



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, July 20, 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  
(7:10 p.m.)  
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 7:15 p.m.

### 2. Approval of the Agenda

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

That the agenda for July 20, 2022 be amended to add item 10 F. Invoice from Corporate Investigation Services 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 June 15 and June 20, 2022 Minutes

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the minutes of the June 15, 2022 meeting be approved as circulated.

**Carried**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the June 20, 2022 meeting be approved as circulated.

**Carried**

### 6. Action Items Arising from Minutes

There were no action items arising from the minutes.

### 7. Correspondence Requiring Action

#### A. Essex Airport for Sale

The information about the Essex Airport was received for information.

### 8. Public Notification

There were no public notifications.

### 9. Reports

#### A. Financial Reports

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the Commission accept the Financial Reports as presented.

**Carried**

**B. APM's Report**

Chris Hadfield's visit, with his father Roger Hadfield, was a success and featured on the Airport's Facebook page. He was very approachable with the kids who attended and obviously a proud Canadian.

The Airport Manager reviewed the highlights of her report, pointing out that the first cut of hay brought in \$18,193.65 based on the pricing negotiations, \$3,729.65 more than last year. There will be a second cut, but due to dry conditions, there may be no third cut. She added that there are some fun events coming up and the Chair noted the Plein Air Festival and asked the West Grey and Brockton Commissioners to remind their Mayors that they will be bringing greetings to the festival from their municipalities.

The Airport Manager informed the Commission that the Hanover Chamber of Commerce meeting held at the Airport went well and there was a full house, with everyone enjoying the buffet meal put on by the restaurant. The former Mayor of Hanover, Kathi Maskell, attended and the Airport Manager was able to meet local business owners. The event was good public relations for the Airport and some things are starting to come together as a result.

Moe Hanif complimented the Airport Manager on the work she is doing, particularly on the visit of Chris Hadfield.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

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

**Carried**

**C. Friends of Saugeen Municipal Airport**

The Vice Chair presented the report on behalf of Jack Zeinstra. He reported that the Kids Can Fly event on August 20 from 9 am to 3 pm is coming together well and will include a birthday cake for the Airport at noon. He emphasized that it is important to get the word out about the event, including on social media. He added that student entrepreneurs will be attending, and there will be 10 booths. The Airport Manager has been in touch with Economic Development staff at Brockton and Hanover, as well as with the West Grey Chamber of Commerce. Commissioner Hutchinson agreed to attend to cut the cake.

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the Commission accept the Friends of the Saugeen Municipal Airport Report as presented.

**Carried**

**10. New Business**

**A. Paving Quote**

The Airport Manager informed the Commission that the cost of paving the access road previously approved at \$16,717 has increased to \$18,800 and the Airport's share of the cost increase is \$500.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission approve the increase in cost to pave the access road to \$18,800.

**Carried**

**B. JetPro invoice**

The Airport Manager explained that the Airport has used JetPro for four years to study the approaches and runways which is a regulatory requirement. Their fee is \$3,000 annually and they verify various aspects of the property such as the height of the trees. Their costs have gone up, mainly due to increases in the cost of fuel. The Commission initially approved the cost at \$5,000 and due to cost increases, the current invoice is for \$9,500. The Airport Manager noted that she can get other quotes, but JetPro has been professional and is a good company to deal with.

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the Commission approve payment of the invoice from JetPro in the amount of \$9,500.

**Carried**

**C. Fuel Pedestal Preplacement and Fuel Cabinet Meter Updates**

The Airport Manager explained that credit cards can be inserted into the Airport's fuel pedestal to pay for fuel but Visa will not be compatible come October as it will not work through phone line hookup. We are still waiting on the updated wiring for the debit machine as it has been updated for safety requirements. The M3000 is showing signs of error and the M4000 was approved in Canada a few weeks ago. We have one year to replace the fuel pedestal pending parts availability. The Airport Manager is in the process of getting quotes which will be in the range of five digits. She is waiting for the last one to come in and they will be presented to the Commission once they are all received.

The fuel cabinet meter replacement will coincide with the pedestal replacement and the Airport Manager would like to have the meters calibrated when the new pedestal is installed. Due to issues with parts availability, there is no specific date for the installation. She mentioned that an electrician looked at the wiring which is in good condition. She added that a meter was installed in Kincardine and one month later was not working. The meter will operate through the internet rather than the phone system. Moe Hanif mentioned that some fuel cabinets are like phone booths where you step in, although the Airport Manager said that this is not required, as the cabinet meter is made to last outside.

**D. Visit from Harvard's**

The Canadian Harvard Aircraft Association in Tilsonburg would like to come to the Airport. They proposed selling rides and having aircraft displays along with booths selling memorabilia. They requested that the Commission pay approximately \$600 for fuel top up upon arrival, for their visit. The Airport Manager does not recommend paying this, although the visit might be a positive event. Moe Hanif said that the airport is not in a financial position to support this and they would be welcome to come on their own, but there would be no benefit to the airport. He suggested informing them that they could come to visit and do a show, but would not be paid to do so. There was a consensus amongst the Commissioners that this should not go ahead, and the Association be told that they could possibly approach the airport next year.

**E. Formation of a Workplace Respect Committee**

The Vice Chair noted that the Commission's Workplace Harassment and Violence policy states that it may choose to form a Workplace Respect Committee. He suggested that Commissioners consider the creation of such a committee to look at complaints under the policy.

**F. Invoice from Corporate Investigation Services**

The Vice Chair noted that the invoice from Corporate Investigation Services was distributed to Commissioners. Bill Roseborough said that having read the report, he is glad that the Commission decided to retain this firm and that it was money well spent.

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the Commission approve payment of the invoice from Corporate Investigation Services in the amount of \$10,063.69.

**Carried**

**11. In Camera**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission convene in closed session at 7:37 p.m. in accordance with Section 239(1) of the Municipal Act in order to address matters pertaining an identifiable individual, including employees/contractors, specifically regarding a Respect in the Workplace complaint.

**Carried**

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 8:30 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 that no other matters were discussed.

One guest was readmitted to the open session.

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

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission approve direction provided to the Airport Manager to increase the lease fee to \$0.40 per square foot.

**Carried**

**Motion** Moved by T. Hutchinson

Seconded by B. Roseborough

That direction be provided to the Airport Manager to contact the Town of Hanover's Director of Corporate Services/Treasurer to determine what the Commission's procedure should be when a property is declared surplus.

**Carried**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission approve direction provided to the Vice Chair in the closed session to take follow up steps arising out of the workplace harassment complaint investigation report.

**Carried**

**13. Confirmation of Proceedings Resolution**

**Resolution** Moved by B. Roseborough

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:

- 1.0 That the actions of the Commission at its meeting held on July 20, 2022 in respect to each report, motion, resolution or other actions recorded and taken by the Commission at said meeting, are hereby adopted, ratified and confirmed, and furthermore;
- 2.0 That the 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;
- 3.0 That the Chair and Secretary, and their designates, are hereby authorized and directed to execute all documents as may be necessary on behalf of the Commission and to affix the corporate seal to all such documents as necessary;
- 4.0 That the Treasurer, or their designates, are hereby directed to execute any documents necessary on behalf of the Saugeen Municipal Airport Commission, and to affix the corporate seal to all such documents, as may be necessary;
- 5.0 That this resolution shall come into effect upon final passage;
- 6.0 This Resolution may be cited as the July 20, 2022 Confirmatory Resolution.

**Carried**

**14. Adjournment**

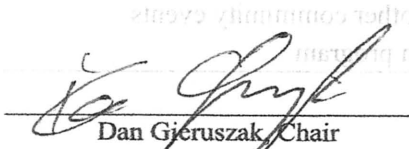
**Motion** Moved by T. Hutchinson

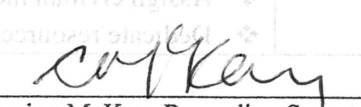
Seconded by H. Hanif

That the Commission adjourn at 8:36 p.m..

**Carried**

**Next Meeting:** Wednesday, September 21, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair or Vice Chair.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary

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