



# SAUGENE

## MUNICIPAL AIRPORT

Date Thursday, October 18, 2018  
Time 2:00 pm  
Location Airport Terminal Boardroom

### Commission Members Present

Dave Inglis – Chair  
Kevin Eccles  
Ed King  
Dave Schmidt

### Also Present

Dave Kennedy – Airport Manager  
Susan Kirkpatrick – Bookkeeper / Secretary / Asst Manager

### Guests

Jack Zeinstra, Marohl Kuhl (Future Air), Kelani Stam (FA student),  
Phil Englishman (at point of New Business)

1. Call to order  
Chair called the meeting to order at 2:00 pm
2. Approval of Agenda  
Motion to accept Agenda – (Eccles / Schmidt)  
Carried
3. Declaration of Pecuniary Interest  
None
4. Delegations  
Municipal Joint Economic Development Committee  
April Marshall – Hanover  
Cathy Sweeney – West Grey  
Paulette Peirol – Brockton  
Dave Rumsey

April Marshall presented a synopsis and findings of the April 12 session with the SMA Commission, the June 20 session with the municipal Economic Development Committees, and the August 2018 electronic survey with SMA stakeholders. (A copy of the presentation is on file in the Airport office.) It was the general feeling of the Commission and those present that the SMA's hands are tied due to manpower and finances. However, the time has come and it is necessary to begin with a positive plan as outlined by the Joint EDC and work that plan. The next steps are to form sub-committees to breakdown the plan. At this point it was suggested that perhaps the Commission membership needs to increase to attract not only those with aviation expertise but others with diverse business backgrounds.

5. Approval of minutes from last meeting held September 27 and special October 4, 2018  
Motion to accept Minutes – (King / Schmidt)  
Carried
6. Business arising from Minutes
  - Dave Kennedy is going to record his response to Phil Englishman's list of concerns presented at the last meeting and Dave Schmidt and Susan will discuss them with Phil.
7. Correspondence
  - Letter from COPA regarding Restaurant
  - Commissioner Application from Bill Roseborough and Jack Zeinstra
8. Financial Report & Cheque List
  - Quote from Weilers Cleaners regarding the carpet and tile cleaning was accepted and will be scheduled.
  - The 2018 / 2019 budget will be drafted using the standard 2% increase on numbers.Motion to accept Financial Report – (King / Schmidt)  
Carried
9. Management Report  
Distributed at meeting (copy attached)  
  
Motion to accept Manager's Report – (Schmidt / King)  
Carried
10. New Business
  - MPAC complete and updated with new hangars added and corrected descriptions. A re-assessment for 2017 has been given to the Town of Brockton office.
  - Motion to accept Jim Leon's resignation and to forward a letter to him on behalf of the SMA for his efforts over the past several years. Dave Inglis will write and send the letter. (Eccles / King) – carried
  - The vacant position of Commissioner will be advertised on social media and the 3 websites. Applications will be collected November 3 and interviews will follow to be conducted by the 3 Municipal Commissioners. Susan has prepared an ad to be used and a draft job description which will be forwarded to the Commission for revision. This is also a good time to look at the structure of the Commission and the bylaws on file.
11. In Camera Session  
Not required
12. Next meeting November 21, 2018  
or at the call of the Chair
13. Adjournment  
Meeting adjourned at 3:30pm  
Motion to adjourn – (King / Schmidt) Carried

Minutes prepared by Susan Kirkpatrick