THE SAUGEEN MUNICIPAL AIRPORT COMMISSION
REGULAR MONTHLY MEETING MINUTES
Wednesday, January 13, 2021, 1:30 p.m.

Commissioners Present:	Dan Gieruszak, Chair Dave Hocking, Vice Chair Tom Hutchinson Bill Roseborough Jack Zeinstra	**Commissioners Absent:**	Moe Hanif Kelani Stam, Secretary
		Guests:	Filomena McDonald, Airport Manager Catherine McKay, Recording Secretary David Rumsey, Tech360

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 1:35 p.m.

2. **Approval of the Agenda**
   Motion Moved by D. Hocking Seconded by B. Roseborough
   That the agenda for January 13, 2021 be amended to include an In Camera Session to review an item of a legal nature and that the agenda be accepted as amended.
   Carried

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

4. **Delegations**
   There were no delegations.

5. **Approval of December 16, 2020 Minutes**
   Motion Moved by D. Hocking Seconded by B. Roseborough
   That the minutes of the December 16, 2020 meeting of the Commission be approved as circulated.
   Carried

6. **Action Item Update from Minutes**
   A. **Revised Municipal Agreement Review**
   The Chair asked Commissioners for their opinion as to how this matter should be dealt with. It was decided that the first step should be to submit the agreement to the CAOs/Clerks for their recommendations. The issue of participation in the agreement was raised and referred to the closed session.

   B. **Insurance**
   The APM provided an update on the Commission's insurance, noting that the renewal date is January 16. Last year, the premium was approximately $11,000 for property and liability coverage. The current broker went out to get quotes, but a block was put in place such that other brokers could not quote on the liability insurance. Such a block can occur when several quotes are requested, resulting in other companies being prevented from providing quotes. Another broker advised that if the value for the terminal building was reduced from $1.5M to $797,000, the premium would be reduced. The APM noted that the deductible for turbine aircraft is $15,000 and she will contact other brokers for quotes.

It was suggested that the Owen Sound Airport be contacted to see if they have run into the same problem. The Chair noted that that airport may be covered by the City's insurance, since it is not an individual corporation like the SMA.

The APM said she is happy to get other quotes and contact Owen Sound, although the difference in price is less than $1,000/year. She also questioned whether the terminal building could be rebuilt for $797,000, and whether it is worthwhile to reduce the insured value for savings of $1,000.

The amount budgeted for insurance in 2021 is $11,066 based on an insured value for the terminal of $1.53M. The Chair asked if the insurance should be lower due to the kitchen not operating. The APM said that the amount for the kitchen is about $1,000/year and she received an invoice which she sent back. The current rate reflects the reduction with the kitchen not operating. The question was also asked whether there might be a reduction as virtually no one is entering the building as a result of COVID. The APM noted that ground school is operating and the odd person does come into the terminal budling, so it might not be worth following this up.

Motion Moved by D. Hocking Seconded by J. Zeinstra
That the APM renew the insurance policy with the current provider.
Carried

7. Correspondence Requiring Action

A. Snowmobile Users' MOU

The Chair noted that there has never been a formal snowmobile users' agreement and this document formalizes what has been in practice. The Commission gave the Chair approval to sign the agreement.

8. Public Notification

There were no public notifications.

9. January 13 Reports

A. Financial Reports

Dave Hocking suggested setting up a sub-committee or dedicating time to ensuring that the SMA remains financially viable. He noted the projected 2020 year end deficit of $14,000, adding that the Town of Hanover has advised that there are still about $4,000 in invoices remaining outstanding. Over the last five or six years, municipal contributions have gone up with an increase of 16% over the last four years. It is not a good approach to expect that every year the contribution will increase and ways must be found to increase revenue and decrease expenses to ensure the airport runs on an even keel. Of the recent years, only two have shown a balanced budget, with a deficit usually being the case. In light of the financial situation, Town of Hanover staff has asked the three municipalities to pay their contributions now. He emphasized the need for more viable opportunities to balance the budget and possibly make some money. He added that the revenue from farmland was a disappointment in 2020 and an examination is required into how to ensure its long term viability. Bill Roseborough noted that the municipalities should understand that it is very difficult to make money given COVID.

The Chair suggested that the Commission begin discussions even though in the short term there may not be opportunities to make money, but longer term strategies need to be developed. Dave Hocking suggested that it is not necessary to implement such a strategy right away, and once his term on the Commission is over, he would like the organization to be in a break even or surplus situation rather than a deficit. He emphasized the need for accountability and transparency to ensure financially viability, and added that the last Commission minutes that went to his Council provided a good description of what SMA is doing in terms of events such as the Snowbirds.

The Chair believes that firming up the strategic plan, a revised municipal agreement and setting up a sub-committee to address the shortfall, will keep the Commission busy in 2021. Dave Hocking believes this is a

good strategy and suggested inviting other members of the community such as those from COPA to participate.

The Chair noted that the focus for the first six months of 2021 will be on the Snowbirds visit, which he will be discussing with the APM as part of their regular weekly meetings.

The Chair said that it is important that the municipalities know that SMA is concerned about the shortfall and he feels some urgency to start discussions about maximizing assets and turning over every stone to ensure SMA's viability.

B. APM's Report

The Chair thanked the APM for doing the survey. Tom Hutchinson asked about the possibility of advertising or sponsorships that might bring in revenue to help in getting through COVID. David Rumsey said it is possible to have advertising on the SMA web site, but it should be neat looking, respectful and professional so it does not put people off the site and cause them not to go there.

C. COPA 54 Update

Jack Zeinstra said that there was no COPA meeting but a meeting was held of the group organizing the Snowbirds event. That group is considering rebranding the event, has asked some questions of the RCAF, and is looking for people to chair sub-committees as well as for volunteers from the community. They now have a manual to guide them in organizing the event.

David Rumsey suggested that the media relations and advertising should begin soon and he asked for Tech360 to be allowed access to the SMA web site and the SMA Facebook feed to put a banner up on behalf of COPA 54.

The rebranding is proposed to develop a name that is long term and includes the location for the event that hopefully could be held on a regular basis, every year or every two years. The Snowbirds organizing group voted in favour of "SMA Air Expo" as the name for the event and the call sign CHYS for the airport will be used also. Jack Zeinstra said that using the word "show" in the name might suggest only planes, and could have a negative connotation given past accidents. Calling the event an "expo" would allow it to be many things with room to grow in the future. Possible features could be RCMP motorcycles, classic cars and vendors selling aviation items.

Discussion occurred about the name, and whether it would include "Saugeen Municipal Airport" or "SMA" and how the municipal owners of the airport would be recognized in the name.

The Airport Manager will ensure that David Rumsey is given access to the SMA Facebook page. He agreed to contact economic development staff including April Marshall and Paulette Peirol, as well as Jonathan Zettel or Laura Johnston, CAO of West Grey. Jack Zeinstra advised that there will be a meeting on Saturday morning, January 16, adding that they are looking for people to chair various committees. Bill Roseborough asked that an invitation to the meeting be sent to him.

The question of greeting the Snowbirds when they land in Waterloo was raised. Jack Zeinstra explained that it would be nice to have a representative to meet and greet the Snowbirds and ensure that they are given their car keys, room keys, etc. However, the person who does this will not be able to see the show, as they would not be able to drive back in time. The question was raised of having a pilot fly the person to Waterloo and back. Jack Zeinstra said that this could be done, weather permitting. He added that there will be air restrictions in place one hour before and after the event. He added that it would take him 20 minutes to fly to Waterloo and a Cessna would take 30 – 35 minutes.

The Chair congratulated Jack Zeinstra, the APM and David Rumsey, adding that it is good to have something positive to look forward to.

Motion Moved by T. Hutchison Seconded by D. Hocking
That the Commission accept the January 13 Financial Reports, the APM's Report and the COPS 54 Update for information.
Carried

10. New Business
There was no new business.

11. In Camera
Motion Moved by B. Roseborough Seconded by J. Zeinstra
That the Commission convene in closed session at 2:30 p.m. to review an item of a legal nature.
Carried

The APM and the Recording Secretary remained for the in camera portion. The other guests left the meeting.

Motion Moved by J. Zeinstra Seconded by T. Hutchinson
That the Commission reconvene in open session at 2:50 p.m.
Carried

12. Direction Coming Out of In Camera
Motion Moved by D. Hocking Seconded by T. Hutchinson
That the Commission invest in its agricultural activity by authorizing the expenditure of $4,424 plus tax to fertilize the field.
Carried

13. Adjournment
Motion Moved by B. Roseborough Seconded by T. Hutchinson
That the Commission adjourn at 2:55 p.m..
Carried

Next Meeting: Wednesday, February 17, 2021 at 1:30 p.m.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary