



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, November 8, 2023, 1:00 p.m., Saugeen Room, Hanover Civic Centre

Commissioners Present: Dave Hocking, Chair
Carl Kuhnke
Victor Danielli

Absent: Tom Hutchinson, Vice Chair
Moe Hanif

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:03 p.m..

2. Approval of the Agenda

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the agenda for November 8, 2023 be accepted as circulated.

Carried

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

None declared.

4. Delegations

None

5. Adoption of Minutes of October 11, 2023

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the minutes of the October 11, 2023 meeting be approved as circulated.

Carried

6. New Business

A. SMA Revised By-law

Saquiba Rahman, a lawyer with Pooran Law who was retained to prepare the by-law, reviewed it highlighting changes made following feedback from the Clerks of Hanover, Brockton and West Grey. Following discussion, it was decided that section 4.01 will state that the Board of Commissioners shall consist of five (5) Commissioners and section 5.05 will state that a quorum shall consist of a majority of the Commissioners, at least 2 of whom must be representatives of the municipalities. The possibility of overlapping terms of Commissioners was discussed, whereby some would be appointed for two years and some for four years. Ms. Rahman noted that the Ontario Not For Profit Corporations Act does not apply to the Commission.

Amendments to the Commission's Procedural By-law 2021-01 will be required to ensure consistency with the new by-law which will be finalized and circulated to the municipal Clerks for any further comment. The Chair thanked Ms. Rahman on behalf of the Commission and the municipal Clerks for her work.

B. SMA 2024 Meeting Schedule

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the SMA 2024 Meeting Schedule be received for information.

Carried

C. Brockton Report

The Chair advised that Fiona Hamilton, Director of Legislative and Legal Services (Clerk), is preparing a report on the future of the airport for Brockton Council's November 14, 2023 meeting. The Airport Manager met with Ms. Hamilton and Sonya Watson, CAO of Brockton, and reported that the discussion went well. The Chair noted the importance of the Airport which was available for Ornge landings when the helipad at the South Bruce Grey Health Centre was not operational.

D. Request for Leave of Absence

This item was deferred.

7. Action Items Arising from Minutes

A. Review of Airport Fees & Measures to Reduce Carrying Charges

Commissioner Danielli will present his final report at the Commission's December meeting.

B. Clarification of Miscellaneous Expenses in September Financial Statement

The Chair explained that the miscellaneous expenses were for items such as petty cash, event expenses including Kids Can Fly (some of which were offset by donations), the altimeter and newspaper ads for Airport Manager position. Miscellaneous revenues came from the sale of a hangar, paving reimbursement, hydro recovery, and fees from the Town of Hanover for snow clearing to the water plant.

8. Correspondence Requiring Action

There was no correspondence requiring action.

9. Public Notifications

There were no public notifications.

10. Reports

A. Financial Reports

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the financial reports be approved as presented.

Carried

Runway crack sealing is a capital improvement and therefore some of the funds donated through the fundraising campaign could be used to cover the costs. The Airport Manager will explore sources of federal funding and the Chair noted that the financial picture is trending towards a zero deficit for 2023.

B. APM's Report

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the APM's report be approved as presented.

Carried

The Airport Manager reviewed his report, noting that the carpet in the pilot's lounge has been upgraded, the price of fuel is down to \$2.71 from \$2.88 when the report was written. The Chair noted that fuel revenue so far is roughly \$150,000, with expenses at \$130,000, for a profit of approximately \$20,000.

C. COPA 54/Friends of the Saugeen Municipal Airport Update

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the COPA54/Friends of the Saugeen Municipal report be received for information.

Carried

Commissioner Danielli reported that the most recent meeting was on October 14, 2023 when election of officers took place and all current officers agreed to remain for another term. A notice that fees for 2023 are now due has been issued.

COPA 54/Friends of the Saugeen Municipal Airport has agreed to pay the annual fee for the Canadian In-Flight Information Broadcasting (CIFIB) at the airport which transmits traffic and weather and is received on a tablet or a phone, with an effective range of up to 60 nautical miles (approximately 70 statute miles) and is a very useful safety tool for aircraft in flight around airports. The funds for the installation of the system were donated by a member and fund raising needs to be initiated to ensure that COPA 54/Friends of the Saugeen Municipal Airport can continue to pay the annual fee. In addition, a pilot donated gift cards to promote fuel sales at the airport.

The next meeting will take place on Saturday, November 11, 2023, and the Christmas party, including entertainment, will be held on December 16, 2023 beginning at 4:30 or 5 p.m. at the terminal building.

11. Confirmation of Proceedings Resolution

Resolution Moved by V. Danielli

Seconded by C. Kuhnke

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required. Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on November 8, 2023 are hereby confirmed and;

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 decisions referred to in the proceeding, and;

This Resolution may be cited as the November 8, 2023 Confirmation of Proceedings Resolution.

12. Adjournment

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the Commission adjourn at 2:24 p.m..

Carried

Next Meetings: Wednesday, December 20, 2023, 1:00 p.m. (changed from 7:00 p.m.) Boardroom, Saugeen Municipal Airport
Wednesday, January 17, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary