



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, September 13, 2023, 7:00 p.m., Airport Boardroom

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

**Absent:** Carl Kuhnke

**Others:** Corey Caswell, Airport Manager  
Jennifer Caswell, Airport Manager  
Catherine McKay, Secretary

**Guests:** Crystal Hindman, Landing Gear Restaurant

### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m..

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the agenda for September 13, 2023 be accepted as circulated.

**Carried**

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

None declared.

### 4. Delegations

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

Ms. Hindman outlined a proposal for painting the interior of the terminal building including the hallways, washrooms, offices (excluding Kuhl Airo Academy), pilot lounge, boardroom and kitchen, and replacing the carpet in the pilot lounge with laminate flooring.

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Commission accept the proposal as submitted by Ms. Hindman and authorize reimbursement of the costs to a maximum of \$1,000.

**Carried**

### 5. Closed Session

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission convene in closed session at 7:13 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 and litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

The Secretary and the Airport Managers remained for the in camera portion. The Airport Managers left the meeting at 7:30 p.m.

The Saugeen Municipal Airport Commission reconvened in open session at 7:53 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, and litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/

client privilege, including communications necessary for that purpose, and that no other matters were discussed.

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

**Motion** Moved by M. Hanif

Seconded by V. Danielli

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

**Carried**

**7. Adoption of Minutes of August 16, 2023**

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the August 16, 2023 meetings be approved as circulated.

**Carried**

**8. Action Items Arising from Minutes**

**A. Review of Airport Fees & Measures to Reduce Carrying Charges**

Commissioner Danielli advised that two additional tasks remain as part of the review of fuel prices. The Chair advised the Commission of the fuel price components, i.e. base price, federal excise tax, provincial tax and the federal carbon tax. The Commission discussed the implications of discounts and credit card charges on revenues and expenses. Commissioner Danielli agreed to report further at the next meeting.

**B. Code of Conduct**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the SMA Code of Conduct containing an amendment to section 3.1 (b) and (d) prohibiting abuse, discrimination, harassment and bullying via social media be approved as presented.

**Carried**

**C. Asset Management Plan**

This item was deferred.

**D. Town of Hanover Water Bill**

The Chair stated that the Airport has received a rebate of approximately \$80.00 on its water bill. He advised that since access to the Town's water treatment facility is across Airport property, the Airport receives a reduced rate for water.

**E. Paving Beside Hangar IJ**

The cost of paving the area was above the amount authorized and therefore will not proceed.

**F. Follow Up Meeting to June Visioning Session**

The meeting will take place on Wednesday, October 11, 2023 from 9:00 a.m. to 12:00 p.m. in the Airport Boardroom to be followed at 1:00 p.m. by a regular Commission meeting.

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

The Vice Chair noted that at the meeting, he encouraged efforts towards a partnership with the Friends of the Saugeen Airport. Minutes of Commission meetings are circulated to pilots and Commissioner Danielli will provide updates on Commission activities at the Friends meetings. The fundraising initiative has not so far been fully embraced and it is hoped that increased communication will contribute to a more positive relationship. The Chair agreed to issue an invitation to all members of the Friends of the Saugeen airport to attend the visioning follow up meeting on October 11, with a request that they RSVP.

**9. Correspondence**

**A. Email to Lisa Thompson, M.P.P.**

**B. Letter to the Mayor of Brockton**

The above items were received for information.

## 10. Public Notifications

There were no public notifications.

## 11. Reports

### A. Financial Reports

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the financial reports be approved as presented.

**Carried**

The Chair highlighted the revenue in account 0561 (100LL fuel) which was \$25,477.52 for the month of July 2022 compared to \$16,047.55 for the same period in 2023. He added that the Commission does not intend to spend the funds budgeted for property development.

### B. APM's Report

The APM's written report was circulated at the meeting.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the APM's report be approved as presented.

**Carried**

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

Commissioner Danielli reported that the most recent meeting was postponed to September 16, 2023.

**Motion** Moved by M. Hanif

Seconded by V. Danielli

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

**Carried**

## 10. New Business

### A. Brockton Council Report and Related Correspondence

The Chair and the Vice Chair attended the Brockton Council meeting when this item was considered and the Mayor of Brockton noted that the Commission will have an opportunity to respond to the report to be provided by staff. The Chair shared comments provided by Commissioner Kuhnke who was not able to attend the Commission meeting and added that the Commission will continue with its business.

### B. Administrator for SMA Facebook Page

This item was deferred to the next meeting.

### C. SMA Business Plan, Comments of Chris Tschirhart, Hanover Flying Club Member

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the comments of Chris Tschirhart be received for information and that the Chair provide a copy to April Marshall, Economic Development Manager, Town of Hanover.

**Carried**

## 11. 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 September 13, 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 September 13, 2023 Confirmation of Proceedings Resolution.

**12. Adjournment**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Commission adjourn at 8:37 p.m..

**Carried**

**Next Meetings:** Wednesday, October 11, 2023 at 9:00 a.m. – 12:00 p.m., Boardroom Saugeen Municipal Airport (visioning session)  
Wednesday, October 11, 2023 at 3:00 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