



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, March 29, 2023, 1:00 p.m., Airport Boardroom

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Carl Kuhnke
Jack Zeinstra

Absent: Moe Hanif

Others: Carol Hudson, Councillor, Town of Hanover
Filomena McDonald, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:00 p.m.. He welcomed Carol Hudson, who serves as the Town of Hanover's alternate representative on the Commission.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the agenda for March 29, 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

The Chair reviewed the highlights of the minutes.

Motion Moved by J. Zeinstra

Seconded by C. Kuhnke

That the minutes of the February 15, 2023 meeting be approved as circulated.

Carried

6. Action Items Arising from Minutes

A. Farmland Proposal

The Airport Manager reviewed the Request for Proposal and Commissioners suggested revisions. The Airport Manager was directed to forward the revised document to Commissioner Zeinstra for review once the amendments are made, and to issue the RFP once finalized.

B. Quote for the Cost of Registering an Easement

C. Quotes for Property Survey

These items were deferred to the Commission's April 19, 2023 meeting when they will be presented in matrix format.

D. Circulation of Commission Minutes to Pilots

The Airport Manager confirmed that minutes are circulated via email to pilots and others interested in the airport and are posted on a notice board in the Terminal Building. The Chair noted that those attending the Wing Night Event on February 9, 2023, as well as others, have expressed interest in the minutes.

E. Economic Development Opportunities Meeting, March 8, 2023

The Chair informed the Commission that he met with April Marshall, Economic Development Manager for the Town of Hanover, Steve Furness, Manager of Economic Development for Grey County, Luigi Presta, Managing Partner at ThinkCompass, a consulting and marketing company, and Murray McDonald from the Airport. The Chair said the meeting was positive and he is expecting it to result in the identification of opportunities to expand the economic development reach of the SMA.

F. Invitation to Municipal Officials for May 13, 2023

Commissioner Zeinstra clarified a number of issues regarding the flights and tours, noting that in the event of bad weather, vouchers for a future flight will be issued, and most people do not expect a tour in a vehicle, preferring to walk around the airport. Suggestions were made for revisions to the invitation and the Secretary agreed to distribute it to the Clerks of the municipal partners.

G. ONCA Compliance

The Chair informed the Commission that Fiona Hamilton, Clerk of Brockton, is gathering the comments from the three municipalities which need to sign off on the SMA by-law and she and the Commission's lawyer expect the draft to be presented to the Councils at their April meetings. The Vice Chair advised that West Grey has requested a legal review of the draft. The final by-law is expected to be presented to the Commission at its May 17, 2023 meeting when its lawyer will be present.

7. Correspondence

A. Letter from Victor Danielli, February 27, 2023

The Chair spoke to Mr. Danielli who was pleased with the response he received from Chris Peabody, Mayor of Brockton, and now considers the matter closed.

8. Public Notifications

There were no public notifications.

9. Reports

A. Financial Reports

The Commission reviewed the financial reports.

B. Revised 2023 Budget

The Chair explained that since Brockton did not increase its 2023 contribution, the budget for that year had to be flatlined at the same level as 2022 to maintain the funding formula agreed to amongst the municipal owners which states that Hanover contributes 31%, Brockton 42% and West Grey 27% of the annual budget. Hanover and West Grey agreed to a 10% budget increase but that increase could not be realized while maintaining the agreed upon funding formula. As a result, the overall budget, and Hanover and Brockton's contributions had to be reduced.

SMA has asked the municipalities to remit half of their contributions and the SMA was advised to use its \$14,400 in reserve funds towards the 2023 budget. Discussion centered around how to ensure that the impact of inflation is understood by the partners and the question was asked how the airport can operate without funding that keeps pace with inflation. The Chair emphasized the need to raise funds in 2023 to ensure the future of the airport. All municipalities are feeling a financial squeeze and one of the airport's sources of revenue is fuel sales, which it can't increase without causing a drop in sales, although it does have additional revenue from farmland and hangar leases. The Chair stated that it is possible to balance the budget and 2022 was an anomaly given the unanticipated legal fees. The Vice Chair noted that the issues that led to the legal fees diverted time and attention away from SMA's objectives. The Chair added that input from municipal economic development staff should help to increase revenue and decrease municipal contribution, and noted that the flight school at the airport will contribute to increased revenue.

C. APM's Report

The Airport Manager highlighted a new feature in her report which shows comparative fuel pricing information at SMA and other airports as well as a list of upcoming events which will be regularly updated.

D. Friends of the Saugeen Municipal Airport/COPA 54

Jack Zeinstra reviewed the notes of the meeting held on March 11, 2023.

He mentioned an incident involving a plane on a runway with a flat tire which took a long time to tow from the runway. The Airport Manager stated that it took 30 minutes to remove the plane which she considered to be acceptable. There was discussion as to why a runway which was bare and dry was closed and the Chair suggested that the matter be further looked into.

Commissioner Zeinstra proposed that members of the Friends of the Saugeen Municipal Airport/COPA 54 perform some of the airport's runway maintenance work and there was discussion about the advisability of the proposal including liability and equipment issues. Commissioner Zeinstra was to go back to the members to further clarify what could be done and the equipment that would be available.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Financial Reports, Revised 2023 Budget, the Airport Manager's Report and the Report from the Friends of the Saugeen Municipal Airport/COPA 54 be approved as presented.

Carried

10. New Business

A. Sponsorship

The Chair continues to search for someone to spearhead the sponsorship. At the April 17, 2023 Town of Hanover Council meeting, he will request that Town assume the funds raised. Revisions to the sponsorship document were made including changing the term for the Terminal Building to 10 years with the payment term to be 10 years, and the statement regarding sale of the airport to be removed and included in the sponsorship commitment agreement. The Secretary will forward the final document to the Clerk of the Town of Hanover with the draft meeting minutes and a sponsorship commitment agreement. Discussion took place on various aspects of sponsorship and the Chair informed Commissioners that he has extensive experience in this area, including the very successful fundraising for the Town of Hanover's P&H Centre.

Motion Moved by J. Zeinstra

Seconded by C. Kuhnke

That the sponsorship document be approved as amended.

Carried

11. In Camera Session

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission convene in closed session at 2:42 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

Councillor Hudson, the Airport Manager and the Secretary remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 3:12 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 J. Zeinstra

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission approve direction as provided in the closed session.

Carried

13. Confirmation of Proceedings Resolution

Resolution Moved by T. Hutchinson

Seconded by J. Zeinstra

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 March 29, 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 March 29, 2023 Confirmatory Resolution.

Carried

14. Adjournment

Motion Moved by J. Zeinstra

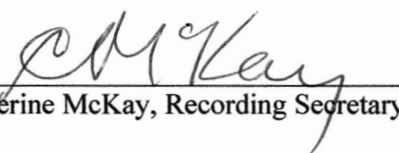
Seconded by T. Hutchinson

That the Commission adjourn at 3:13 p.m..

Carried

Next Meeting: Wednesday, April 19, 2023 at 1:00 p.m. in the Airport Boardroom.


David Hocking, Chair


Catherine McKay, Recording Secretary