THE SAUGEEN MUNICIPAL AIRPORT COMMISSION
REGULAR MONTHLY MEETING
MINUTES
Wednesday, July 15, 2020, 1:30 p.m.

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

Commissioners Absent: With Regrets – Moe Hanif and Kelani Stam

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

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 1:37 p.m.

2. **Approval of the Agenda**
   Motion Moved by J. Zeinstra Seconded by R. Hergert
   That the agenda for July 13, 2020 be accepted as circulated.
   Carried

3. **Disclosure of Pecuniary Interest and Declaration of Conflict of Interest**
   None declared.

4. **Delegations**
   None.

5. **Approval of June 17, 2020 Minutes**
   Rebecca Hergert asked for clarification of 7.A. in which there is a reference to the "possibility of creating a sub-committee to meet with Ms. Ferrier to work out how to move forward on the issue." The Chair noted that no motion was made on this issue; rather it was presented as an option.

   Motion Moved by J. Zeinstra Seconded by B. Roseborough
   That the minutes of the June 17, 2020 meeting of the Commission be approved as circulated.
   Carried

6. **Action Item Update from June 17 Minutes**
   A. Motion: Zero Tolerance Against Racism and Condemn All Racism Acts of Violence
   Rebecca Hergert noted that the motion passed by West Grey Council was more open ended and not as specific. She suggested that the motion should be more general to be fair to all people. She added that West Grey will be doing training for Council Members and circulating the motion. The Chair explained

that the wording of the motion before the Commission reflects the motion by Brockton Council and that this motion is in accordance with the Code of Conduct. Bill Roseborough noted that since the airport is located in Brockton, the motion should coincide with Brockton's motion. The Chair suggested that the Commission look to municipalities for guidance on sensitivity training as suggested by Rebecca Hergert at the last meeting.

Motion Moved by B. Roseborough Seconded by J. Zeinstra
That the Saugeen Municipal Airport Commission adopt the resolution in support of Zero Tolerance Against Racism and Condemn All Racism Acts of Violence as circulated.
Carried

B. COVID Stage 3 Update - Restaurant

Dave Hocking explained that he had been in touch with the restaurant operator, and it was hoped that she would be able to join the meeting later. She was not ultimately able to join, but the following update was obtained from her:

- She is ready to go as soon as the COVID protocols allow re-opening, and the issue will be to have enough business because she will need extra employees to meet the COVID protocols.
- The sooner the restaurant can open the better, although the opening will have to be done in a safe and smart way, proceeding cautiously.

Actions

- The Chair will ask Brockton's Community Development Co-ordinator to contact the restaurant operator to review the requirements for re-opening the restaurant.
- Dave Hocking will email the restaurant operator's contact information to the Community Development Co-ordinator, with a c.c. to the operator and the Airport Manager who is to be included in those conversations.

7. Correspondence Requiring Action

A. Agricorp Update

The Chair informed the Commission of the good news that the application for farm tax status for 2020 and 2021 property taxes had been approved which could mean a 75% reduction in property tax. Discussion included the following points:

- Rebecca Hergert clarified that the 75% reduction will be applied to $24,000 and she thanked the Airport Manager for his efforts on this issue.
- The Airport Manager explained that it is Agricorp that grants the farm status and MPAC (Municipal Property Assessment Corporation) that is responsible for property assessment.
- Dave Hocking noted that MPAC has a backlog and it may take longer than anticipated for the change to be made to the tax status.
- The Chair noted that he has some contacts at MPAC which could be useful.

Action – Dave Hocking is to follow up with Christine Walker of the Town of Hanover as to the amount of the reduction.

8. July 15th Reports

A. Financial Reports

The Commission discussed the financial reports, covering the following points:

- Rebecca Hergert asked about kitchen rentals which are zero for 2020, and whether there was revenue in January and February. The Airport Manager explained that the split is 80/20 with the restaurant operator and no revenue came in, so there was nothing to share. The restaurant operator was just starting to make some gains before COVID, and pilots have been asking when the restaurant will open again. Jack Zeinstra added that there have been a lot of inquiries about the restaurant and a lot of

airport restaurants are open with COVID restrictions in place. The pandemic rules change on Friday, July 17, so things may open up more after that.

- Rebecca Hergert asked whether tenders were put out for seeding of hay. The Airport Managed explained that the airport got $7,300 or $7,400 for the hay, which was sowed and fertilized by Sprucedale Agromart and a cover crop is currently being taken off.
- Hanover Stock Farms acted as the sponsor for the Agricorp application to verify that the land is used for agricultural purposes. Jack Zeinstra explained that open bidding on hay could possibly lead to the loss of farm status. The Airport Manager said that Hanover Stock Farms has been very good to deal with and works in the airport's interests. The Chair suggested that perhaps the process should be formalized such that if the airport goes with Hanover Stock Farms for hay, the reasons are clearly set out. He questioned whether the airport has the ability to put out a tender for hay seeding. The Airport Manager thinks that should be looked into and noted that the airport has no equipment for harvesting hay. He added that Hanover Stock Farms was not the lowest or highest bidder, but is a reliable operation.
- Some Commissioners suggested that if the process works, it should not be changed and if there is a good financial reason to have Hanover Stock Farms as a sole source provider, there should not be any tender issued.
- The Chair expressed the Commission's appreciation to the Manager for bringing in revenue from the hay crop that had not been received in the past.
- No quote was received for fertilizer which cost $2,500 for 34 acres which will be doubled next year when two fields will be planted. In determining fertilizer costs, soil samples are taken as the basis for recommendations which are normally followed and the sampling is built into the fertilizer cost. It is generally accepted that the recommendations should be followed to ensure a good crop that will generate more revenue.
- The actual expenses for grounds maintenance was over budget by quite a lot which was due to the cost of hay seed being allocated to that account.
- On page 18 – 19 of the bank statement, what is shown as a lease payment is actually a mortgage payment.

Action – The Airport Manager is to negotiate a price with Hanover Stock Farms for the taking off and removal of the annual hay crop.

Motion Moved by J. Zeinstra Seconded by B. Roseborough
That the financial reports be accepted as presented at the July 15, 2020 meeting.
Carried

Motion Moved by R. Hergert Seconded by D. Hocking
That the Commission enter into a written sole source contract with Hanover Stock Farms for the taking off and removal of the annual hay crop until it is no longer willing or able to do so, with the price to be negotiated between the Airport Manager and Hanover Stock Farms.
Carried

B. APM's Report

The Airport Manager highlighted work which remains to be done including the removal of a tree from the hay field and grass control which has not been an issue due to a lack of rain. Bill Roseborough raised the issue of fuel tanks that could be used, but not those coming out of the ground.

Motion Moved by D. Hocking Seconded by R. Hergert
That the Airport Manager's report be accepted as presented at the July 15, 2020 meeting.
Carried

C. COPA 54 Update

- The APM informed the Commission that the Snowbirds application is being prepared.
- He also said the signed, limited edition murals by Colonel Villeneuve, a famous artist and the first leader of the Golden Hawks aerobatic team, were dropped off, and one has been sent to CFB Moose Jaw and two to CFB Trenton where Colonel Villeneuve did his service, and one each to bases in Vancouver, Calgary and Edmonton. The Airport Manager still has two murals, one of which is to go to the Canadian Warplane Heritage Museum in Hamilton and the other to the Canadian Aviation and Aerospace Museum in Ottawa.
- The Municipal representatives on the Commission thanked COPA for the Canada Day flyover.

9. New Business

A. 43 Acres Ag Land Rentals

The Chair raised the possibility of putting in an experimental hemp crop following discussions he had with a Stratford area farmer who has a hemp crop raised for fibre. An Ontario manufacturer plans five plants in North America and each plant requires 10,000 acres of hemp within a 30 kilometer radius. Although there are no commitments for the plants as of yet, it may be possible to finance a hemp crop and share in the profit. While there is uncertainty as to the price, the return on hemp can be good, but the risk is also greater compared to soybeans, corn or hay. He suggested that something could be lined up for next year, as a test plot and perhaps local farmers might be interested to create a growth path to getting 10,0000 acres. The Chair suggested that something should be planted this year so as to have a crop next year, as there has never been revenue from the 43 acres.

The following points arose in the discussion:

- The land west of runway 009 has no road access and therefore would be secure.
- West Grey Council took a delegation regarding hemp which noted that it has benefits for the soil in adding nitrogen and can be a good cover crop.
- A five-year contract with a guarantee of no loss in the first year to minimize the risk up front, or a revenue split might be possible.
- Some Commissioners expressed doubt about the proposal although there could be Community Investment Program (CIP) support, and benefits for businesses.

Action – The Chair will continue to bring this issue forward.

B. Airport Rules and Regulations

The Chair noted that it is important to have a single set of standard rules and regulations across the airport and it is the intention to establish and enforce rules, and stand behind them. He hopes it is acceptable to the Commissioners to pass the Rules & Regulations today on the understanding that they need to change as required in order to remain up-to-date. The Airport Manager was asked to comment and noted that in the past, SMA has relied on the Code of Conduct and airmanship to ensure appropriate behaviour, but it is a different matter to enforce standards. Usually, if there are issues, it is one or two individuals. He said that it is in SMA's and everybody's interests to have rules and regulations that are adhered to, but they need to have some teeth. Discussion covered the following points:

- Rebecca Hergert noted that SMA was created by the three municipalities and is therefore held to the standards of the Municipal Act. She would like the Commission to discuss the procedure to get minutes out and the process for moving and adopting motions, etc. She referred to a report by the Ombudsman dated April 17, 2020 regarding notice of meetings. (Note: Here is a link to that report relating to the Township of Russell https://www.ombudsman.on.ca/resources/reports-and-case-summaries/municipal-meetings).
- The Chair noted that he had sent emails to the clerks of the three municipalities asking if they wanted to receive SMA meeting agenda packages prior to meetings. Brockton and West Grey indicated they want to receive meeting agenda packages and minutes, and Hanover asked only for minutes.
- The Rules and Regulations are based on the access agreement.

- The question was raised as to whether the Commission, a creation of the lower tier municipalities, should say in the rules and regulations that is necessary to require users to comply with federal and provincial laws and it was pointed out that this is included in section 2.2 (b).

Actions
- The question of notice of Commission meetings is to be included on the next meeting agenda.
- Rebecca Hergert will provide additional detail on the issue.
- The process for distribution of meeting documents is to be documented for the next meeting.

Motion Moved by J. Zeinstra Seconded by R. Hergert
That the Saugeen Municipal Airport Rules & Regulations be approved as presented at the July 15, 2020 meeting.
Carried

C. Other New Business

The Airport Manager informed the Commission that Weights and Measures Canada has to test the fuel pumps and asked if Christine Walker and/or Jennifer Tersteege at the Town of Hanover could send any information.

Action – The Airport Manager is to email Dave Hocking about this.

Bill Roseborough asked about a charge in the accounts for legal fees. It was noted that the charge is valid and should be paid.

10. In Camera

Motion Moved by J. Zeinstra Seconded by B. Roseborough
That the Commission convene in closed session at 2:40 p.m. to discuss lease rates.
Carried

Motion Moved by D. Hocking Seconded by J. Zeinstra
That the Commission reconvene in open session at 2:58 p.m.
Carried

11. Direction Coming Out of In Camera

Motion Moved by J. Zeinstra Seconded by D. Hocking
That the Commission establish the 2020 lease rate as negotiated.
Carried

12. In Camera

Motion Moved by D. Hocking Seconded by J. Zeinstra
That the Commission convene in closed session at 3:00 p.m. to discuss a human resources matter.
Carried

Motion Moved by R. Hergert Seconded by J. Zeinstra
That the Commission reconvene in open session at 3:12 p.m.
Carried

13. Direction Coming Out of In Camera

The Commission decided how to handle the circulation of information about an identifiable individual, sending job related information to that individual. Dave Hocking and Bill Roseborough were directed to establish a meeting with that individual.

14. Adjournment

Motion Moved by D. Hocking
That the Commission adjourn at 3:15 p.m..
Carried

Seconded by J. Zeinstra

Next Meeting: Wednesday, August 19, 2020 at 1:30 p.m.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary