



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, October 21, 2020, 1:30 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Kelani Stam, Secretary  
Moe Hanif  
Dave Hocking  
Tom Hutchinson  
Jack Zeinstra

**Commissioners Absent:** Bill Roseborough

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
Paulette Peirol, Community Development Co-ordinator, Municipality of Brockton  
Jonathan Zettel, Co-ordinator, Office of the CAO, Municipality of West Grey

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 1:45 p.m.

### 2. Approval of the Agenda

**Motion** Moved by K. Stam

Seconded by D. Hocking

That the agenda for October 21, 2020 be accepted as circulated.

**Carried**

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

None declared.

### 4. Delegations

There were no delegations.

### 5. Approval of September 23, 2020 Minutes

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the September 23, 2020 meeting of the Commission be approved as circulated.

**Carried**

### 6. Action Item Update from Minutes

Dave Hocking informed the Commission that it is the policy of the Town of Hanover that minutes be submitted to Council as soon as possible following the date of the meeting. The Chair asked the Recording Secretary to ensure that draft minutes are so marked and she noted that minutes of Commission meetings contain a footer on each page noting that minutes are considered to be in draft form until signed by the Chair and the Recording Secretary.

### 7. Correspondence Requiring Action

There was no correspondence requiring action.

## **8. Public Notification**

There were no public notifications.

## **9. October 21 Reports**

### **A. Financial Reports**

The Commissioners reviewed the financial reports.

### **B. APM's Report**

Jack Zeinstra noted that bird control methods only work for a certain period of time as birds become habituated to the noise. The Manager acknowledged this, adding that there are two kinds of noisemakers available for different birds. She is talking to the neighbours in the vicinity of the airport who have horses in order to be respectful of them and their animals. She said it is important to have something to deter birds and the noisemakers proposed in the report can be used on an "as needed" basis rather than all the time. Moe Hanif noted that flocks of seagulls congregate at one end of a runway, and if scared off, go to the other end and can be dangerous at an airport. Jack Zeinstra added that seagulls tend to congregate in wide open areas. The Airport Manager noted that the birds at the airport are mostly seagulls, rather than geese.

**Action:** Jack Zeinstra and the Airport Manager will discuss how to deal with birds.

### **C. COPA 54 Update**

Jack Zeinstra informed that Commission that there had been no COPA meeting and that the barbecue in connection with Culture Days went well.

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission accept the Financial Reports, the Airport Manager's Report and the COPA 54 Update as presented at the October 21, 2020 meeting.

**Carried**

## **10. New Business**

### **A. September 26<sup>th</sup> – Culture Day at SMA Update**

- Dave Hocking felt that the day worked out reasonably well and could be considered a limited success. He said that the Airport Manager did an outstanding job in making the best of a bad situation and concern about COVID-19 perhaps caused people to pull out. There were a few plane and cars on display in the morning and the weather was outstanding. The event was a good first start and more communication and co-ordination between groups will be required for the future.
- The Airport Manager felt that it was a great day with a good turnout for the barbecue. The event was posted on Facebook and reached 509 people. She noted that wind in the afternoon caused one plane to leave and is sure it will be better next year.
- The Chair agreed that 2020 has been difficult with mixed messages from the government about COVID and he is sure it will be better next time.
- Moe Hanif informed the Commission that Dave Schmidt had come to see him to express thanks for the card, flowers and the donation to the Home Away program from the Commission. The Airport Manager showed the card to the Commissioners and read it for them.

### **B. Other – 2021 Budget Review**

- The Chair noted that the process for the 2020 budget called for a budget review at the December meeting which was affected by a snow storm resulting in limited attendance. However, there had been a very good review of that budget with the Airport Manager and so the budget was mostly complete when it was brought to the Commission. The Airport Manager noted that she has been documenting issues for the budget process.
- It was suggested that the Chair, Dave Hocking and the Airport Manager meet with staff of the Town of Hanover to begin budget preparations and that the budget then be brought to the Commissioners. The Chair asked Commissioners if they wanted to participate in this meeting and it was agreed to set a

special meeting for that purpose. It was suggested that an in person meeting would be more productive and could be held in the terminal building which allows enough space for social distancing.

- Dave Hocking noted that the Commission is a subcommittee of the Town of Hanover and the Municipality of Brockton, and their policy is to meet only via Zoom during the pandemic and Town staff should not be asked to attend an in person meeting in contravention of the Town's protocol. Paulette Peirol confirmed that the policy is the same for Brockton with the Business Improvement Area (BIA) being the only exception. Tom Hutchinson noted that West Grey is doing everything virtually and it would not be proper to tell the community to do one thing and then have municipal representatives do something else. The Chair noted that the number of COVID-19 cases is on the rise and the Commission needs to adhere to municipal meeting guidelines.
- It was agreed to hold a special meeting to review the budget on Wednesday, November 25, 2020 at 1:30 p.m., via Zoom, subject to the availability of Christine Walker of the Town of Hanover. Dave Hocking agreed to confirm her availability. (This was done after the meeting.)

#### 11. In Camera

**Motion** Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission convene in closed session at 2:13 p.m. to review an item of a legal nature.

**Carried**

Paulette Peirol and Jonathan Zettel left the meeting, and the Airport Manager and the Recording Secretary remained for the in camera portion.

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission reconvene in open session at 3:50 p.m.

**Carried**

#### 12. Direction Coming Out of In Camera

- The Chair agreed to seek further legal clarity from the municipalities.
- The meeting scheduled for Thursday, October 22, 2020 to consider responses to the RFP regarding the restaurant is cancelled.

#### 13. Other Business

- The Chair informed the Commission that he has been trying to connect with the hemp farmer.
- Dave Hocking asked when the Commission would receive information from the Municipal Property Assessment Corporation (MPAC) regarding the decrease in its property taxes. The Airport Manager noted that a credit has been received for taxes paid.

**Action** - The Airport Manager will look into the matter of the property assessment and taxes, and report back to the Commission.

#### 14. Adjournment


**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission adjourn at 3:55 p.m..

**Carried**

**Next Meetings:** Wednesday, November 18, 2020, 1:30 p.m.  
Wednesday, November 25, 2020 at 1:30 p.m.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary