



# SAUGEEN MUNICIPAL AIRPORT

**THE SAUGEEN MUNICIPAL AIRPORT COMMISSION**  
**REGULAR MEETING MINUTES**  
Wednesday, June 19, 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 T. Hutchinson

Seconded by M. Hanif

That the agenda for June 19, 2024 be approved as presented.

**Carried**

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

**4. Adoption of Minutes**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the minutes of the May 15 and June 3, 2024 meetings be approved as circulated.

**Carried**

**5. Review of Code of Conduct**

The Chair encouraged Commissioners to review the Code of Conduct and it was noted that complaints to the Integrity Commissioner about violations of the Code can be financially onerous for an organization.

**6. Business Arising from Minutes**

**A. Town of Hanover Economic Development Committee Meeting at the Airport, June 19, 2024**

The Chair thanked the Airport Manager and Marohl Kuhl of Kuhl Aero Academy, and Commissioners Victor Danielli and Moe Hanif for their contributions to the Committee's tour of the Airport.

**B. First Responders' Day**

The Chair noted that positive feedback was received about the event which created goodwill and excellent exposure for the airport. In particular, he thanked the Friends of the Saugeen Municipal Airport, Keith MacArthur and the Airport Manager for their part in ensuring that the day was a success. He also acknowledged pilots Rob Olds and Tony Lang who provided lunch for the volunteers attending the event. The area's M.P, Ben Lobb, and M.P.P., Rick Byers attended and they were requested to keep the Saugeen Municipal Airport in mind if there are federal funds available

**C. Response to "Airport Would Be Better under Private Ownership"**

The Chair thanked Commissioner Moe Hanif for writing the letter to the editor.

**7. Reports**

**A. APM's Report**

The Airport Manager highlighted a total of almost \$32,000 in fuel sales, and close to 200 landings in May. A fuel inspection was conducted which found that the pumps, mechanical parts and housing were sound.

Amazon has rented a privately owned hangar at the Airport to use as a distribution warehouse, but they would eventually like a larger space. The Airport Manager has been in touch with their representative regarding opportunities for a larger facility.

It was noted from the financial statements that commercial landing fees to date for 2024 were \$1,800. The Airport Manager will include monthly landing fees in his future reports.

Commissioner Moe Hanif noted that pilots who used the now-closed Buttonville Airport are going to Oshawa, and some may decide to come to SMA.

**Motion** Moved by C. Kuhnke

Seconded by T. Hutchinson

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

**Carried**

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

Victor Danielli reported that First Responders Day held on June 8 was a success and the Kids Fly event is set to go on June 22. The question of COPA 54 and the Friends of the Saugeen Municipal Airport will be addressed and possibly resolved at the next meeting. The Friends of the Saugeen Municipal Airport expressed its thanks to Keith and Mary Lou MacArthur for their contributions to the First Responders Day.

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

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

**Carried**

**8. Accounts**

The farmland is expected to bring in more revenue this year and miscellaneous fees were higher than usual due to an expense related to fuel handler training required for the Airport Manager.

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the financial statements dated May 31, 2024 be approved as presented.

**Carried**

**9. New Business**

**A. SMA Investment Readiness Assessment**

The Chair circulated the document to Hanover Town Council and that following the April 17, 2024 meeting of the three municipalities, each municipality was to formulate its position with respect to the Airport. Hanover's position was presented in a report from the Chief Administrative Officer to Council on June 17, 2024 and the municipality of Brockton's position remains unchanged from the three options presented at the April 17, 2024 meeting. Commissioner Carl Kuhnke reviewed Brockton's options which are to well the Airport, withdraw from the agreement or renegotiate the agreement. Commissioner Tom Hutchinson reported that the Municipality of West Grey plans to get legal advice on the matter.

**B. Surplus Land**

The Commission reviewed a map of the airport property and any decisions on land will only be made following the visioning process.

**C. By-law No. 2, a By-law Relating to the Transaction of the Business and Affairs of the Saugeen Municipal Airport**

The Chair explained that there are three main documents governing the Airport: the members' agreement amongst the three municipalities, the corporate by-law and the procedural by-law. He added that each municipality has passed a by-law authorizing it to enter into the agreement.

The Secretary reviewed the history of the by-laws, noting that they were circulated for comment to the Clerks of the Town of Hanover, the Municipality of Brockton and the Municipality of West Grey and revised to align with the comments received.

**Resolution** Moved by C. Kuhnke

Seconded by T. Hutchinson

That By-law No. 2, a By-law Relating to the Transaction of the Business and Affairs of the Saugeen Municipal Airport be amended to add the following to Section 2.02 b. "... and the member is still required to meet all other contractual obligations" and that the SMA Commission enact By-law No. 2 as so amended.

**Carried**

**C. By-law No. 1 (formerly Procedural By-law 2021-01)**

**Resolution** Moved by M. Hanif

Seconded by V. Danielle

That By-law No. 1 (formerly Procedural By-law 2021-01) As Amended, June 19, 2024 be amended so that: section 1.15 defines "Commission" as consisting of five Commissioners including a Chair and Vice Chair; section 4.2 "Quorum" reads as follows "A majority of the Members of the Commission shall constitute a quorum, at least two of whom must be representatives of the municipalities." and that the SMA Commission enact By-law No. 1 (formerly Procedural By-law 2021-01) as so amended.

**Carried**

**10. Adjournment and Next Meeting**

The July meeting of the Commission was cancelled.

The Chair declared the business of the Saugeen Municipal Airport concluded and the meeting accordingly adjourned at 2:20 p.m.

**Dates to Remember**

SMA Regular Meeting, Wednesday August 21, 2024, Saugeen Municipal Airport, 1:00 .p.m.

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David Hocking, Chair

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Catherine McKay, Recording Secretary