



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, April 19, 2023, 1:00 p.m., Airport Boardroom

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

Absent: Carl Kuhnke

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

Guests: Connie Sanci
Dave Schmidt

1. Call to Order

The Chair called the meeting to order at 1:03 p.m. and introduced guests Connie Sanci and Dave Schmidt who have agreed to co-chair the Commission's sponsorship campaign. The Town of Hanover has agreed to receive funds donated during the campaign, and the Chair, the Airport Manager, Ms. Sanci and Mr. Schmidt will meet on April 20, 2023 to launch the campaign.

2. Approval of the Agenda

Motion Moved by J. Zeinstra

Seconded by M. Hanif

That the agenda for April 19, 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 T. Hutchinson

Seconded by J. Zeinstra

That the minutes of the March 29, 2023 meeting be approved as circulated.

Carried

6. Action Items Arising from Minutes

A. Quote for the Cost of Registering an Easement

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the SMA Commission accept the services from McMeeken Law Office.

Carried

B. Quotes for Property Survey

The Commission discussed options and the costs for surveying the airport property: the whole property; only the west side of runway 09; or only for the easement over another landowner's property.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission defer any decision regarding a property survey.

Carried

Motion Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission direct the Airport Manager to research the cost of a survey for the easement only.

Carried

C. Economic Development Opportunities

There was no update on this item pending information from Grey County staff.

D. Invitation to Municipal Officials for May 13, 2023

Eleven participants from Hanover and West Grey have confirmed their attendance. The Chair spoke to the Clerk of Brockton to request that she advise Council members of the event. Commissioner Carl Kuhnke will circulate information to Brockton Council and the Chair will contact the Mayor of Brockton to ensure that Brockton Councillors are aware of the event.

E. Fundraising Program

The Chair confirmed that it will be the Commission's responsibility to retain documentation regarding the program. The Town of Hanover will receive and deposit the funds, and issue tax receipts.

Ms. Sanci and Mr. Schmidt provided an overview of the program, the resources they expect to enlist and how it will unfold. The Airport Manager and the Secretary will provide any administrative support.

The Chair thanked Ms. Sanci and Mr. Schmidt for agreeing to devote their time and efforts to assist the Airport.

F. ONCA Compliance

The Chair of the Commission received an email dated April 17, 2023 from Saquiba Rahman of Pooran Law advising that any Commission by-law will have to align with the Ontario Corporations Act, rather than the new Ontario Not-for-Profit Corporations Act, as well as with the Municipal Act, work which was estimated to be an additional \$5,000-6,000. This news was very disappointing in light of the amount already paid to Pooran Law for work to align the by-law with the Ontario Not-for-Profit Corporations Act. The Chair has discussed the matter with the Clerk of the Municipality of Brockton, who will discuss further with Ms. Rahman.

G. Runway Paving

Having volunteers do the runway crack sealing raised concerns regarding insurance and liability, leading to the conclusion that using volunteers would not be prudent. The Airport Manager advised that a tendering process was undertaken in 2020, with bids received from three companies and she outlined the results of recent contact with the companies which resulted in updates on pricing. The Airport Manager was directed to retain ALK Asphalt to do the work at \$1.75/metre.

7. Correspondence

There was no correspondence.

8. Public Notifications

There were no public notifications.

9. Reports

A. Financial Reports

The Airport Manager clarified that the deficit in the financial statements is due to a large fuel purchase and \$21,000 in rental and lease revenue is expected to come in soon. Also, the Commission has a \$75,000 overdraft. The cost of accounting services was discussed, and it was noted that the matter was looked into previously and the current practice of using Town of Hanover staff was the most cost effective option.

Motion Moved by M. Hanif

Seconded by J. Zeinstra

That the financial reports be approved as presented

Carried

B. APM's Report

The Airport Manager noted that the price of fuel is now at \$2.67/L, consistent with other airports. Responses are coming in regarding the farmland request for proposal.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Airport Manager's Report be approved as presented.

Carried

C. Friends of the Saugeen Municipal Airport/COPA 54

Commissioner Zeinstra provided a verbal report, noting that preparations for the May 13, 2023 event for Councillors and municipal staff are mostly complete. The *Rust Remover* event scheduled for April 30, 2023 is on hold due to the strike of federal government workers, including Transport Canada. The *Kids Can Fly* event is scheduled for August 26, 2023 and was very successful last year.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Report from the Friends of the Saugeen Municipal Airport/COPA 54 be received for information.

Carried

10. New Business

A. Declaration of Surplus Property

The Chair explained that advice on the process was received from the Town of Hanover and the Airport manager is to place the notice in The Post newspaper for the first issue in May. It was clarified that the declaration of surplus property and the intention to sell apply only to the hangar, not to land.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission declare Hangar T-1 as surplus to the needs of the Commission and issue the appropriate notice that it proposes to sell the subject property through sealed tenders.

Carried

B. Proposal with Gateway Casinos

There was no update available on this item.

C. Commissioner Orientation Program

A list of orientation documents for Commissioners to review will be emailed to them by the Secretary.

11. In Camera Session

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission convene in closed session at 1:55 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.

Carried

The Secretary remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 3:15 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, 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

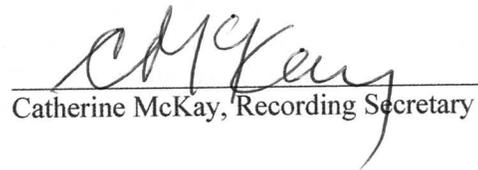
13. Adjournment

Motion Moved by T. Hutchinson
That the Commission adjourn at 3:16 p.m..
Carried

Seconded by J. Zeinstra

Next Meeting: Wednesday, May 17, 2023 at 1:00 p.m., Boardroom Saugeen Municipal Airport.


David Hocking, Chair


Catherine McKay, Recording Secretary