



## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION

### Regular Meeting Minutes

Wednesday, October 15, 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

#### 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 October 15, 2025 be approved as presented.

**Carried**

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

#### 4. Adoption of Minutes of September 17, 2025

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the minutes of the September 17, 2025 meeting be approved as circulated.

**Carried**

#### 5. Business Arising from Minutes

##### A. Municipal Funding Formula

The Chair provided an update on the status of the meeting held with Mayors & CAO. He noted that Steve Furness and Luigi Presta will be making a presentation on economic development initiatives at the airport at the next meeting on November 21.

##### B. Hanover and District Hospital Foundation Event

Sky High Bingo held on September 26, 2025 was a great success and raised a large amount for the hospital foundation. It also increased the airport's profile by bringing in people who might not have known about it.

##### C. Saugeen Culture Bus, October 4, 2025

The Culture Bus was a success and there were many positive comments from those who participated.

#### 6. Reports

##### A. APM's Report & Fuel Report

Fuel sales exceeded expectations due to visitors buying fuel and local pilots flying more. SMA is becoming more well known and pilots are flying in from other regions. On the day of the meeting, a group of Early Childhood Educators was meeting in the restaurant, an example of increased interest in the airport's facilities. In response to a question from a Commissioner, the Airport Manager explained that the paint on the runway lines is dusted with a coating made from crushed shells which makes them more visible at night. Aviation Ground Fueling Technologies will conduct the final inspection of the new bulk storage fuel tank on October 16, 2025. This inspection is required by Transport Canada and if successful, the tank will become operational.

**Motion** Moved by C. Kuhnke

Seconded by V. Danielli

That the APM's report and the fuel report for September 2025 be received for information.

**Carried**

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

There was no meeting in October. The election of officers will take place before the end of the year.

**7. Accounts**

**A. Financial Statements as of September 30, 2025**

The statements show that 88% of budgeted revenue has come in and 70% of budgeted expenses have been incurred at the three quarter mark in the year. Some expenses have yet to come in, but there may be a surplus at year end. It was noted that in 2024, actual Miscellaneous Fees in Revenues were twice what was budgeted, and for 2025 so far, the actuals are considerably less than budgeted. Miscellaneous Fees are recoverable from hangar tenants for hydro, gas and taxes paid by the Commission during the year. Amounts are allocated to the Miscellaneous Expenses account when no other account is appropriate.

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

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

**Carried**

**8. New Business**

**A. Ross Sibbitt Naming Ceremony**

Ross Sibbitt was the original owner of the airport when it was a grass landing strip and as a member of the Hanover Flying Club, he was instrumental in developing the airport. The Club donated \$25,000 to the airport for the right to name the restaurant area in the Terminal Building the Ross Sibbitt Room. The Airport Manager will consult with the Flying Club about the naming ceremony when a plaque will be erected. The Chair requested that Commissioners be invited to the ceremony and encouraged them to attend.

**B. Approval of the 2026 Budget**

The Commission reviewed the draft budget prepared by the Airport Manager, the Chair and the Secretary.

The Chair advised that he had clarified information about the loans with the Town of Hanover which are shown on the Balance Sheet. As of September 30, 2025, the Tractor Loan with Brockton had a balance of \$13,404.44 which be \$10,345.82 at the end of the year and be paid in full on October 15, 2026. Monthly payments are \$1,047.51. The Hangar Loan with Meridian was \$38,296.36 and will have an outstanding balance at the end of the year of \$36,163.36. It will be paid in full by March 8, 2030 and payments are \$711.00/month for principle (\$8,532/year) and interest varies depending on prime interest rate. The Commission's longer term goal is to control costs and generate revenue to lower the municipal contributions, and eventually become self-sustaining.

The Commission discussed the draft budget, including possibly allocating a specific percentage to runway improvements, given that runways are the major asset. It was noted that there already is an account for Runway Reserves which will be reactivated when funds are transferred to it.

The Commission revised the draft budget to show Total Revenues of \$470, 950, with increases of \$6,000 to Miscellaneous Fees and \$2,000 to fuel sales.

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That an additional runway reserve account be created and that \$8,000 be allocated to this reserve in the 2026 budget.

**Carried**

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Saugeen Municipal Airport Commission approve the 2026 draft budget as amended, to be presented to the municipal partners for consideration.

**Carried**

**C. CPI Adjustment Date**

Since the budget must be submitted to the Town of Hanover by the end of October, the effective date of the increases to lease and access agreements has to be changed to an earlier date.

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That effective October 15, 2025, all current and future annual increases in lease agreements be based on the Consumer Price Index (cost of living index) for Ontario as of August of the previous year, and that the annual increase be set at 2% if the Consumer Price Index is less than 2%.

**Carried**

**Motion** T. Hutchinson

Seconded by C. Kuhnke

That effective October 15, 2025, 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 August of the previous year, and that the annual increase be set at 2% if the Consumer Price Index is less than 2%.

**Carried**

**D. Asset Inventory**

The Commission reviewed the Asset Inventory noting the addition of the bulk storage tank.

**Motion** M. Hanif

Seconded by V. Danielli

That the SMA Asset Inventory be received for information.

**Carried**

**9. Adjournment and Next Meeting**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission adjourn at 2.16 p.m.

**Carried**

**Dates to Remember**

SMA Regular Meeting, Wednesday, November 19, 2025, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday, December 17, 2025, Saugeen Municipal Airport, 1:00 p.m.

COPA 54/Friends of the Saugeen Municipal Airport Christmas Dinner, Saturday, December 20, 2025

First Responders' Day, Saturday, June 27, 2026

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**David Hocking, Chair**

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**Catherine McKay, Secretary**



## **Airport Manager's Report**

**September 2025**

### **Fuel Sales**

- **100 LL:** \$21,553.07 (8,254.200 units)
- **Jet A:** \$2,152.08 (1,049.800 units)
- **Total:** \$23,705.15 (9,304.000 units)

### **Landings**

- 223
- 3 commercial landings OPP, Ornge.

### **News at SMA**

- Sky High Bingo was a big success, with over 200 in attendance, the charity raised a large sum of cash for the Hanover and District Hospital, as well as bring the airport some new exposers to members of our community that may not have been here.
- Electricians have finished wiring in the new fuel tank.
- A New nozzle has been installed on the dyed diesel tank.

- Line painting is under way on the ramp, runway line painting will be done next.
- Two more people have completed their flight school training, earning them a private pilot's license.
- We have repaired all the brick vents with steel mesh to dissuade rodents and bugs, as well as the intake for the furnace has been fitted with steel grating and spray foamed.
- Ground school will begin in October.
- Ongoing lawn and field maintenance.
- Culture Tour was also a success with many positive comments.
- Planning has started for First Responders Day for next year.
- Carpets have been shampooed, recommend replacement with Laminate Vinyl Plank. I would like to do the office and boardroom this year.