



SAUGUEN MUNICIPAL AIRPORT

Date Wednesday, January 23, 2019
Time 10:00 am
Location Airport Terminal Boardroom

Present

Dan Gieruszak - Brockton
Rebecca Hergert – West Grey
April Marshall – representing Dave Hocking – Hanover
Dave Schmidt – Commissioner
Kelani Stam – Commissioner
Rob Olds – Commissioner (non-voting)
Steve Rouse – Airport Manager
Susan Kirkpatrick – Bookkeeper & Recording Secretary

Dave Kennedy – past management advisor
Jack Zeinstra – COPA 54 representative
Carey Lee – Airport restaurant operator

Introductions were made around the table.

Appointments

Dave Schmidt conducted the nomination session for the new council.
Rebecca Hergert nominated Dan Gieruszak as Chair – accepted
Dan Gieruszak nominated Rebecca Hergert as Vice-chair – accepted
Dan Gieruszak nominated Dave Hocking as Secretary-Treasurer to include Recording Secretary and signing authority upon Dave's acceptance.
Dave Schmidt suggested that he would likely resign his position at the end of his term this fall.

Old Business Dave Schmidt conducted a review of the November 21 draft minutes for approval.
Minutes were read and Dave Kennedy reviewed the Manager's report.

Motion to Approve – Gieurszak / Hergert carried

Manager Report – Steve Rouse

Steve read a 'chain of command' letter regarding the process that he would like to see followed when concerns are voiced directly to a Commissioner, particularly from Airport tenants. The Commission agreed they recognize the need for such conduct. Dan suggested that a policy be written to establish this and that he would send it to the Airport tenants with an introductory letter from him on behalf of the entire new Commission. April suggested that Airport contact information be sent to each Municipality to post on their website. This discussion spawned the need for a Policy & Procedure sub-committee which Kelani agreed to lead. The other volunteer members will be Dan, Rebecca and Steve.

Motion to approve a Policy & Procedure Committee – Hergert / Schmidt carried

Financial Report – Susan Kirkpatrick

A budget review was held early January with Dave, Steve, Kelani and Susan. However, without the input regarding the Municipalities 2019 contributions it could not be finalized. Steve has

spent subsequent time working through the final 2018 actuals versus the budget and he presented his findings which amounted to an increase in contribution of approximately 15%. His figures do not include capital projects but do address issues of maintenance which will be more costly in the future if not dealt with now.

The Municipal contributions for 2018 were

Brockton	42%	\$56,978
Hanover	31	42,055
West Grey	27	<u>36,628</u>
		\$135,661

The percentages go back to the 1990s when there were additional owners of the Airport but they are not likely to change at this time.

Dave Schmidt explained the purpose and usage of the “Action Funds” totaling \$32,000 from the Municipalities. This led to a discussion of the work done at the Airport with those funds and that the councilors of each Municipality were probably not aware of. It was suggested that a future date this summer be scheduled to offer a Commissioner and Councilor promotion opportunity at the Airport for tours and possible flights by COPA 54 to serve as hands-on education.

A budget meeting has been set for Monday, February 4 at 2:00 pm at the Airport.

The yearend financials are at the Auditors and the audit will be done mid-February.

Steve is looking at the pricing for tie-down fees which then affect access fees. Once these have been approved, billings can be done. Cash in the bank at this date is low due to the higher taxes paid for new hangars. Receivables may not arrive in time to address this problem.

Motion to invoice the Municipalities the first half 2019 levy based on 2018 contributions.
Stam / Schmidt opposed –Hergert carried

Economic Development

April Marshall explained that a healthy and optimistic review of the Airports assets and potential had been conducted in 2018. However, there is not adequate staff at the Airport that can actually lead this initiative.

Carey Lee explained the restaurant is gaining traction through radio advertising, signage will be set up soon and summer promotions will be undertaken to draw in a more active crowd.

Kelani has ideas with regard to newspaper submissions for promotion.

Motion to set up a Marketing & Communication Committee – Gieruszak / Hergert carried
Initial committee members to include Carey, Steve, Kelani, Jack Zeinstra and the 3 Municipal Commissioners

COPA 54 Overview

Jack Zeinstra gave the highlights of COPA 54's involved with the Airport and confirmed one of their members will attend each Airport meeting to communicate information back and forth.

Next meeting – Monday, February 11 2:00 pm – Airport Boardroom

Meeting Adjourned 12:10 pm

Motion to adjourn Stam / Schmidt carried

Minutes submitted by Susan Kirkpatrick