



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, August 16, 2023, 1:00 p.m., Airport Boardroom

**Commissioners Present:** Dave Hocking, Chair  
Tom Hutchinson, Vice Chair  
Victor Danielli  
Moe Hanif

**Absent:** Carl Kuhnke

**Others:** Catherine McKay, Secretary

**Guests:** Connie Sanci & Dave Schmidt, Co-Chairs, SMA Fundraising

### 1. Call to Order

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

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the agenda for August 16, 2023 be accepted as circulated.

**Carried**

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

None declared.

### 4. Adoption of Minutes of July 12, 2023

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the July 12, 2023 meetings be approved as circulated.

**Carried**

### 5. Delegations

#### A. Crystal Hindman, Landing Gear Diner re Terminal Building Improvements

This item was deferred to the Commission's next meeting. The Chair will contact Ms. Hindman to request that she inform the Commission of the paint colour she proposes to use in the restaurant and the boardroom.

#### B. Connie Sanci and Dave Schmidt, Fundraising Co-Chairs

Ms. Sanci reviewed the history of the fundraising effort and informed the Commission that \$39,000 has been pledged so far, with \$18,000 having been deposited, adding that the co-operation and support of pilots is critical to this effort. Discussion took place as to how to encourage support for airport initiatives and the Co-Chairs advised that they plan to make a delegation to Brockton Council and meet with a member of Council in the hope of understanding how to increase that municipality's support. The consequences of Brockton "flatlining" its contribution to SMA in 2024 were discussed, with it being noted that Brockton collects property taxes on the airport property. If Brockton does not increase its contribution, the application of the formula results in the contributions of Hanover and West Grey being held to the previous level as well. Additional points were made regarding how to best keep the three municipal councils informed of airport activities.

The Chair thanked Ms. Sanci and Mr. Schmidt for their efforts in support of the SMA.

### 6. Action Items Arising from Minutes

#### A. Review of Fees

This item was deferred to the discussion on item 6F., Measures to Reduce Carrying Charges.

**B. Wings Night, August 30, 2023**

The Chair noted that this event will serve as an opportunity to provide factual information about the financial situation including the fundraising campaign, airport fees, and carrying charges, and obtain input on those issues from those in attendance. The Chair, Ms. Sanci and Mr. Schmidt will plan the presentation for the event.

**A. SMA Procedural By-law and ONCA**

The Chair informed the Commission that Saquiba Rahman of Pooran Law has forwarded the draft by-law to the Chair and the Secretary who forwarded it to Commissioners. Commissioners are requested to prepare any questions about the by-law and provide them to the Chair in advance of the next meeting

**B. Economic Development Session, June 28, 2023**

The Chair advised that notes from the session have been circulated to Commissioners.

**C. Buttonville Airport Closure and SMA Marketing Pamphlet**

The pamphlet prepared by Jack Zeinstra was circulated for review at the meeting.

**D. Measures to Reduce Carrying Charges**

The Chair noted that in 2022, the Commission paid \$10,000 in fees related to the use of credit and debit cards. Commissioner Danielli advised that he had so far canvassed almost half of the SMA pilots and discussed possible payment options including prepaid cards, cheque and cash. It was agreed that the use of cash is to be avoided since it requires airport management staff to be present 24//7 and requires additional steps to manage. Discussion touched on incentives such as a volume discount or a discount at the end of the year for purchases above a certain level. Other means of encouraging fuel sales were discussed, including bulk buying at a better price. Commissioner Danielli agreed to continue his work on this project, exploring all aspects of revenues and costs, along with prices from other fuel suppliers. The Commission explored the possibility of creating a committee to assist in this project.

**E. Code of Conduct Committee**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That section 3.0 of the SMA Code of Conduct on unacceptable behaviour be amended to include a prohibition on abuse, discrimination, harassment and bullying via social media and that section 3.1 (b) and (d) of the Code be amended accordingly.

**Carried**

**F. Asset Management Plan**

The Chair advised that the Airport Managers will continue work on the plan.

**G. Town of Hanover Water Bill**

The Chair agreed to follow up with the Town on the water bill.

**H. Hope Air Fundraiser**

This event will not take place this year, but volunteers have come forward to plan it for next year so it will continue in 2024 as it has in the past.

**7. Correspondence Requiring Action**

There was no correspondence.

**8. Public Notifications**

There were no public notifications.

**9. Reports**

**A. Budget Summary**

The Chair noted that a review of the budget reveals that only 12.1% of revenue comes from hangar leases and rentals. Also, care needs to be taken for the remainder of the year to manage expenses.

Discussion turned to paving the area beside Hangar IJ which had been addressed at a previous meeting.

**Motion**

Moved by M. Hanif

Seconded by V. Danielli

That the Chair be authorized to negotiate with the owner of Hangar IJ regarding payment for completing the paving of the gravel strip beside the hangar to a maximum of \$1,200.

**Carried**

**B. Financial Reports**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the financial reports be approved as presented

**Carried**

**C. APM's Report**

The APM's report was not available.

**D. COPA 54/Friends of the Saugeen Municipal Airport Update**

Commissioner Danielli circulated a poster for the Kids Fly event to take place on August 26 which has been put up on bulletin boards in various locations such as grocery stores. It has also been placed on web sites including the Municipality of Brockton, the Chamber of Commerce, and Jack Zeinstra will be promoting it on the radio. The Secretary will have the poster added to the Airport's Facebook page, and the web sites of the Municipality of West Grey and the Town of Hanover. Commissioner Danielli noted the Hope Air event to take place next year.

**Motion** Moved by M. Hanif

Seconded by t. Hutchinson

That the COPA54/Friends of the Saugeen Municipal report be received for information.

**Carried**

**10. New Business**

**A. Meeting Information on SMA Website**

The Secretary explained that the practice has been to distribute the open meeting package on the Friday before the meeting. The website administrator has requested that the package be sent to him by Wednesday the week before a meeting to allow time for it to be posted by the deadline of 5:00 p.m. Friday in the procedural by-law. It is not possible to have the package assembled by the end of the day on Wednesday before the meeting and the by-law requires only that the agenda be posted by 5:00 p.m. on Friday, not the entire meeting package. The Secretary therefore suggested that only the agenda be posted on the web site. Minutes of open meetings will continue to be posted on the website once they have been approved at the subsequent meeting. To ensure that municipal councils are kept informed in a timely manner of Commission meetings, the Secretary was directed to distribute the minutes to the municipal clerks once they have been approved by the Chair. The Commission endorsed these changes in practice.

**B. Administrator for SMA Facebook Page**

This item was deferred to the next meeting.

**C. Brockton re Legal Fees**

The Commission discussed an article from a local newspaper in which the Mayor of Brockton is quoted as stating his concerns about the amount of legal fees incurred by the Commission. Some points in the article were not accurate and concern was expressed that there has been no rebuttal of the incorrect information. The Chair was directed to draft a response to the Mayor of Brockton.

**D. Printing of Meeting Materials**

Following discussion, it was agreed that individual Commissioners should be responsible for printing any meeting material they require.

**11. Confirmation of Proceedings Resolution**

**Resolution** Moved by M. Hanif

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 August 16, 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 August 16, 2023 Confirmation of Proceedings Resolution.

**12. November 15, 2023 Meeting**

The November 15, 2023 meeting will be rescheduled to November 8, 2023 at 7:00 p.m. in the Airport Boardroom.

**13. Adjournment**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

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

**Carried**

**Next Meetings:** 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  
Wednesday, November 8, 2023 at 7:00 p.m., Boardroom Saugeen Municipal Airport

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David Hocking, Chair

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Catherine McKay, Recording Secretary