



SAUGEEN MUNICIPAL AIRPORT

APPROVED

May 15, 2019 | 2:00 p.m.

Board Room | Saugeen Municipal Airport

PRESENT: Dan Gieruszak, Rebecca Hergert, Dave Hocking, Dave Schmidt, Rob Olds, Carey Lee, Stephen Rouse, Susan Kirkpatrick, April Marshall, David Marks, Dave Ramsey, Jack Zeinstra

REGRETS: Kelani Stam

1. CALL TO ORDER

D. Gieruszak opened the meeting at 2:00 pm and welcomed attendees.

2. APPROVAL OF AGENDA

Moved by **DAVE HOCKING** / Seconded by **REBECCA HERGERT**

THAT the Agenda of May 15, 2019 Regular Meeting be approved as printed and circulated.
CARRIED

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS

David Marks, President of Future Air updated members on the history of his company establishing their services at the Saugeen Municipal Airport. He informed members that they were originally attracted here because of the support that was offered, they were welcomed by member municipality mayor's and they were attracted to the population base. He noted that they have been losing money since joining SMA two years ago and that he wishes to re-establish the incentive to receive a discount on fuel, noting the large quantity that Future Air regularly purchases. They hope to break even this year. He confirmed that sightseeing tours are available to the public and can be booked via their website, in addition to offering flight school. He noted that Future Air has six aircrafts, with one stationed at SMA. They fly hundreds of hours each a year. He hopes to station a second aircraft here in the future.

5. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by **REBECCA HERGERT** / Seconded by **DAVE SCHMIDT**

THAT the Minutes of the April 17, 2019 Regular Meeting be approved.
CARRIED

6. BUSINESS ARISING FROM MINUTES

a. DRAFT Pilot's Survey

To be issued upon committee approval. S. Kirkpatrick to forward R. Olds contact list for distribution. R. Olds to compile results and report at next committee meeting. R. Hergert requested inclusion of questioning surrounding what influences a pilot's decision to purchase fuel. D. Marks noted that Future Air receives a discount at the Collingwood Airport, so they purchase there for that reason. J. Zeinstra indicated that the pilot feedback



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he has received in response to anticipating a survey for feedback is positive. D. Gieruszak confirmed that the results will be used as a measurement tool and will be issued annually.

b. **DRAFT Manager's Monthly Report Template**

S. Rouse provided template for review. R. Hergert requested that a maintenance tracker be included that indicates the number of hours taken to complete a project and what future projects are anticipated. It was noted that SMA has aging infrastructure so regular maintenance is required. S. Rouse indicated that fuel sales are tracked separately.

c. **DRAFT Agenda Package Procedure**

D. Gieruszak provided a process for review and for all members to follow to ensure a consistent and timely approach, as well as establishing a volunteer to complete. After receiving the draft minutes from the recording secretary, he will finalize and complete distribution with the volunteer. S. Kirkpatrick noted that sending financials the Friday prior to meeting gives a clearer picture of actuals. R. Hergert requested that they commit to providing 7-8 days prior and if there are any inaccuracies they can be noted at the meeting. It was noted that it is important for the Commission to review minutes prior to approval and distribution.

7. MANAGER'S REPORT

S. Rouse requested questions on the previously submitted report. He noted that summer equipment is ready to go that an electrician has been contacted to address the issues with the runway lights. Additionally, he noted that he has arranged servicing of the fuel truck and will be supplying R. Olds with information on the transportation funding opportunity. R. Hergert inquired about the status of equipment owned by Dave Kennedy.

8. FINANCE REPORT

Concern was raised that sales are not on target to meet budget requirements as they specifically relate to room rentals and fuel sales. S. Kirkpatrick to provide a 3-year comparison so members can identify trends.

9. COPA 54 BRIEF

The Commission thanked COPA 54 for inviting and hosting Council and Economic Development Committee members the previous Saturday for a tour and flight day / experience. Discussion ensued on future plans that include planning an air show, establishing scholarships for youth to explore aviation and how that can be connected to Launch Pad and the Bluewater District School Board.

Moved by **REBECCA HERGERT**, seconded by **DAVID SCHMIDT**
THAT all reports be received and accepted.
CARRIED

10. ECONOMIC DEVELOPMENT, MARKETING & PROMOTIONS



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- a. Great Lakes Helicopters Agreement & Programming
A. Marshall updated the Commission on conversations with the helicopter company to partner and deliver sightseeing tours and flights for business services. She noted the need to have a centralized booking source and requested that the Commission begin work on an agreement. Discussion ensued on how best to coordinate, identified potential partners and spoke of the need to include the restaurant in packaging. Future Air confirmed the sightseeing and flight services that they offer.
- b. Social Media Agreement
The agreement with Tech360 has been extended for the next three months. D. Rumsey noted that the COPA event this past weekend garnered 3,000 engagements on Facebook. Discussion ensued on branding and marketing: How it is best to create packages to be marketed so that all information is easily attainable, customer friendly, branded and available through one source (website).

11. NEW BUSINESS

Motion by **DAVE HOCKING**, Seconded by **REBECCA HERGERT**

THAT a marketing and promotions sub-committee be formed to begin work on said initiatives.
CARRIED

Motion by **REBECCA HERGERT**, Seconded by **DAVE HOCKING**

THAT the resignation of Phoenix Airport Management be accepted.
CARRIED

12. IN CAMERA

Motion by **REBECCA HERGERT**, Seconded by **DAVID SCHMIDT**

To move into closed session to review personal matters about an identifiable individual under the *Municipal Act, 2001* s. 239 (1).

CARRIED

13. ADJOURNEMENT

NEXT MEETING Wednesday, June 19, 2019 at 2:00pm