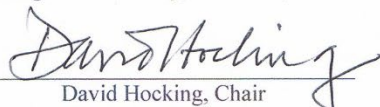
Motion Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission adjourn at 3:35 p.m..

Carried

Next Meeting: Wednesday, March 29, 2023 at 1:00 p.m. in the Airport Boardroom.


David Hocking, Chair


Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the Chair and the Recording Secretary.