



## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION

### Regular Meeting Minutes

Wednesday, January 21, 2026, 1:00 p.m.

Boardroom, Saugeen Municipal Airport

**Commissioners Present:** Dave Hocking, Chair  
Tom Hutchinson, Vice Chair (via Zoom)  
Victor Danielli  
Moe Hanif

**Absent:** None

**Others:** Tim Olds, Airport Manager  
Catherine McKay, Secretary  
Iga Czerniak, Co-op Student

**Guests:** Steve Furness, Manager, Economic Development & Tourism, Grey County  
April Marshall, Manager, Economic Development, Town of Hanover

#### 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 V. Danielli

That the agenda for January 21, 2026 be amended to add as item 6, Closed Session and delete item 6B Economic Development and that the agenda be approved as so amended.

**Carried**

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

#### 4. Delegation: Gerald Allin re Business Proposal

Gerald Allin, owner of Allin Aircraft Maintenance, made a proposal to the Commission for a lease of Airport land on which he would construct a hangar where he would operate his business. He is certified by Transport Canada as an Aircraft Maintenance Engineer and provides services to a wide variety of aircraft out of Wingham, Windsor and other locations. He is now renting space at another airport and set out some of the terms he would like to see in a land lease. His business has had economic development impacts, including bringing in over 80 hotel bookings, more than 400 restaurant meals and a dozen or so car rentals. Discussion centred on various terms and conditions for a lease and the Chair indicated that the proposed business could be an exciting possibility for the Airport. The Commission agreed to meet with Mr. Allin on Thursday, January 22, 2026 at 9:00 a.m. to further discuss his proposal. Mr. Allin left the meeting following the conclusion of his presentation.

#### 5. Adoption of Minutes of November 19, 2025

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the minutes of the November 19, 2025 meeting be approved as circulated.

**Carried**

#### 6. Closed Session

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 1.30 p.m. in accordance with Section 239(2) of the Municipal Act in order to address matters pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, specifically the need for building permits on federally regulated land and a proposal for a business on Airport lands.

**Carried**

The Saugeen Municipal Airport reconvened in open session at 2:20 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 matters pertaining to a position, plan, procedure, criteria or instruction to be applied to any negotiation on

behalf of the Saugeen Municipal Airport, specifically the need for building permits on federally regulated land and a proposal for a business on Airport lands and that no other matters were discussed.

**7. Direction Coming out of Closed Session**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission approve direction as provided in the closed session.

**Carried**

**8. Business Arising from Minutes**

**A. Municipal Funding Formula**

The Chair confirmed that the Town of Hanover had approved a cost sharing agreement under which each of the three municipal partners, Hanover, West Grey and Brockton, pay an equal share for the Airport. He confirmed that the agreement provides for a maximum 3% annual increase unless there are extraordinary circumstances and confirms the long term goal that the Airport become financially self-sustaining. The other two municipalities have not yet formally approved the agreement.

**B. Proposal re Temporary Storage Buildings**

The insurance company has indicated that only certain types of temporary buildings would be allowed. The proposal would thus not be cost effective and will be delayed.

**C. Ross Sibbitt Naming Ceremony**

The ceremony will be held on the First Responders' Day on Saturday, June 27, 2026 and a plaque will be erected naming the dining room as the "Hanover Flying Club Room In Memory of Ross Sibbitt".

**9. Reports**

**A. APM's Report**

Fuel sales for November-December totaled \$9,846.07 and yearly sales for 2025 were \$214,392.57. There was a considerable amount of repairs required during the reporting period. Ms. Marshall indicated that the Launch Pad has surplus supplies and she agreed to send a list to the Airport Manager who will determine if they could be of use to the Airport.

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the APM's report November-December 2025 be received for information.

**Carried**

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

A meeting was held on January 10, 2026 but many members were not able to attend due to illness and severe weather. A second meeting took place on January 17, 2026 when Jamie Hastings agreed to become the new Captain. Pauline Sargeant will assist with clerical duties and the rest of the executive remained as before. The Rust Remover was scheduled for April 25, 2026 and Michelle Lapoint has agreed to assist again. This event qualifies for pilot Recurrent Training under Canadian Aviation Regulation 401.05 which is required every two years by Transport Canada.

**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**

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

The Chair noted that the financial situation is positive with expenses less than budgeted by about \$66,000. There is about \$28,000 in outstanding invoices, indicating a possible surplus of \$38,000. There will also be additional 2025 income to be accounted for.

**Motion** Moved by T. Hutchinson  
That the financial statements dated November 30 and December 31, 2025 be approved as presented  
**Carried** Seconded by V. Danielli

**11. New Business**

**A. Review of Business Plan**

The plan should be revisited since the last review was conducted in 2022.

**Motion** Moved by M. Hanif  
That the Commission create a Committee consisting of Tom Hutchinson and Victor Danielli to review the business plan and make recommendations to the Commission on updates.  
**Carried** Seconded by V. Danielli

**12. Adjournment and Next Meeting**

The Chair canvassed the attendees regarding their opinions of the meeting and many positive comments were provided about the promising financial situation and progress being made towards goals, although there is work yet to be done.

**Motion** Moved by V. Danielli  
That the Saugeen Municipal Airport Commission adjourn at 2.50 p.m.  
**Carried** Seconded by M. Hanif

**Dates to Remember**

Wednesday, February 18, 2026, Saugeen Municipal Airport, 1:00 p.m.

Wednesday, March 18, 2026, Saugeen Municipal Airport, 1:00 p.m.

Rust Remover, Sunday, April 26, 2026

First Responders' Day (including Ross Sibbitt Naming Ceremony), Saturday, June 27, 2026

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**David Hocking, Chair**

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**Catherine McKay, Secretary**



## **November/December 2025 Manager's Report**

### **Fuel Sales**

- **100 LL:** \$8,549.02 (3,347.600 units)
- **Jet A:** \$1,297.05 (620.600 units)
- **Total:** \$9,846.07 (3,968.200 units)

### **Yearly Fuel Sales**

- **100 LL:** \$166,634.51 (64,552.200 units)
- **Jet A:** \$47,758.06 (22,659.900 units)
- **Total:** \$214,392.57 (87,212.100 units)

### **Landings**

- 115 General Aviation
- 2 Commercial

### **News at SMA**

- 100LL Fuel hose replaced due to age and cracking. Grounding cable also replaced.
- Cleaning of the maintenance building.
- Repair on Tractor for lift arm pins.
- Repairs on picnic tables have been started by the Friends of SMA. We have purchased the boards to replace the old ones.
- Heavy snow operations underway.
- Cable repairs in maintenance garage.
- Looking into interest in a maintenance facility moving to our airport.
- Purchased tables to rent along with our chairs for events.