



# SAUGEEN MUNICIPAL AIRPORT

## MEETING OF THE SAUGEEN MUNICIPAL AIRPORT COMMISSION

Wednesday, June 17, 2020, 2:00 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Rebecca Hergert, Vice Chair  
Dave Hocking, Secretary  
Moe Hanif  
Bill Roseborough  
Jack Zeinstra

**Commissioners Absent:** With Regrets – Kelani Stam

**Others Present:** Rob Olds, Airport Manager  
David Rumsey, Tech360  
Catherine McKay, Recording Secretary

**Guests:** Alexandra Ferrier, Fallis, Fallis & McMillan  
Christine Walker, Director of Corporate Services/Treasurer, Town of Hanover

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

### 1. Call to Order

The Chair called the meeting to order at 2:00 p.m.

### 2. Approval of the Agenda

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the agenda for June 17, 2020 be accepted as circulated.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

### 4. Delegations

Christine Walker attended and provided the following financial information:

- Invoices have been sent out regarding the access agreements, the invoiced farmland revenue has not yet been billed but \$ 4,850 has been received from Brantland for seeding. Hangar rentals are done and the leases have been billed. There were expenses of \$ 6,900 in May for grounds maintenance for fertilizer paid to Sprudedale Agromart.
- Budget vs. actual statements have been sent showing revenue to May 31, 2020 as \$ 134,533.43. The second half of municipal contributions amounting to \$75,000 will be received in July. Overall, the accounts show that the Airport is \$ 23,900 “to the good” for the first half. As a result of COVID-19, income and facility costs have been reduced since the boardroom is not available to be rented, for example. Town staff are working from home which causes some difficulties with waiting for invoices.
- The Town of Hanover has handled the Airports accounts only since September 2019 and so there is no data for comparison purposes. Things seem to be on track as far as what was anticipated, except for the MPAC issue of the property assessment. If the property is assessed as a farm, a conservative estimate

would be a \$ 12,000 difference in the budget. \$ 24,000 has been paid in property taxes and if the assessment is changed to farm, this would mean that the Airport would be under budget. The deadline for filing the appeal of the assessment is past, but there are circumstances in which property owners can file after the deadline.

- Dave Hocking asked about the communication between the Airport and Ms. Walker and her staff. She noted that Hanover serves only as the Airport's bookkeeper, doing the accounts receivable and accounts payable. They do not provide administrative support, and the Airport has a Manager to do this. Hanover has to be provided with the access agreements in order to do the budget. She added that the first time auditors are asking a lot of questions which Hanover needs the Manager to answer.
- Rebecca Hergert asked about the interest rate on the \$ 75,000 line of credit at Meridian Credit Union. Ms. Walker stated that it had been negotiated down to prime from prime plus, and interest only accrues when the line of credit is used. Ms. Walker noted that the loan can be paid off any time without penalty and whether to move the \$ 2,086 in the savings account to the loan is entirely up to the Commission, but she could support such a move as the rate of interest in the chequing and savings accounts is the same.
- Rebecca Hergert asked how to reduce global merchant fees which last year were \$ 8,000. Ms. Walker explained that these are fees charged by Visa and MasterCard, not Meridian and they amount to 3% of sales plus \$ 0.35 per transaction. The Airport Manager noted that Siteminder is a fluid problem and there is nothing to replace it at the moment, and the solution will be some ways down the road.
- Rebecca Hergert also raised the issue of cheques to Kenntek for management fees. Ms. Walker noted that the contract is with the Airport Manager and payments are processed through him and the contract will continue to be with the Airport Manager and only the Airport Manager. Ms. Walker noted that the payment to Kenntek was related to garage maintenance and the monthly rental management fee is paid to Brantland.
- The Chair thanked Ms. Walker for attending the meeting and for the work that she and her staff do for the Commission. Dave Hocking stated that with the involvement of Ms. Walker and Jennifer Terstege of her staff, the Airport is more cost effective and efficient, and their efforts are appreciated. Ms. Walker left the meeting at 2:15 p.m.

**Motion** Moved by R. Hergert

Seconded by D. Hocking

That Saugeen Municipal Airport Commission transfer \$ 2,086 from its savings account into its chequing account at Meridian Credit Union.

