



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, July 12, 2023, 1:00 p.m., Airport Boardroom

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| Commissioners Present: | Dave Hocking, Chair Tom Hutchinson, Vice Chair Victor Danielli Moe Hanif | Absent: | Carl Kuhnke |
| | | Others: | Filomena McDonald, Airport Manager Catherine McKay, Secretary |

1. Call to Order

The Chair called the meeting to order at 1:00 p.m..

2. Approval of the Agenda

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the agenda for July 12, 2023 be amended to add item 12 D, "Friends of the Saugeen Municipal Airport Presentation" at 3:15 p.m. and item 12 E, "ALK Asphalt Invoice" and that the agenda be approved as so amended.

Carried

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

None declared.

4. Closed Session

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission convene in closed session at 1:00 p.m. in accordance with Section 239(1) of the Municipal Act in order to address personal matters about an identifiable individual, including employees/contractors; a proposed or pending acquisition or disposition of land; litigation or potential litigation, including matters before administrative tribunals; a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport; and, advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

Carried

The Secretary remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 3:15 p.m. and the Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed personal matters about an identifiable individual, including employees/contractors, a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, and litigation or potential litigation, including matters before administrative tribunals.

5. Direction Coming Out of Closed Session

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission approve direction as provided in the closed session.

6. Delegations

There were no delegations.

7. Adoption of Minutes of June 21 and June 28, 2023

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the minutes of the June 21 and June 28, 2023 meetings be approved as circulated.

Carried

8. Action Items Arising from Minutes

A. ONCA Compliance

This matter was deferred to the August 16, 2023 meeting when Saquiba Rahman of Pooran Law will attend to discuss this matter and the Commission's procedural by-law.

B. Airport Management Services

The Chair provided an update to the Commission, noting that interviews had been held and direction provided with regard to retaining an Airport Manager.

C. Debrief of Economic Development Session, June 28, 2023

The Chair advised that notes from the session will be included on the Commission's next agenda.

D. Measures to Reduce Carrying Charges

The Airport Manager advised that the fuel pod and the handheld payment device do not have the capability to automatically add the 2.4% carrying charge to the price of fuel. The item will be deferred to the August 16, 2023 meeting. Commissioner Danielli agreed to canvas pilots on the matter.

E. Update from Code of Conduct Committee

The Committee, consisting of Commissioners Hanif and Hutchinson, will review the Code of Conduct on July 17, 2023.

F. Asset Management Plan

The Chair advised that the Airport Manager is preparing a list of airport equipment as a starting point for the asset management plan.

9. Correspondence Requiring Action

There was no correspondence.

10. Public Notifications

There were no public notifications.

9. Reports

A. Financial Reports

Motion Moved by M. Hanif

Seconded by V. Danielli

That the financial reports be approved as presented

Carried

B. APM's Report

The Airport Manager highlighted the fuel sales and noted that the new sewage pump is expected to be installed soon. She has also requested that the Town of Hanover forgive a portion of the Airport's water bill given that a watermain break resulted in high water usage. She is awaiting the Town's response.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Airport Manager's Report be approved as presented.

Carried

C. COPA 54/Friends of the Saugeen Municipal Airport Update

Commissioner Danielli reported that a positive meeting had been held with good attendance. The Kids Can Fly event will be held on August 26, 2023 and the Friends has agreed to pay the yearly CFIM fee of \$2,000. A pamphlet to attract planes from the Buttonville Airport was discussed along with the Hope Air

fundraising event and Commissioner Danielli will follow up to confirm that it can go ahead. Commissioner Danielli will report on the Friends activities at future meetings.

12. New Business

A. Jet Pro Invoice

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission approve payment of the invoice from JetPro in the amount of \$ 3,675.00.

B. Review of Commissioner's Protocol

The Chair brought the protocol to the attention of the Commissioners as containing positive guiding principles.

C. Review of Fees

Options for fee adjustments were discussed and it was noted that the fundraising initiative had been put on hold and should now be re-energized. The Chair will invite the Fundraising Co-Chairs to the Commission's next meeting to provide an update. Discussion ensued about the future of the airport and how in the long term, municipal subsidization is not viable. It was noted that good communication with airport users is required so that they are well informed about how the airport is funded. A "Wings Night" for pilots will take place on August 30, 2023 to address these issues.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission initiate a review of all airport fees to ensure that the fee schedule is comprehensive and that the fees are competitive.

D. Friends of the Saugeen Municipal Airport Presentation

Mr. Jack Zeinstra made a presentation on behalf of the Friends of the Saugeen Municipal Airport. Ms. April Marshall, Economic Development Manager for the Town of Hanover also attended this portion of the meeting. Mr. Zeinstra explained that the Buttonville Airport will be closing as of November 30, 2023 and has 300 flying clubs associated with it. As a result, many planes will be moving to other airports. Mr. Zeinstra suggested that the Saugeen Municipal Airport should be marketed through the creation of a pamphlet, either newly developed or using existing material, including a map of the airport lands, to attract some of these planes and pilots. The Commission discussed the airport's capacity to handle a high level of interest and its ability to expand. Mr. Zeinstra agreed to draft a pamphlet with assistance from Ms. Marshall by July 31, 2023 and that the airport would hold an "Information Day/Open House" on September 23, 2023 to coincide with the Town of Hanover's "Culture Days". The Secretary agreed to forward to Mr. Zeinstra existing material that could be used in the creation of the pamphlet and Commissioner Danielli agreed to send any photos that might be appropriate. Mr. Zeinstra and Ms. Marshall left the meeting at the conclusion of the discussion.

E. ALK Asphalt Invoice

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission approve payment of the invoice from ALK Asphalt in the amount of \$19,450.00 plus HST for runway crack sealing.

13. Reschedule September 20, 2023

The September 20, 2023 meeting will be rescheduled to September 13, 2023 at 7:00 p.m.

The October 18, 2023 meeting will be rescheduled to October 11, 2023 at 7:00 p.m.

14. Confirmation of Proceedings Resolution

Resolution Moved by T. Hutchinson

Seconded by V. Danielli

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required.

Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on July 12, 2023 are hereby confirmed and;

That the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in the proceeding, and;

This Resolution may be cited as the July 12, 2023 Confirmation of Proceedings Resolution.

15. Adjournment

Motion Moved by V. Danielli

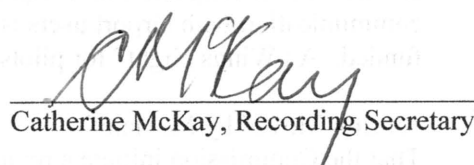
Seconded by M. Hanif

That the Commission adjourn at 4:50 p.m..

Carried

Next Meetings: Wednesday, August 16, 2023 at 1:00 p.m., Boardroom Saugeen Municipal Airport
Wednesday, September 13, 2023 at 7:00 p.m., Boardroom Saugeen Municipal Airport
Wednesday, October 11, 2023 at 7:00 p.m., Boardroom Saugeen Municipal Airport


David Hocking, Chair


Catherine McKay, Recording Secretary