



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES

Wednesday, September 23, 2020, 1:30 p.m.

Commissioners Present: Dan Gieruszak, Chair
Tom Hutchinson
Bill Roseborough
Jack Zeinstra

Commissioners Absent: Moe Hanif
Dave Hocking, Secretary
Kelani Stam

Guests: Filomena McDonald, Airport Manager
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 2:40 p.m. after a delay caused by internet connection issues. He introduced Tom Hutchinson as a newly appointed Commissioner from West Grey. The Chair noted that he had spoken by telephone with Mayor Christine Robinson who confirmed West Grey's longstanding commitment to the airport, which Tom Hutchinson confirmed.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That item 11 c. "Locks to the Terminal Building" be added to the agenda for September 23, 2020 and that the agenda be accepted as so amended.

Carried

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

None declared.

4. Delegations

There were no delegations.

5. Approval of September 16, 2020 Minutes

Motion Moved by B. Roseborough

Seconded by J. Zeinstra

That the minutes of the September 16, 2020 meeting of the Commission be approved as circulated.

Carried

6. Action Item Update from Minutes

There were no action item updates from the minutes.

7. Correspondence Requiring Action

a. August 15 Air Infraction Notice to Transport Canada

The Chair advised the Commission that he had had a discussion with the Commission's lawyer who recommended changes to the draft notice which he hopes to send to Transport Canada on Thursday or Friday of this week. The notice will reference additional infractions from the summer of 2019.

8. Public Notification

There were no public notifications.

9. In Camera

Motion Moved by B. Roseborough

Seconded by J. Zeinstra

That the Commission convene in closed session at 2:45 p.m. to review an operational item of a legal nature and to discuss items pertaining to an identifiable individual.

Carried

The Airport Manager and the Recording Secretary remained for the in camera portion.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission reconvene in open session at 3:30 p.m.

Carried

10. Direction Coming Out of In Camera

The Commission provided the following direction:

- The Airport Manager will issue the Request for Proposal for restaurant services with changes as discussed.

11. New Business

a. RRRF Funding Grants

The Chair noted that the federal government provides grants through the Saugeen Economic Development Corporation. He has been in touch with Rose Austin, General Manager, who explained that funding is coming to help businesses recover from COVID-19 and that the Airport could apply for this funding. The Chair said that the Airport may not be ready right now to do so, and asked if any Commissioners would be interested in obtaining more information. The Chair will inform Commissioners M. Hanif, regarding mogas, and D. Hocking about the funding. If the airport were to apply for funding, this would have to be justified with the three owner municipalities in the event that they were also applying which could create a conflict.

Action – The Chair will send information on the funding to the Airport Manager, and to Commissioners Hanif and Hocking.

b. Locks to the Terminal Building

The Airport Manager explained that the door between the pilot room and the main terminal building is a problem in that there are a lot of keys in circulation and it is not known exactly who has them. This is a safety issue and new locks should be installed to protect the airport's investment. Two well established and professional lock services were contacted for quotes, with one at \$ 1,182.90 and the other at \$ 1,697.36. Both amounts are above the Airport Manager's financial approval limit and she recommended the lower quote. The keys that will be provided for the new locks cannot be easily duplicated at a hardware store for example. Also, when the boardroom is to be rented, a \$100 deposit for the key will be required from the client. Discussion occurred about possible keypad access in the future which would cost approximately \$1,000 more.

Bill Roseborough declared a conflict of interest on this item.

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission contract with the lock services company which provided the quote for \$ 1,182.90.

Carried

c. Other

Tom Hutchinson noted that the SMA web site should be updated to remove Rebecca Hergert.

He also asked for a copy of the Airport's articles of incorporation and/or by-laws.

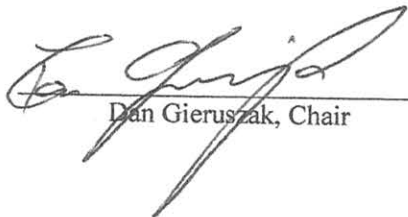
Action – Prior to the next meeting, the Chair will circulate the articles of incorporation and a 2005 document which contains role descriptions for the executive positions on the Commission. The Commission will then discuss whether these should be posted on the web site and/or the municipal web sites.

12. Adjournment

Motion Moved by B. Roseborough
That the Commission adjourn at 3:50 p.m..
Carried

Seconded by T. Hutchinson

Next Meeting: Wednesday, October 21, 2020 at 1:30 p.m.
Thursday, October 22, 2020 at 3:00 p.m.



Dan Gieruszak, Chair

Catherine McKay, Recording Secretary