



SAUGEEN MUNICIPAL AIRPORT

APPROVED

June 19, 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, Paulette Peirol, Dave Ramsey, Jack Zeinstra, Kelani Stam,

ADDITIONAL ATTENDEES: Phil Englishman, Don Crosby, Glen Tanner, Larry Ernewein

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by **REBECCA HERGERT**, Seconded by **KILANI STAM**

THAT the Agenda of June 19, 2019 Regular Meeting be approved as printed and circulated.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

None

4. DELEGATIONS

None

5. APPROVAL OF PREVIOUS MEETING'S MINUTES

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

THAT the Minutes of the May 15, 2019 Regular Meeting be approved.

CARRIED

6. BUSINESS ARISING FROM MINUTES

6.1 Airport Restaurant – Signage

Carey Lee said the marketing group discussed various names for the restaurant, including Crosswinds Café and Hanover's Last Hangar.

Dan Gieruszak said any new branding must align with the marketing committee's plan of action and be shared with Kelani Stam.

Rebecca Hergert noted that a change in signs would also have to meet the sign bylaws of Brockton and West Grey. She discussed with Grey County Tourism Manager Bryan Plumstead having green airport signs on Highway 6, which will be taken to the county's sign bylaw subcommittee.

6.2 Future Air – Signage

Dan Gieruszak said David Marks of Future Air encountered difficulties from the Municipality of Brockton in putting up a sign. Kelani Stam will follow up on this.



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6.3 Bulk Fuel Purchasing

Rob Olds said an offer has been extended to the airport to purchase fuel in bulk. He is hoping we will be able to charge 12 cents less than many other airports. He will present a full report on fuel costs at the July meeting.

6.4 Pilot's Survey

Rob Olds said the airport received about 27 responses to the survey; all have been distributed to commission members. Dan Gieruszak asked members to review them, as they will be discussed at the next meeting.

Fifty surveys were sent out, and hard copies were available at the airport as well. The survey is to become an annual practice.

6.5 Centralized Booking Source for Tours and Business Service Flights

Dan Gieruszak would like to see an airport concierge hired, perhaps a summer student or co-op student, to promote the airport's amenities, tours and flights. The Marketing and Promotions committee is following up on this idea.

Rebecca Hergert has reached out to Emily Morrison at Hanover's Launch Pad for ideas.

She noted that West Grey has an online booking system that could possibly be used.

West Grey is also ordering new computers and could possibly get one specifically for the airport.

Dave Hocking said Hanover Travel is also interested in booking flights and travel packages for the airport. He said Future Air is planning set tours, which could include fly-overs of private properties to enable owners to take photos.

7. MANAGER'S REPORT

Dan Gieruszak thanked the interim manager for his report. Rebecca Hergert had a question regarding item #2, the fuel hose.

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

THAT the airport pay \$664 to Brentland with a thank-you card included.

CARRIED

Rob Olds said COPA for Kids went well and they were presented with a certificate from the Air Cadets of Canada, which will go on the wall. He thanked Dave Schmidt for the wind sock donation.

8. FINANCE REPORT

Rebecca Hergert questioned why we were short of our target budget, particularly regarding fuel sales and hangar rentals. She was surprised by the purchase of tools for \$4,500.



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Dan Gieruszak said the tools purchase was discussed but may not have been formally approved through a motion; all such purchases should require prior approval from commission, unless they are specified in the budget. Susan Kilpatrick said the tools were authorized by the previous airport manager. Rob Olds will provide details at the next meeting.

Rebecca Hergert requested that the Finance Report be set aside and discussed in further detail prior to the July 17th meeting, the discussion to include cutting measures.

Regarding fuel sales, S. Kirkpatrick said June 2017 sales were unusually high because of the Snow Birds event. Fuel is often pre-paid on a "fuel card" so purchases by some groups are not recorded on a month-to-month basis.

9. MARKETING & PROMOTIONS REPORT

Kelani Stam said the group held its first meeting on June 14, 2019 with representatives from COPA 54, Tech 360, Future Air and the airport restaurant present. It was decided that all marketing material will go through the marketing committee moving forward, so we have a brand that we are all standing behind that is consistent and professional.

The group plans to establish a calendar and increase communication between the commission and stakeholders. Anyone interested in attending future marketing and promotions meetings is welcome to do so.

10. COPA 54 BRIEF

Jack Zeinstra provided an update on COPA 54 activities including:

- Discussion of the pilot survey
 - Airplane to be provided for Hanover's Sights and Sounds festival.
 - Airshow subcommittees will start to be populated
- Very pleased with attendance at COPA for Kids event (about 75 kids)
- Pelee Island Tour being arranged for pilots and students pilots
- COPA 54 is looking to sponsor a candidate for flight training. Dave Schmidt to report details on that at the next meeting

Moved by **REBECCA HERGERT** seconded by **KILANI STAM**

THAT the Managers Report, Marketing and Promotions Committee Report and COPA 54 Report be received and accepted. The Finance Report will be set aside until the next meeting.
CARRIED

11. NEW BUSINESS

12.1 Aerobatics Association Event

Dan Gieruszak said he had a request from the Canadian Aerobatics Association to hold a competition here in August and while we are supportive, we did not have sufficient time to organize this properly. He would like further discussions with this organization in the hopes of moving forward with such an event at a future date.



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Rebecca Hergert would also like to see a further discussion on this, and a proposal.

Dave Hocking said he felt we would have to talk to neighbors and stakeholders before approving such an event. He felt it was wise to hold off until we could do due diligence, but is open to meeting with the aerobatics group.

Dave Schmidt said they made the decision not to hold the event due to the potential of it affecting neighbours. In the past, a neighbour's horse got spooked and was injured. He said a similar incident could jeopardize our chances of having the Snow Birds come back in future.

Dan Gieruszak asked commission members if there was a willingness to establish a respectful working relationship with the aerobatics group moving forward. He said it could be a great long-term relationship, in alignment with the SMA's strategic plan.

All were in agreement and direction was given for the Chair to contact the Aerobatics Association President with the intent to establish a meeting.

The commission adjourned for a break at 2:50 pm

12. IN CAMERA

Moved by **DAVE HOCKING**, Seconded by **KILANI STAM**

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

CARRIED

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

To move out of closed session at 3:48 p.m.

CARRIED

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

To move on the action items identified in the closed session of the Saugeen Municipal Airport commission – including acceptance of the resignation of the Interim Airport Manager from his position as an airport board Commissioner.

CARRIED

13. ADJOURNMENT

The meeting adjourned at 3:50 p.m.

NEXT MEETING Wednesday, July 17, 2019 at 2 p.m. at the Saugeen Municipal Airport