



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION
REGULAR MEETING MINUTES
Wednesday, May 15, 2024, 1:00 p.m.
Boardroom, Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair
Victor Danielli
Moe Hanif
Carl Kuhnke

Absent: None

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 M. Hanif

Seconded by C. Kuhnke

That the agenda for May 15, 2024 be amended to add item 8C, By-laws, and that the agenda be approved as so amended.

Carried

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

4. Adoption of Minutes

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the April 17 and 21, 2024 meetings be approved as circulated.

Carried

5. Business Arising from Minutes

A. First Responders' Day

Arrangements are in place for the event but noted that first responders may have to leave if they get a call. The airport will remain open during the event which will be promoted as a destination at other area airports. Volunteers have been recruited but more are required. The Walkerton Fire Department has another event the same day and will promote SMA's First Responders Day at that event. Carl Kuhnke agreed to approach Fiona Hamilton, Clerk of Brockton to request that Brockton sponsor a sign for the event.

6. Reports

A. APM's Report

Photos of the visit to the Airport by noted the Village Retirement Residents were posted on SMA's Facebook page. The Commission discussed the quote to replace leaking windows in the Manager's office. The leaking causes condensation that obscures the view of the runway, creating a safety issue. Mineral deposits in the water have caused damage to restaurant equipment and the terminal building plumbing. The Commission discussed buying a water softener for \$2,500 plus tax or renting for \$30.00 per month plus tax. It was noted that the real cost would be less than the noted amounts due to the GST rebate.

The Chair attended the Town of Hanover's Economic Development Committee as a substitute member and requested that the Secretary add Hanover's Economic Development Manager to the distribution list for SMA minutes. Hanover's Economic Development Committee will tour the airport on June 19, 2024.

The Commission discussed the budget for runway crack sealing which was set at \$10,000. There are some significant cracks in need of repair, and it was noted that the runways and the apron are the airport's most significant assets. Crack sealing needs to be done on a regular basis and if done this year, may not be necessary next year. In the past, \$20,000 was budgeted each year for crack sealing and the Commission discussed the 2024 budget for runway maintenance.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Commission authorize the Airport Manager to enter into a contract for the rental of a water softener at \$30.00 per month plus tax with a decision to buy out the equipment to be made in the future.

Carried

Motion Moved by V. Danielli

Seconded by M. Hanif

That the Commission authorize the Airport Manager to enter into a contract with Georgian Bay Window & Door for the replacement of the windows in the Airport Manager's office at \$2,829.52, to be paid from the capital budget.

Carried

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission authorize changes to the 2024 budget as follows: the amount for Legal Services be reduced to \$5,000 from \$10,000; the amount for Maintenance – Grounds be reduced from \$5,000 to \$2,500; and that the amount for Maintenance – Equipment be reduced from \$5,000 to \$2,500; and that the budget allocation for Maintenance – Runways be increased by \$10,000 to \$20,000.

Carried

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission authorize the Airport Manager to enter into a contract for crack sealing on runways to a maximum of \$20,000.

Carried

Motion Moved by M. Hanif

Seconded by C. Kuhnke

That the APM's report for April 2024 be received for information..

Carried

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

Victor Danielli reported that the Friends of the Saugeen Municipal Airport met on May 11, 2024 and discussed the First Responders Day on June 8, fundraising for the CIFIB system (Canadian In-Flight Information Broadcasting Association). The Kids Fly event is set to go, and there will be a fundraising pork dinner with live music on August 24, 2024.

Motion Moved by C. Kuhnke

Seconded by M. Hanif

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

Carried

7. Accounts

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the financial statements dated April 30, 2024 be approved as presented.

Carried

8. New Business

A. "Airport Would Be Better Under Private Ownership" Column by Carl Kuhnke, April 25, 2024, Walkerton Herald-Times

Carl Kuhnke reviewed the article, noting that it aimed to present a number of perspectives and was his personal opinion, rather than his opinion as a Commissioner. He reviewed the three options presented by the

Municipality of Brockton at the tri-municipal meeting on April 17, 2024: Brockton can give up its share in the Airport with 24 months' notice; the cost sharing agreement amongst the municipalities can be reviewed, and the airport could be sold, but the three municipalities would all have to agree. Commissioner Kuhnke noted that of the feedback he received in response to the article, about half were in favour of Brockton remaining in the airport partnership. The Chair clarified that he verified with airport management in Kincardine that Bruce Power does not in fact subsidize the Kincardine airport through landing fees. Commissioner Kuhnke stated that his intention in mentioning this was to note that Bruce Power generates a considerable amount of revenue for the Kincardine Airport through landing fees. In further discussion of the article, Commissioners expressed dismay about the article and felt that it was incomplete and misleading. The Chair thanked Commissioners for the full and frank dialogue on the matter and noted that the Municipality of Kincardine contributes \$150,000 annually to its airport.

B. "Airport is Hardly a Burden", Letter to the Editor, Walkerton Herald Times, May 2, 2024

Commissioners noted the letter.

C. By-Laws

The Chair reviewed the history of the by-laws noting that Pooran Law had been retained to update them and drafts had been sent to the municipal clerks for review and comment but had been put on hold due to uncertainty around the airport's future. The Secretary explained that there are two by-laws to be considered, one as required under the Ontario Corporations Act and a second procedural by-law governing the Commission's procedures. It was agreed that the by-laws will be submitted for the Commission's consideration at its June meeting.

9. Closed Session

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 2:20 p.m. in accordance with Section 239 (1) of the Municipal Act in order to address matters pertaining to: litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically, a small claims court action.

Carried

The Airport Manager and the Secretary remained for the closed session.

The Saugeen Municipal Airport Commission reconvened in open session at 2:30 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 pertaining to litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically a small claims court action, and that no other matters were discussed.

10. Direction Coming Out of Closed Session

There was no direction coming out of closed session.

11. Confirmation of Proceedings Resolution

Resolution Moved by C. Kuhnke

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 May 15, 2024 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 May 15, 2024 Confirmation of Proceedings Resolution.

Carried

12. Adjournment

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission adjourn at 2:33 p.m..

Carried

Dates to Remember

Visioning Session, Monday, June 3, 2024, 9:00 a.m. Saugeen Municipal Airport

First Responders' Day, Saturday, June 8, 2024, Saugeen Municipal Airport

SMA Regular Meeting, Wednesday, June 19, 2024, Saugeen Municipal Airport

Kids Fly at SMA, Saturday, June 22, 2024, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary