



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION

REGULAR MEETING MINUTES

Wednesday, August 21, 2024, 1:00 p.m.

Boardroom, Saugeen Municipal Airport

Commissioners Present: Dave Hocking, Chair
Victor Danielli
Moe Hanif

Absent: Tom Hutchinson, Vice Chair
Carl Kuhnke

Guests: Barry Heaney, Partner, BDO Hanover
Carol Hudson, Councillor, Town of Hanover

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:00 p.m. and introduced Barry Heaney and Carol Hudson who is the Town of Hanover's alternate representative on the Commission.

2. Approval of the Agenda

Motion Moved by V. Danielli

Seconded by M. Hanif

That the agenda for August 21, 2024 be approved as presented.

Carried

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

4. Delegation - Barry Heaney, Partner, BDO Canada - Draft Audited Financial Statements

Mr. Heaney noted that the financial statements are in draft and are being presented later than usual in the year due to staffing changes at BDO and new accounting policies affecting the Town of Hanover. He reported that the audit can be considered to be unqualified, i.e. "clean". He pointed out that it is Airport management that is responsible for the statements rather than BDO which prepares them.

Mr. Heaney reviewed the statements including the Statement of Financial Position, Statement of Operations, Statement of Change in Net Debt and Statement of Cash Flows. He noted that assets increased from the previous year by \$19,000 and liabilities are down, although accounts payable were increased, mainly due to fuel purchases. He noted a reduction in long term debt and an increase in the accumulated surplus. Revenue from fuel was down by \$18,000 or 9-10% due to fluctuations in the price of fuel, although overall, revenue was up by \$16,000 and expenses were down by \$25,000. The audit revealed positive results for 2023 and as outlined in Note 5 to the financial statements, the loans are being paid down.

A letter from the Commission signed by the Chair and the Airport Manager was presented to BDO confirming that the financial statements are presented fairly, in all material respects and in accordance with Canadian Public Sector Accounting Standards.

The Chair thanked Mr. Heaney for the work done on the audit and noted the positive financial situation of the Airport as of the end of 2023.

Motion Moved by M. Hanif

Seconded by V. Danielli

That the auditor's report from BDO Canada for the year ended December 31, 2023 be accepted as presented.

Carried

5. Adoption of Minutes

Motion Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the June 19, 2024 meeting be approved as circulated.

Carried

6. Business Arising from Minutes

A. Brockton Council Report CLK2024-15 - Saugeen Municipal Airport Future Options Update

There have not been any new developments on the issue of options for the potential sale of the Airport.

B. Hanover & West Grey Positions Regarding the Future of the Airport

The legal opinion requested by Hanover and West Grey has not yet been received.

C. Status of SMA By-Laws

By-laws No. 1, Procedural By-law and No. 2, Corporate By-law, were approved by Brockton Council on August 13, 2024 and are scheduled to be considered by Hanover Town Council on September 3, 2024. The corporate by-law was submitted to West Grey Council for approval on August 13, 2024 in accordance with the Corporations Act, although as of the SMA meeting, it was not known if it was approved.

D. Visioning Process

An update will be provided at the Commission's September meeting.

7. Reports

A. APM's Report

The Airport Manager assured the Commission that there is enough fuel to sustain the airport through the entire summer.

Motion Moved by V. Danielli

Seconded by M. Hanif

That the APM's report for June and July 2024 be received for information.

Carried

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

The most recent meeting focused on the pork chop dinner to be held on August 24, 2024 to raise funds for the Canadian In Flight Information Broadcast (CIFIB) system. The system provides instant, real time information to pilots on the weather, fuel and other important flying matters and costs \$2,700 per year. There was discussion about ensuring that events at the airport are more widely marketed to increase attendance.

8. Accounts

A. Financial Statements as of June 30, 2024

B. Financial Statements as of July 31, 2024

The Airport Manager noted that two payments have been received for hay from Airport lands.

Motion Moved by V. Danielli

Seconded by M. Hanif

That the financial statements dated June 30 and July 31, 2024 be approved as presented.

Carried

9. Correspondence

A. Airport Management Council of Ontario, July 17, 2024

Motion Moved by M. Hanif

Seconded by V. Danielli

That the letter dated July 17, 2024 from the Airport Management Council of Ontario be received for information.

Carried

10. New Business

A. Schedule of Fees

The Schedule of Fees for 2025 will be considered at the Commission's October meeting.

B. Fuel Tank

In the past, the Airport's large fuel tank had been removed and replaced with a smaller one. In order to generate a profit from the sale of fuel, it is important to be able to buy in bulk which is not possible with the smaller tank. The Airport Manager located a larger fuel tank at a very reasonable price of \$1,500 and was authorized by the Chair to purchase it, even though Commission policy provides that purchases over \$1,000 require Commission approval. In the circumstance, it was deemed essential to move quickly to secure this larger tank at a favourable price.

Motion Moved by V. Danielli

Seconded by M. Hanif

That the Commission support the purchase of the fuel tank at a price of \$1,500.

Carried

11. Adjournment and Next Meeting

The time of the September 18, 2024 meeting of the Commission was changed from 1:00 p.m to 9:00 a.m., and the October 16, 2024 meeting was changed to October 9.

The Chair declared the business of the Saugeen Municipal Airport concluded and the meeting accordingly adjourned at 2:10 p.m.

Dates to Remember

SMA Regular Meeting, Wednesday September 18, 2024, Saugeen Municipal Airport, 9:00 a.m.

SMA Regular Meeting, Wednesday October 9, 2024, Saugeen Municipal Airport, 1:00 p.m.

David Hocking, Chair

Catherine McKay, Recording Secretary