



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, December 20, 2023, 1:00 p.m., Boardroom, Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Victor Danielli
Moe Hanif (via Zoom)

Absent: Carl Kuhnke

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:00 p.m..

2. Approval of the Agenda

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the agenda for November 8, 2023 be amended to add items 12 F *Inclusion of CIP Increases in SMA Agreements*, 12 G *Invoice from Montgomery Industrial Services* and 12 H *Town of Hanover Flag*, and that the agenda be approved as so amended.

Carried

3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

4. Closed Session

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the Commission convene in closed session at 1:02 p.m. in accordance with Section 239 (1) of the Municipal Act in order to address matters pertaining to litigation, and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically a small claims court action, and personal matters about an identifiable individual, including employees/contractors, specifically fees for airport management services.

Carried

The Secretary and the Airport Manager remained for the closed session discussion regarding potential litigation. The Airport Manager was not present for the matters about an identifiable individual. The Saugeen Municipal Airport Commission reconvened in open session at 1:20 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 matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and personal matters about an identifiable individual, including employees/contractors, and that no other matters were discussed.

5. Direction Coming Out of Closed Session

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the 2024 fee for airport management services be increased by 3% from the 2023 rate.

Carried

6. Delegations - None

7. Adoption of Minutes

A. Regular Meeting, November 8, 2023

Motion Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the November 8, 2023 regular meeting be approved as circulated.

Carried

B. Special Meeting, November 8, 2023

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the minutes of the November 8, 2023 special meeting be approved as circulated.

Carried

8. Action Items Arising from Minutes

A. Update on Status of SMA Revised By-law

The Chair provided an update on the by-law, noting that it had been sent to the municipal Clerks for comment and revised based on their feedback. The revised by-law was sent to the Clerks for any additional comments. An invoice from Pooran Law had been received, and following the Chair's contact with them, they confirmed that the fees would be waived as previously agreed so there will be no further charges to the Commission.

B. Report on Airport Fees & Measure to Reduce Carrying Charges

Commissioner Danielli presented his report. He noted that prices of fuel change daily and there are delivery costs in addition to the price of the fuel. If the airport had larger tanks, deliveries would be less frequent and therefore cost less. Also, if the tank volume was 30,000 litres, it would be possible to delay delivery to wait for a more favourable price. If delivery was done by a 20,000 litre truck, there could be a reserve amount in SMA's tank, so that fuel would not run out. There was discussion about finding a larger tank and obtaining a pump which could reduce by half the time to off load fuel, thus reducing the delivery fee. The Chair explained that when the price of fuel is reduced to be competitive, profit to SMA is reduced. It was also noted that there is a cost to SMA of prepaid fuel cards. Discussion covered the inter-related issues of sales, profit on fuel, volume of sales and discounts. It was agreed to consult with the pilot community before making any decisions based on the report. The Chair thanked Commissioner Danielli for his work.

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the Airport Manager be directed to make a presentation to the Commission at the next meeting on the costs of fuel, including expenses and revenue and input from the pilot meeting on January 17, 2024.

Carried

9. Correspondence Requiring Action

There was no correspondence requiring action.

10. Public Notifications

There were no public notifications.

11. Reports

A. Financial Reports

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the financial reports be approved as presented.

Carried

The Chair noted that the deficit is likely to be in the range of \$11,600 for 2023, in part because not as much revenue as anticipated was received for farmland. Donations pledged so far total \$39,000. The Chair agreed to clarify with the Municipality of Brockton the amount of property taxes.

B. APM's Report

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the APM's report be approved as presented.

Carried

The Airport Manager reviewed his report, highlighting fuel sales of \$20,500, the rental of a T hangar which is expected to continue, and rentals of the Boardroom and terminal space. He delivered and

installed a new fuel house which will protect the fuel pod investment and customers are thankful for this addition which will keep them warm and dry while fueling their aircraft. Runway lights have been replaced with LED lights which are expected to last 7 to 9 years, and the anticipated addition of a second septic system pump will ensure that there are no backups. Improvements to the basement make the space rentable as an office. He is keeping an eye out for a larger fuel tank, as well as for potential investors. It was highlighted that those making donations to the airport are eligible to receive a tax receipt allowing the amount to be claimed like a charitable donation. The Chair thanked the Airport Manager for taking the initiative to install the new fuel house which Commissioner Hanif noted is a great addition.

There was discussion about ensuring that damage is not done to airport facilities by those who rent space for Christmas parties, as happened in the past. It was clarified that those responsible were not allowed to rent the facility again.

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

Motion Moved by T. Hutchinson

Seconded by M. Hanif

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

Carried

Commissioner Danielli reported on the most December 9, 2023 meeting when the details of the Christmas party were finalized. Events planned for 2024 include Kids Fly SMA, and possibly a second event such as Rust Remover or having Harvards or Tiger Moths visit. Fundraising for the Canadian Inflight Information Broadcasting (CIFIB) system will include one or two barbeques and possibly a contest for the best landing, for which volunteers have already come forward to brief pilots and do the judging. There was positive feedback about the economic development session on November 8, 2023 and there was a request that the invitation to the Christmas party be sent to the municipal clerks, which resulted in representatives from West Grey and Hanover attending.

12. New Business

A. 2024 SMA Budget

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission's budget for 2024 of \$436,200.00 be approved as presented.

Carried

The Chair reviewed the budget, noting that it was prepared with the assistance of Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover. The Chair noted that the budget provides for an overall 5% increase in municipal contributions, with individual increases being 4.9% for Brockton and 5% each for Hanover and West Grey. The budget projects a surplus for 2023 of \$11,295.

B. Meeting with Brockton, West Grey and Hanover

The Chair provided an update noting that West Grey and Hanover had received notice from the Municipality of Brockton inviting them to undertake a public process to consider authorizing a sale of the Airport. It is expected that this meeting will be held at the call of West Grey or Hanover in March or April 2024 and that all Councillors and Senior Management from the three municipalities will attend.

C. Notes from Economic Development Session, November 8, 2023

The notes were circulated in the meeting package and the Chair noted that the session was well received.

D. Pilot Meeting, January 17, 2023, 4:00 p.m.

This meeting will be held following the SMA regular monthly meeting and will cover issues related to fuel, a larger fuel tank, lease prices for 2024, and the meeting with Brockton, Hanover and West Grey.

E. Web Site Management

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission award the contract for the management of its web site to Deja View Video and Digital Media Solutions.

Carried

The Chair noted the Commission issued a request for proposal for web site management on May 27, 2023, and the above proponent was chosen through that process.

F. Inclusion of CPI Increases in SMA Agreements

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That this item be tabled to the next meeting.

Carried

The Commission discussed various aspects of this issue including which Consumer Price Index should be used, the types of agreements that it would apply to and whether SMA should set fees on an annual basis.

G. Invoice from Montgomery Industrial Services

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the invoice from Montgomery Industrial Services in the amount of \$5,898.00 plus HST be approved for payment in January of 2024.

Carried

H. Town of Hanover Flag

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the Town of Hanover be requested to provide a flag at no charge to the Airport..

Carried

13. Confirmation of Proceedings Resolution

Resolution Moved by T. Hutchinson

Seconded by V. Danielli

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 December j20, 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 December 20, 2023 Confirmation of Proceedings Resolution.

11. Adjournment

Motion Moved by V. Danielli

Seconded by T. Hutchinson

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

Carried

Next Meetings: Wednesday, January 17, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport
Wednesday, February 21, 2023, 1:00 p.m. Boardroom, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary