



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION

REGULAR MEETING MINUTES

Wednesday, May 21, 2025, 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
Iga Czerniak, Co-op Student

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 C. Kuhnke

That the agenda for May 21, 2025 be approved as presented.

Carried

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

4. Adoption of Minutes of April 16, 2024

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the minutes of the April 16, 2025 meeting be approved as circulated.

Carried

5. Business Arising from Minutes

A. Memorandum of Understanding

A letter dated May 16, 2025 from Fiona Hamilton, Director of Legislative and Legal Services (Clerk) of the Municipality of Brockton was circulated which stated that the municipality “will not consider signing a Memorandum of Understanding regarding economic development projects related to the Saugeen Municipal Airport until an updated cost sharing agreement has been negotiated and finalized to the satisfaction of all members.” Commissioners discussed the letter, noting the Memorandum of Understanding does not seem to be dependent on the cost sharing agreement being finalized. The Chair stated that he had spoken to Ms. Hamilton and a response is not required to the letter.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Municipality of Brockton’s letter of May 16, 2025 regarding the Memorandum of Understanding be received for information.

Carried

B. Barns2Beaches Music Tour

The status of the project was reviewed and the Friends of the Saugeen Airport/COPA 54 have agreed to help with parking. Signage is available from past events to direct patrons to the handicapped parking area. A JDSS student who is an Air Cadet will organize a cleanup crew for the Sunday following the event.

The Municipality of Brockton has passed resolutions permitting exemptions from the Outdoor Festivals and Noise By-laws and declared the event a Municipally Significant Event. The Commission expressed its appreciation for these actions.

C. Municipal Flags

The Chair thanked the municipal representatives for providing new flags to fly at the Airport entrance.

D. Funding Agreement

The Chair referred to his discussion with Ms. Hamilton of the Municipality of Brockton regarding the Memorandum of Understanding and the Commission discussed how best to address the issue of negotiating a new funding agreement.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Saugeen Municipal Airport Commission recommend that a working group be set up to renegotiate the current municipal cost-sharing agreement for the Saugeen Municipal Airport and that the group consist of the Mayors and Chief Administrative Officers of the three municipalities, and the three municipally appointed representatives on the Commission.

Carried

The Secretary was directed to forward the above resolution to Ms. Hamilton with a copy to the Clerks of the Town of Hanover and the Municipality of West Grey along with Ms. Hamilton's letter of April 10, 2025.

6. Reports

A. APM's Report

The Airport Manager noted that the price of fuel has gone from \$1.76 to \$1.59 and the volume of fuel sold has increased considerably. Iga Czerniak, a student in Aviation Management at Georgian College, Barrie campus, has been hired as a co-op student for the summer and has already shown herself to be an asset. The sign on County Road 4 advertising the airport, the flight academy and the restaurant will soon be installed and is approximately 6' x 7' and two sided so as to be seen in both directions.

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the APM's report for April - May 2025 be received for information.

Carried

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

The meeting held on May 10, 2025 was well attended. Members were enthusiastic about the Barns2Beaches event and a number volunteered to assist with parking. The Rust Remover event was postponed to September 14 due to Transport Canada personnel being unavailable for the date in April. A Celebration of Life for Ron Fleet will be held on June 21, 2025 from 2:00 to 4:00 p.m. in his hangar. The Kids Fly SMA event is set for June 28, 2025, with the rain date being June 29. Advertising posters and card are being prepared. The smoked pork chop BBQ will take place on August 23, 2025 as a fundraiser for the Canadian In Flight Information Broadcast (CFIB). The Airport Manager noted that many pilots have expressed their thanks for the CFIB.

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the COPA 54/Friends of the Saugeen Municipal Airport Update be received for information.

Carried

7. Accounts

A. Financial Statements as of April 30, 2025

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the financial statements dated April 30, 2025 be approved as presented.

Carried

8. Correspondence Requiring Action

There was no correspondence requiring action.

9. New Business

A. New Logo

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the new logo for the Saugeen Municipal Airport be approved as submitted for use as of May 21, 2025.

Carried

B. Co-op Student

This item was covered in the Manager's Report.

10. Closed Session

Motion Moved by V. Danielli

Seconded by C. Kuhnke

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 1:50 p.m. in accordance with Section 239(2) of the Municipal Act in order to address personal matters about an identifiable individual, including employees/contractors and an ongoing investigation respecting the Commission by the Ombudsman appointed under the Ombudsman Act.

Carried

The Saugeen Municipal Airport reconvened in open session at 2:02 p.m. The Chair confirmed that the Commission had gone in closed session in accordance with Section 239(2) of the Municipal Act and discussed personal matters about an identifiable individual, including employees/contractors and an ongoing investigation respecting the Commission by the Ombudsman appointed under the Ombudsman Act.

11. Direction Coming out of Closed Session

There was no direction required.

12. Adjournment and Next Meeting

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission adjourn at 2:05 p.m.

Carried

Dates to Remember

SMA Regular Meeting, Wednesday, June 18, 2025, Saugeen Municipal Airport, 1:00 p.m.

Kids Fly SMA, Saturday, June 28, 2025, Saugeen Municipal Airport, registration at 9:00 a.m. - 2:00 p.m.

SMA Regular Meeting, Wednesday, July 16, 2025, Saugeen Municipal Airport, 1:00 p.m.

Barns2Beaches Music Tour, Saturday, July 26, 2026, Saugeen Municipal Airport, 5:00 p.m.

SMA Regular Meeting, Wednesday, August 20, 2025, Saugeen Municipal Airport, 1:00 p.m.

David Hocking, Chair

Catherine McKay, Secretary



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May 2025 Manager's Report

Fuel Sales

- **100 LL:** \$14,642.59 (5,527.900 units)
- **Jet A:** \$5,436.41 (2,552.300 units)
- **Total:** \$20,079.00 (8,080.200 units)

Landings

- 144
- 3 Commercial landings

News at the airport

- The sign for Highway 4 has been approved. See below for the format.
- All the parts are ready for the fuel tank to be retrofitted.
- We have signed a new phone contract with Chatr, Rogers pay as you go service. It has most of the same features including the ones we need for \$19.95 a month, which equates to a \$600 plus savings for the year.
- Global payments has been in touch as well with a price reduction in processing fees for our debit terminal and fuel pod.
- McDougall Energy has also approved a rate reduction in fuel prices. I will advise when I get concrete numbers.
- I have hired a co-op student/Assistant for the summer months. Her name is Iga Czerniak. She is a student in Aviation Management at Georgian College, Barrie campus. Her skills have already been an asset to the airport and to me.
- Barns2Beaches work is underway with many of the requirements being fulfilled such as portable washrooms booked, stage rented, applicable permits applied for, looking for more fencing now.



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519-364-3220