**Carried**

#### **5. Approval of May 20, 2020 Minutes**

Rebecca Hergert requested that changes be made in the minutes to reflect that the Municipality of West Grey does not have anyone working on Canada Day events which are normally organized by the Durham Lions Club. Due to COVID-19, there will be no events in West Grey this year, but there is great interest in the fly over.

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the minutes of the May 20, 2020 meeting of the Commission be approved as so amended.

**Carried**

#### **6. Action Item Update from May 20<sup>th</sup> Minutes**

**Action from May 20** - The APM will provide a full report reviewing the decision process giving direction to proceed with seed to get the hay in.

##### **Update**

The APM reported that there were time constraints due to the meeting schedule and he got a quote from Sprucedale Agromart. He sent an email to the Commissioners who agreed that it would be a good time to put hay in and that Brantland would contribute to the overage. The lease with Esbar was cancelled and SMA

stayed within budget. The APM noted that it takes a year to realize profit from the field, and it is now in cover crop. The main return will come next year and in subsequent years.

**Action from May 20** - David Rumsey will confirm with Catherine McKay the requirements for posting minutes on the web site.

**Update**

Dave Rumsey confirmed that he received the May 20 minutes in PDF and added it to the contact page on the SMA web site underneath the photos of the Commissioners. The web site should not be the official repository of the minutes and it is practical to keep only three months of minutes on the web site and other arrangements should be made to store the documents correctly so that they are retrievable. Bill Roseborough asked if it was not possible to keep the minutes on a computer.

**Action** - Dave Hocking will inquire whether the Town of Hanover can manage the minutes.

**Action from May 20** - 1) The APM will contact all pilots about a fly-by to judge the level of interest.  
2) Municipal representatives will contact their respective Canada Day coordinators.

**Update**

The Chair received an email on this and Jack Zeinstra noted that flying in formation requires considerable speed and there will be a practice on Sunday. Moe Hanif confirmed that this is a COPA 54 event. There will be at least 6 planes taking off and flying over Walkerton at about 11:50 a.m., Hanover at about noon, and over the main part of Durham and the hospital at about 12:15 p.m. The timing will depend on the wind speed and can be adjusted.

Rebecca Hergert has the contact information for the Lions Club but they are not putting on a Canada Day event in Durham.

**Action** - Jack Zeinstra will send the details of the flyover to Dave Hocking.

**Action from May 20** - The Chair will research the question of how to go from an open session to a closed session and back to an open session, using the zoom meeting platform.

**Update**

The Chair stated that there are challenges holding a closed session via videoconference, but it is possible for the host or co-host to invite meeting participants into a break out room, where a closed session would be held.

Rebecca Hergert complimented Catherine McKay on collating the documents for this meeting and sending them out in advance as a single PDF which makes it easy to find the details in the package. She is in favour of the proposed \$ 25 additional fee per meeting for this service.

**Action from May 20 – the APM** will provide an update on additional fuel storage capacity for the June Commissioner's meeting.

**Update**

The APM said that he followed up with the Saugeen Economic Development Corporation about a larger tanker which would cost \$ 90,000. A maximum of \$ 40,000 is available from the Corporation and applications must be in by July 7. It would have to be determined where the additional \$ 50,000 would come from. Discussion on this item covered the following points:

- The Chair suggested that fuel could be purchased in bulk and sold. Moe Hanif said that the Commission should explore the possibility of private funding, possibly amongst the flying community.
- Dave Hocking said that a study has never been done of the profit issue and the Commission should see the numbers and if the profit is not sizeable, it is likely not worthwhile. Concrete numbers and analysis are required.

- Bill Roseborough noted that if Moe Hanif is working on the issue, it should be determined if Goderich, Hanover and Owen Sound would be willing to buy fuel together. The APM said that they are already doing so.
- Rebecca Hergert will circulate a document by Explorer Solutions which did a feasibility study two years ago to evaluate potential opportunities and development projects to diversify revenues, reduce operating costs and improve financial sustainability at Goderich Municipal Airport (YGD) and Richard W. LeVan Municipal Airport.
- Moe Hanif raised the question of funding for an asset management planning process. The Chair questioned whether the Commission, as an independent corporation, would qualify for funds from the Saugeen Economic Development Corporation. Moe Hanif proposed that the Commission could possibly “piggy back” on Hanover for funds.

**Action** – Moe Hanif is to explore the issue with the Saugeen Economic Development Corporation, get back to Commissioners prior to July 7 and complete the application.

**Action** – Dave Hocking will ask Christine Walker about an asset management plan.

## **7. Correspondence Requiring Action**

### **A. June 5th Letter & June 10th Email from Alexandra Ferrier**

The Chair asked if there were suggestions from Commissioners as to further correspondence on this matter and the following points were made in the ensuing discussion.

- Moe Hanif stated that enough time has been spent on it, there is really no reason to pursue it further and the issue is in the courts. In his experience, leases are usually unilaterally decided by a landlord and there is generally not much room for negotiation.
- Dave Hocking stated that Rebecca Hergert had contacted a lawyer in Toronto with experience in airports and the commission pays good money for the development of access agreements. If a tenant does not like the terms of a lease or agreement, he or she can go elsewhere. The issue has been documented and addressed, and the Commission should move forward.
- Rebecca Hergert noted that the person in question is not discussing the issues of a lease, but ownership vs. the end of a public runway. She asked what the status of the matter is in court, what needs to be resolved, and proposed inviting discussion by the person’s lawyer.
- Bill Roseborough noted that other people own buildings in the vicinity of this person and the Commission would be glad to have him if he wants to sign a lease like everyone else, but he wants something special. If he wants to follow the rules of the majority, he would be welcomed.
- Rebecca Hergert proposed allowing the Commission to receive new information or an update from the APM or Ms. Ferrier. The Chair stated that the APM has no new information, which was confirmed by the APM. Ms. Ferrier asked if she would have chance to speak and was informed by the Chair that this would not happen today. All the information from Ms. Ferrier has been circulated to the Commission, and there is no new information contained within the information that has been circulated. He raised the possibility of creating a sub-committee to meet with Ms. Ferrier to work out how to move forward on the issue. He added that what took place occurred in the past, the Commission has spent a lot of time over the past 18 months, and now is the time to move forward. In his June 11 email to Ms. Ferrier, the Chair stated that if her client were willing to sign an access agreement, this would be a sign of good faith.
- An update will be provided to the Commission for the July 15 meeting and if required a special meeting will be called.

## **8. June 17th Reports**

### **A. APM’s Report**

The APM reported on the following items:

- Once more is known about Siteminder, the Commission could ask for a delegation on what is needed in terms of an upgrade. A program is being written by someone in Texas which would mostly do away with Siteminder, and it may be possible to get other airports to come in on this. M4000 would cost about \$ 40,000. The big oil companies have their own technology but are not willing to share it. The Chair noted that there are ongoing challenges with changes in technology. The APM noted that the “drop dead” date is now October of 2021 rather than October 2020, and after that, there will not be 24 hour fueling, but he is working with the previously mentioned person who is developing the program.
- A representative of Future Air came in and there is concern about rental for the space being used. There was discussion about the value of the space. The Commission could receive getting \$ 250 - \$ 300 and it was suggested that it is worth \$500. Dave Hocking suggested asking for \$ 300. If the space is not vacated, the office should be cleared out with the property put in storage.

**Motion** Moved by R. Hergert

Seconded by D. Hocking

That the Commission issue a letter to this individual providing 31 days’ notice to vacate the space if terms for a rental agreement cannot be agreed to.

**Carried**

## **B. COPA 54 Update**

- The APM confirmed that all Canada events have been cancelled. The Chair noted that there is some talk about holding events in the fall including one for Councillors. It was further noted that Doors Open has been cancelled, as have car related events.
- Jack Zeinstra raised the question of putting an application in at the beginning of August to have the Snowbirds appear next year.

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Commission support a COPA 54 application for an appearance by the Snowbirds next year.

**Carried**

## **9. New Business**

### **A. Ontario Phase 2 Reopening – Restaurants**

The Chair raised the issue of reopening the restaurant and the discussion covered the following points:

- Dave Hocking said he has communicated with the restaurant operator who leases the restaurant and she has some reservations about setting up the restaurant again with all the restrictions. Dave Hocking sent out a document from the Town of Hanover’s CAO about reopening and there are strict requirements which include having documentation, and protocols in place for washrooms, sanitizer, etc.. The restaurant would have to hire an additional 3 or 4 people just to meet the requirements.
- The lessee of the restaurant checked her insurance and it only covers the inside of the restaurant, not the outside, so a patio would not be an option.
- It was agreed that reopening the restaurant should be paused as it would not be profitable.

