



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, January 17, 2024, 1:00 p.m., Boardroom, Saugeen Municipal Airport

**Commissioners Present:** Dave Hocking, Chair  
Tom Hutchinson, Vice Chair (via Zoom)  
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 1:10 p.m..

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the agenda for January 17, 2024, 2023 be approved as circulated.

**Carried**

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

### 4. Delegations - None

### 5. Adoption of Minutes

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the December 20, 2023 meeting be approved as circulated.

**Carried**

### 6. Action Items Arising from Minutes

#### A. Airport Manager Presentation on Costs Of Fuel

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Airport Manager's presentation on the costs of fuel be received for information.

**Carried**

The Chair introduced the issue by reporting that profit from fuel dropped from \$41,000 in 2022 to \$17,000 in 2023. In 2022, there was a discount of \$0.10 per litre for those who purchased prepaid fuel cards, but the cards and the discount were discontinued in 2023. The Airport Manager explained that annual fees for the fuel pedestal are \$1,195 for the pod and \$480 for the cell plan to enable electronic payment for a total of \$165 per month which reduces profit on fuel. There are also fees ranging from 1.2% to 3.9% of the purchase price on credit card payments and which amounts to about \$300 per year. Fees paid by the airport on fuel purchases amount to \$1975 annually or \$165 per month. The Airport Manager noted that prepaid cards avoid these fees which reduce profit. He explained that a fuel price of \$2.58 per litre would generate \$0.23 profit per litre with a prepaid card compared to \$0.15 profit per litre if paid by credit card.

The Commission discussed prepaid fuel cards and discounts on fuel, and the implications for the Airport and pilots. The QTpod which allows fuel to be purchased on a self-serve basis is a capital investment and the Commission should get a return on the investment while being mindful that an increase in prices generally leads to a drop in sales, although there is some flexibility in fuel pricing.

The Airport Manager will contact the fuel supplier to confirm the purchases and prepare a report for the next meeting on prepaid fuel cards. The Chair will inform pilots at the January 17, 2024 meeting following the Commission meeting, about fuel pricing, costs to the Airport and prepaid fuel cards.

**B. Clarification of Property Taxes**

This item was deferred to the next meeting.

**C. Web Site Management**

The Chair provided an update regarding the transfer of the management of its web site to Deja View Video and Digital Media Solutions, adding that the transition was smooth and the site continues to be available.

**D. CPI Increases in SMA Agreements**

The Chair explained the reasoning behind the need for cost of living increases in lease and access agreements, and agreed to inform pilots at their meeting on January 17, 2024.

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That all current and future annual increases in lease agreements be based on the Consumer Price Index (cost of living index) for Ontario as of September of the previous year, and that the annual increase be set at 2% if the Consumer Price Index is less than 2%.

**Carried**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That all future new and renewal access agreements include a provision for an annual increase in the fee based on the Consumer Price Index (cost of living index) for Ontario as of September of the previous year, and that the annual increase be set at 2% if the Consumer Price Index is less than 2%.

**Carried**

**7. Correspondence Requiring Action - None**

**8. Public Notifications - None**

**9. Reports**

**A. Financial Reports**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the financial reports be approved as presented.

**Carried**

The Chair reviewed the municipal contributions and Commissioner Hutchinson agreed to clarify if West Grey's contribution was included in its approved budget.

**B. APM's Report**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the APM's report be approved as presented.

**Carried**

The Airport Manager reviewed his report, highlighting December fuel sales of \$13,327.61. He noted that the Airport's Facebook presence has been well received and Christmas parties generated revenue. Completed maintenance included lighting repairs on the ramp area with new LED bulbs installed which will provide better performance and last longer, repairs to exit lighting in the terminal and the application of sand/grit. Drywall repairs were completed in the basement and hallway, along with painting and carpet cleaning.

With respect to concern in the Airport community about the Municipality of Brockton's position that the Airport should be sold, it was suggested that those who are Brockton ratepayers should get together to request a meeting with the Mayor, and find an individual or group to champion the cause of the Airport. It was felt that a delegation to Brockton Council would not be effective and that Mayor Peabody should be invited to the next meeting of the Friends of the Saugeen Municipal Airport.

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

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

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

**Carried**

Commissioner Danielli reported on the January 13, 2024 meeting, which was well attended. The group continues to promote the Airport and events for 2024 include Kids Fly SMA on June 22. The Rust Remover which was a major event before COVID remains undecided since officials at Transport Canada could not be reached over the holidays. A new event was proposed that would showcase first responders and demonstrate the importance of the Airport for these services. This would be a one day event with participation of helicopters from Ornge, OPP, and Hydro One plus vehicles from services such as Fire Departments, EMS, Search and Rescue, St. John Ambulance and Police which would allow the public the opportunity to see and appreciate these vehicles and the lifesaving equipment provided. Literature and other items promoting safety will be displayed in hangars and contacts will be made to secure corporate sponsorship for the event. The Airport Manager noted that 800 military members will be in Bruce County in May which might provide a further opportunity for the Airport.

Commissioners noted productive changes in support of the Airport as an asset and Commissioner Hanif stated that he has received encouraging feedback about the positive atmosphere.

**10. New Business**

**A. News Articles**

A series of articles will be submitted to local newspapers about every two months beginning in February to increase the profile of the Airport and ensure that the public is well informed about its activities and value as an asset.

**11. Confirmation of Proceedings Resolution**

**Resolution** Moved by T. Hutchinson

Seconded by M. Hanif

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 January 17, 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 January 17, 2023 Confirmation of Proceedings Resolution.

**11. Adjournment**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Commission adjourn at 2:32 p.m..

**Carried**

**Next Meetings:** Wednesday, February 21, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport  
Wednesday, March 20, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport

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David Hocking, Chair

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Catherine McKay, Recording Secretary