



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, February 17, 2021, 1:30 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Dave Hocking, Vice Chair  
Moe Hanif  
Tom Hutchinson  
Bill Roseborough

**Commissioners Absent:** Kelani Stam, Secretary  
Jack Zeinstra

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
Paulette Peirol, Community Development  
Co-ordinator, Municipality of Brockton  
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 1:31 p.m. The Chair reminded guests that if there was a closed session during the meeting they could sign out and then sign back into the waiting room, to be readmitted to the regular meeting once the closed session was adjourned.

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by D. Hocking

That the agenda for February 17, 2021 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 January 13, 2021 Minutes

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

That the minutes of the January 13, 2021 meeting of the Commission be approved as circulated.

**Carried**

### 6. Action Item Update from Minutes

#### A. Revised Municipal Agreement Review

The Chair noted that he and Commissioners Hutchinson and Hocking had shared the agreement with their CAO/Clerks for review. There are several areas in need of updating, including Schedule B, item 5 which contains redundancies on providing five days' notice of meetings, and section 18.1 regarding members conducting business without notice. There is no direction for notice to be provided to the general public, which the Commission should consider changing. Work will continue on the agreement with a view to presenting it at the Commission's March meeting. The Chair felt that it is not necessary to have it reviewed by legal counsel. As long as the Clerks/CAOs feel it is acceptable, it can then move forward to the municipal Councils.

### 7. Correspondence Requiring Action

The Chair noted that he and other members of the Commission have communicated with the Ombudsman regarding a complaint about the posting of meetings and open versus closed meeting procedures. In his discussions, the Chair asked about jurisdiction over the Saugeen Municipal Airport Commission and was informed that the Ombudsman does not have jurisdiction over school boards, police services boards and some other organizations, but the answer was not entirely clear. The Ombudsman dealt with the Niagara Regional Airport in 2012-2013, but those Board

members were elected officials, whereas the Saugeen Municipal Airport Commission has four members who are not elected officials. The Chair asked for clarification regarding incorporated organizations that are advisory versus independent entities like SMAC which has the ability to generate income. Also, the Ombudsman's web site notes that other avenues of recourse must be exhausted before the Ombudsman can investigate a complaint, and in this case, no other attempts have been made to resolve the case. The Chair contacted the Clerk of Brockton who advised that it has not had any complaints.

The Ombudsman representative agreed that the date of the next meeting could be added to agendas along with the Zoom link. The Zoom link to meetings for the rest of the year is on the Airport web site and meeting agendas will be posted on the web site in the future. Agendas are not posted on the Airport's Facebook page and the bylaws do not provide direction to post them in advance.

Notice of meetings is to be given a minimum of five days in advance, but the Ombudsman representative said that if an emergency meeting is required, as has happened in the past, a meeting could go ahead without notice to the public and it would be sufficient to post the agenda on the web site or on the Airport's Facebook page.

The Chair noted that members of the public attending meetings via Zoom have not been informed that they can sign back in to a meeting after the Commission has reconvened in open session following a closed session, and this practice will change in the future. Prior to COVID, the agenda package for meetings was posted on a public bulletin board in the airport, and the Chair asked the Airport Manager to post meeting agendas on a window so that they can be seen from the outside.

In response to a question as to how all of this came about, the Chair explained that a complaint to the Ombudsman has been made that information about Commission meetings is not publicly posted. He explained that when the Commission initially began having meetings by Zoom, public notice of meetings may not have been given, but that is not the case now.

The jurisdiction of the Ombudsman over the Commission may be a grey area, but the Chair stated that there is no intention to challenge it, as the Commission intends to be open and transparent, and if the Ombudsman can help in any way, it is in the Commission's interests to accept such assistance which comes at no cost. He expects to receive a balanced report from the Ombudsman outlining any recommendations for change.

Clarification was requested as to the reasons the Commission might have emergency meetings. The Chair explained that it would be not only for safety issues, but there should be a policy providing guidance indicating when it would be appropriate to have a public meeting with 24 hours' notice and the Commission currently has no such policy.

Tom Hutchison noted that Commission agendas could be put on municipal web sites, and Dave Hocking said that he will ensure that they are placed on the Town of Hanover's web site.

Discussion of this item concluded with a comment that it is nice to know that the public is interested in Commission affairs. The Chair noted that the Commission's by-laws were done in the early 1990's and have become outdated, as there have been changes to the Municipal Act since that time. This item will be placed on the agenda for the next meeting, for a motion as appropriate.

## **8. Public Notification**

There were no public notifications.

## **9. February 17 Reports**

### **A. Financial Reports**

#### **i. Municipal Budget Updates**

Brockton has approved a \$5,000 contribution for the Snowbirds event and the Town of Hanover has put \$5,000 in a reserve for the event. The Municipality of West Grey's contribution will be known within two weeks, once it completes its budget process.

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

The Chair noted the Airport Manager's efforts to monitor costs and see to snow removal. There was good engagement with pilots, visiting pilots and the flight school regarding the closing of a runway which saves

money. Dave Hocking attended a public session organized by the Wiarton airport and will be attending another meeting tomorrow via Zoom. The Chair made a delegation at a previous meeting in support of the airport being considered as a regional airport. There are four municipal airports serving a broad area -- Wingham, Goderich, Wiarton and Hanover, and more should be done to serve the area and ensure that policies are similar and consistent. There are also the airports in Owen Sound and Port Elgin.

### C. COPA 54 Update

There was no report available from COPA 54. Jack Zeinstra prepared a report on the Snowbirds event and the Chair was in touch with Brockton's event planner who will be available for the next COPA meeting this Saturday to review any requirements for special events. Dave Hocking said that a decision will be made on Saturday regarding whether the event will proceed or not given COVID. He has written to the Co-chairs about his discussion with Dr. Ian Arra, the Medical Officer of Health who said that this is not the only group planning an event for June, July or August, and they all have the same concerns and questions. Dr. Arra said that the modelling of cases is hazy for May and can only go two weeks out and most groups are holding off to avoid wasting money and volunteers' time. There is also the question of any future actions of the federal government which might impact the event. Dave Hocking noted that the plan was to have an Air Expo as an annual event and economic driver, but it may have to be changed into a flyover. He expressed concern about the first event possibly being flawed rather than a great spectacle, and possibly being a COVID spreader. Two weeks ago there were no COVID variants in the area and the May 24 weekend is approaching, following which there could be more COVID spread. All in all, there is a lot to consider is deciding whether the event should go ahead.

The view was put forward that it might be wise to cancel rather than putting \$15,000 at risk and having an event where people might have to stay by their vehicles, and where COVID might spread. It is important to understand any municipal requirements for special events and municipalities support events that are done properly, although in the past this was not always the case.

Dave Hocking agreed to communicate the decision on the Snowbirds following the COPA meeting on Saturday to ensure that Commissioners hear the information directly and as soon as possible.

The Airport Manager was complimented on the decision to close the runway, which generated a lot of email traffic which she addressed appropriately.

**Motion** Moved by M. Hanif

Seconded by D. Hocking

That the Commission accept the February 17 Financial Reports, the APM's Report and the COPA 54 Update for information.

**Carried**

### 10. New Business

The Commission discussed the issue of garbage bins around the terminal building, noting that the Airport Manager has worked to reduce the costs of garbage and recycling. The Airport Manager said that there is only one user interested in using the garbage bin. In the past, there had apparently been an arrangement whereby a user could put garbage in the bin for \$5.00 per month, but she has never been able to find anything in the records about this. The lock on the bin has been helpful and only one bag of garbage been found outside the bin since it was put on. Since there is only one person interested in accessing the bin, it does not make sense to have a special arrangement for just one person. Opinions were expressed that the airport should not be in the waste disposal business, hangar owners generally do not support having such a service, and should remove their own garbage. Discussion occurred about whether to give hangar owners the option of paying for a key to the bin. It was decided that this is not cost efficient and would not raise any substantial amount of money. If the restaurant starts up again, then a different arrangement will have to be made to accommodate waste from the restaurant.

**Motion** Moved by M. Hanif

Seconded by D. Hocking

That the Saugeen Municipal Airport not provide a garbage removal service for hangar users and if garbage continues to be left outside the bin, a camera and signage will be installed.

**Carried**

There was no other New Business.

**11. In Camera**

The Chair noted that future open session agendas will list the acceptable reasons for holding a closed session.

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Commission convene in closed session at 2:19 p.m. in order to address matters pertaining to advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport.

**Carried**

The Airport Manager and the Recording Secretary remained for the in camera portion. The Chair advised the other guests that they would be placed in the Zoom waiting room and could sign back in once the Commission reconvenes in open session.

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission reconvene in open session at 2:56 p.m.

**Carried**

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

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the pilot air incident be reported through CADORS and that airport access by the pilot in question be denied pending Transport Canada's investigation, and that notification be provided to the pilot, his lawyer, the Commission's lawyer and the Municipal partners.

**Carried**

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That a letter concerning the access fees be sent to the individual in question along with an invoice for the 2021 fees.

**Carried**

**13. Adjournment**

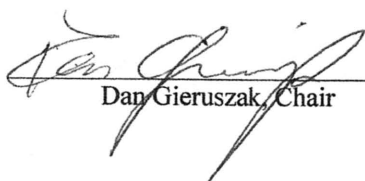
**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Commission adjourn at 3:00 p.m..

**Carried**

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

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary