



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES

Wednesday, June 8, 2022, 7:00 p.m., via Zoom

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

**Absent:** Dave Hocking, Vice Chair  
Jack Zeinstra

**Guests:** Barry Heaney, Partner, BDO Hanover  
Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary

### 1. Call to Order

The Chair introduced Mr. Heaney and admitted one guest. The meeting was called to order at 7:15 p.m..

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by B. Roseborough

That the agenda for June 8, 2022 be accepted as circulated.

**Carried**

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

None declared.

### 4. Delegations

#### A. Auditor's Report

The Chair noted that the draft financial statements had been circulated in advance of the meeting. Mr. Heaney reviewed the statements, including the introductory letter covering the Opinion, the Basis for Opinion, Responsibilities of Management and Those Charged with Governance for the Financial Statements, and Auditor's Responsibilities for the Audit of the Financial Statements. He went on to review highlights of the Statement of Financial Position and the Statement of Operations, noting that revenue and expenses are consistent with previous years, but legal fees, which were not budgeted for, were up \$15,000 over 2020. He also reviewed the Statement of Change in Net Debt, the Statement of Cash Flows and the Notes to the Financial Statements.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission approve the audited financial statements as presented by BDO.

**Carried**

The Chair noted that the financial statements present a positive picture, particularly with increased revenue in fuel and farm sales. He congratulated the Airport Manager for her attention to these issues and noted that she is also responsible for a positive working relationship with both BDO and staff of the Town of Hanover.

Mr. Heaney electronically presented the management letter which will accompany the final audited statements. He noted areas which require attention in the future including fuel reconciliations and document availability. With respect to documents, he said that more organization is required on rental agreements, and that the closed minutes of some meetings were hard to obtain, although COVID may have caused this. Mr. Heaney then pointed out some risks related to revenue, the lack of segregation of duties

which is not unusual in a small organization, and the issue of management overrides. He highlighted the audit fees which amounted to \$5,885.00.

Finally, Mr. Heaney explained that the final audited statements, along with management and audit letters, will be sent to the Commission. The final statements will include an independence letter making clear that BDO is independent from the Commission, as well as a representation letter to be signed by the Chair of the Commission and Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover, and returned to BDO.

**B. Documents Administration**

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

From time to time, the Airport Manager, and or Commission may require expedited/easy access to documents such as open and closed session minutes, SiteMinder reports, signed agreements for access, hangar rentals, hangar leases, etc. Therefore, be it resolved that for organizing these documents, agreements and contracts, a spreadsheet is required be used to summarize all of the agreements and contracts and details and that the Airport Manager should ensure that each item in the spreadsheet has a supporting agreement or contract saved and organized in one location at the airport. And furthermore, an updated/revised spreadsheet shall be approved at the start of each year.

**Carried**

**5. Adoption of May 18, 2022 Minutes**

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

That the minutes of the May 18, 2022 meeting be approved as circulated.

**Carried**

**6. Action Items Arising from Minutes**

There were no action items arising from the minutes.

**7. Correspondence Requiring Action**

This was covered in item 4 above.

**8. Public Notification**

There were no public notifications.

**9. Reports**

**A. Pooran Law**

The Chair provided an update on this matter, noting that Pooran Law is in a position to begin the work.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission approve Pooran Law to update the Commission's letters patent and policies to a maximum cost of \$6000.

**Carried**

**B. Purchase of Used Plough**

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the Commission approve the purchase of a plough from Blue Squirrel, in the amount of \$13,000 plus HST, no interest with monthly payments, for a year.

**Carried**

**C. Third Party Investigator – Workplace Harassment Complaint**

The Chair noted that due to the legal complexities in the field of workplace harassment, the Commission was not in a position to pass a motion appointing an investigator. He explained that four requests for quotes were sent out, with three firms stating that they did not have the resources to provide a quote. The remaining firm provided a quote and the names of three additional firms to contact for quotes. The Chair said that the Commission will likely be able to proceed to appoint an investigator at its next meeting.

**D. SMA Celebrating 60 Years**

The Chair advised that not a lot of progress had occurred on this issue. Commissioner Hutchinson noted that it ties in with fundraising, and someone needs to take the lead. The Chair agreed, adding that it can be seen as a conflict of interest if an elected official solicits funds, and so other Commissioners need to step forward. Commissioner Hutchinson added that he is willing to help and the Chair noted that the Commission can strategize on the issue. The Chair said that a meeting should be scheduled to get ideas and set a timeline. Commissioner Hutchinson added that it would not be a conflict of interest if an elected official took the lead on the project. In response to a question from Commissioner Hanif, the Chair explained that the project involves establishing funding parameters such as platinum, silver, bronze levels and so on, possibly the granting of naming rights, and that a strategy needs to be developed.

A meeting of the Fundraising Sub-Committee was set for June 29, 2022.

**10. New Business**

There was no new business.

**11. In Camera Session**

There were no items for an in camera session.

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

There was no direction coming out of in camera.

**13. Confirmation of Proceedings Resolution**

**Resolution** Moved by T. Hutchinson

Seconded by M. Hanif

Whereas the Saugeen Municipal Airport Commission deems it expedient that the proceedings of meetings be confirmed and adopted;

Now Therefore the Saugeen Municipal Airport Commission Enacts as Follows:

- 1.0 That the actions of the Commission at its meeting held on May 18, 2022 in respect to each report, motion, resolution or other actions recorded and taken by the Commission at said meeting, are hereby adopted, ratified and confirmed, and furthermore;
- 2.0 That the Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said actions referred to in the proceeding, and;
- 3.0 That the Chair and Secretary, and their designates, are hereby authorized and directed to execute all documents as may be necessary on behalf of the Commission and to affix the corporate seal to all such documents as necessary;
- 4.0 That the Treasurer, or their designates, are hereby directed to execute any documents necessary on behalf of the Saugeen Municipal Airport Commission, and to affix the corporate seal to all such documents, as may be necessary;
- 5.0 That this resolution shall come into effect upon final passage;
- 6.0 This Resolution may be cited as the June 8, 2022 Confirmatory Resolution.

**Carried**

**14. Adjournment**

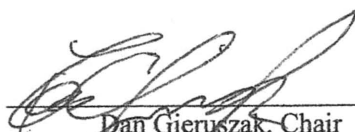
**Motion** Moved by T. Hutchinson

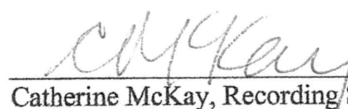
Seconded by B. Roseborough

That the Commission adjourn at 7:58 p.m..

**Carried**

**Next Meeting:** Wednesday, June 15, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair.

  
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Dan Gieruszak, Chair

  
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Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the Chair and the Recording Secretary.