



SAUGEEN MUNICIPAL AIRPORT MEETING MINUTES

APPROVED

Thursday, August 22nd, 2019 | 2:00pm
Board Room | Saugeen Municipal Airport

PRESENT: Dan Gieruszak, Rebecca Hergert, Dave Hocking, Dave Schmidt, Rob Olds, Jack Zeinstra, Paulette Peirol, Dave Rumsey, April Marshall, Jonathan Zettel

REGRETS: Kelani Stam

CALL TO ORDER

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

Approval of the Agenda

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

THAT the Agenda of August 22, 2019 Regular Meeting be approved as printed and circulated.
CARRIED.

Declaration of Pecuniary Interest

None

Delegations

None

Approval of Previous Meetings Minutes – July 17th, 2019

Deferred to meet quorum from previous meeting attendees

Business Arising from Minutes

- Rebeca Hergert inquired about moving the action money to general operating to clean up accounting of it.
- **Revised Airport Access Agreement**
Rebecca Hergert requested that the Appendix reflect Brockton zoning, therefore alleviating the need to update agreement should there be any changes.
- **Airport Marketing Samples**
April Marshall previously circulated examples of other regional aviation hubs to use as an example. Tech360 has provided a proposal to update marketing material for an additional fee to provide the content/writing. Rebecca Hergert volunteered West Grey to help providing writing and Tech360 to 'set tone' while proofing.

Dave Hocking requested commission members contact information is added to the website. Discussion ensued and it was agreed that inquiries go to the manager first, but it is good for transparency to communicate who Commission members are to the public. It was decided not to include email addresses but to supply a contact form.

MOTION: To accept the additional \$150 fee for Tech 360 to provide 'the voice' and ensure consistency in all communications. Moved by **REBECCA HERGERT** and seconded by **DAVE HOCKING**.
CARRIED.

- **Airport Manager Job Description**

The position has been posted to website and social media. Discussion ensued on the delivery. It was decided to set-up as an Expression of Interest, to see what options are out there, or what individuals or firms can bring. It was decided to market it to the aviation industry, including post secondary graduates (with the opportunity for mentorship), in addition to the public. Previous posts to be deleted and reissued, with an ad promoting the opportunity and to contact Rebecca Hergert for the job description.

- **RFP – Legal review of Airport Access Agreement, Airport Manager and Restaurant Contracts and articles of incorporation governance.**

Rebecca Hergert will create an expression of interest for law firms to review governance and articles of incorporation for the next meeting.

Correspondence Requiring Action

To be discussed 'In Camera'.

BREAK 2:50pm – 2:59pm

Manager's Report

Rob Olds presented the managers report reviewing daily operations and highlights of visitors and projects completed. He noted that the new operators are managing the restaurant. He is to send a thank you to Ms. Kennedy for tending to the flowers and to Tony Lang and Vic Danelli for their restaurant assistance during the transition.

MOTION: to accept the manager's report as presented. Moved by **REBECCA HERGERT** and seconded by **DAVE SCHMIDT**.
CARRIED.

Finance Report

Susan Kirkpatrick provided a general update via reports in her absence

Marketing & Promotions Update

April Marshall provided a report to update members on conversations with Great Lakes Helicopters. Further discussion was had with Hanover Travel and we are awaiting response from Great Lakes Helicopters to host a meeting between the two organizations in an effort to organize collaboration for booking purposes, making it easier for the end user.

A discussion was held in regards to local upcoming Culture Days events. Rob Olds would like to include a display of antique planes and cars to be held at SMA. Rob to confirm details with April prior to the end of August to be included in Hanover Culture Days promotions.

Dave Hocking has spoken to a car show organizer on success of events held at other facilities and would like to look at bringing a similar event to SMA.

COPA 54 Brief

Jack Zeinstra provided an update. The Pat a Plane event was a success. COPA will be in Warton on Aug 28 and Edenville in September. Snowbirds applications for next year are due end of September. Discussion ensued about fundraising / revenue from parking / banquet dinner with pilots (be youth friendly).

New Business

Dave Schmidt has connected with a business consultant to advise on how best to engage local business and supplied many other great marketing ideas. He is to set-up meeting with consultant and the Commission to discuss opportunities further.

April Marshall suggested that once the business engagement event is established to promote it and collaborate to deliver as a joint economic development committee meeting with the three partners.

IN CAMERA

Moved by **REBECCA HERGERT**, seconded by **DAVE SCHMIDT**

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

CARRIED

Motion: SMA proceed with garnering the Town of Hanover to provide bookkeeping and audit services, effective October 1, 2019 and proceed in advancing necessary information to establish services now. Moved by **DAVE HOCKING**, seconded by **REBECCA HERGERT**.

CARRIED

Moved by **DAVE HOCKING**, seconded by **DAVE SCHMIDT**

To move out of closed session at 4:36 pm.

CARRIED

ADJOURNMENT

NEXT MEETING: Wednesday September 18th, 2019 @ 2pm.