**Action** - Dave Hocking is to contact the person who leases the restaurant to explain that reopening should be paused as it involves too much risk. He is to report back to the Commission on this.

### **B. Notice of Motion: Zero Tolerance against racism and Acts of Violence**

The Chair informed the Commission that a similar motion is to be presented to Brockton Council at its next meeting:

*Whereas horrific and racially motivated acts of violence take place in Ontario;*

*And Whereas on May 25, 2020 a horrific and racially motivated act of violence took place in Minneapolis, Minnesota that led to the death of a 46-year-old man, George Floyd;*

*And Whereas further incidents of racially motivated acts of violence against visible minorities have taken place both locally and abroad;*

*And Whereas the Ontario Human Rights Code recognizes that every person has the right to be free from racial discrimination, including anti-black racism.*

*And Whereas the Ontario Anti-Racism Act, 2017, S.O. 2017, c. 15 advocates for strategies and initiatives that eliminate systemic racism, including initiatives to identify and remove systemic barriers that contribute to inequitable racial outcomes, and initiatives to advance racial equity.*

*And whereas the Saugeen Municipal Airport supports essential services such as police service and air ambulance, as well as air travellers from across Ontario, Canada and the United States;*

*And Whereas we must join together as a community, province, and nation to condemn violence, hatred and racism;*

*Therefore Be It Resolved that the Saugeen Municipal Airport Commission supports zero tolerance for racism of any kind, including nazi'ism and white supremacy and accusations of same;*

*And Further that the Saugeen Municipal Airport encourages our member Municipalities to pass a resolution to support zero tolerance against racism and condemn all racism acts of violence and accusations of same.*

Rebecca Hergert noted that West Grey has a similar notice of motion and a resolution on diversity training for Council, which she suggested Commissioners should take. Moe Hanif complimented the author of the resolution.

**Action** - The three Councillors on the Commission are to look at what their municipalities are doing with respect to diversity training, and it was also noted that there may be such training at the County level.

### **C. Minute Taking, Collection and Distribution Process**

#### **Motion**

Moved by R. Hergert

Seconded by B. Roseborough

That the Commission approve payment of an additional \$ 25 per meeting to Catherine McKay for compilation of the material for Commission meetings into a single document and for distribution of the meeting package to Commissioners as outlined in the document entitled "SMAC Procedure for Monthly Meeting Agenda & Reports Distribution" circulated by the Chair in advance of the meeting.

**Carried**

### **D. Other New Business**

- Rebecca Hergert asked for clarification regarding a delegation by Siteminder. The Chair stated that there will be a monthly report to the Commission on the matter.
- Rebecca Hergert asked about Kelani Stam's status as a member of the Commission. The Chair said that she is currently not available and after discussion of various options, it was decided that the Chair will approach her to revisit the issue of a leave of absence for three or six months, or such other period, and bring the matter back to the Commission for a vote. If she does not want a leave of

absence, she will be asked for a letter of resignation. Several Commissioners expressed the view that it would be beneficial to retain her talents, and perhaps she would be interested in committee work.

- Bill Roseborough asked if meetings could begin at 1:30 and all agreed.

**10. In Camera**

There were no items requiring an in-camera session.

**11. Direction Coming Out of In Camera**

There were no items requiring direction coming out of an in-camera session.

**12. Adjournment**

Motion Moved by J. Zeinstra

That the Commission adjourn at 3:25 p.m..

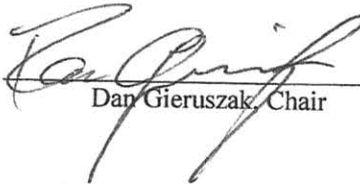
Seconded by B. Roseborough

Carried

**Next Meeting:** Wednesday, July 15, 2020 at 1:30 p.m.

**Meetings Attended by C. McKay for payment:**

- May 20, 2020 - \$ 100
- June 17, 2020 - \$ 100

  
Dan Gieruszak, Chair  
Catherine McKay, Recording Secretary