



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, September 18, 2024, 9:00 a.m.
Boardroom, Saugeen Municipal Airport

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

Absent: None

Others: Tim Olds, Airport Manager (by phone)
Catherine McKay, Secretary

Guests: Joyce Nuhn, Councillor, Municipality of West Grey

1. Call to Order

The Chair called the meeting to order at 9:02 a.m. and introduced Joyce Nuhn, Councillor, Municipality of West Grey.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the agenda for September 18, 2024 be approved as presented.

Carried

3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

4. Adoption of Minutes

Discussion arose regarding the provision in the corporate by-law that a quorum shall be a majority of the commissioners, at least two of whom must be representatives of the municipalities. Since the final approval of the by-law occurred on September 3, 2024, the August 21, 2024 meeting was not covered by that provision.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the minutes of the August 21, 2024 meeting be approved as circulated.

Carried

5. Business Arising from Minutes

A. Corporate and Procedural By-laws

The three municipalities have approved the corporate by-law which, along with the procedural by-law, is now posted on the SMA web site.

B. Airport Management Council of Ontario, Program Outline for the Ontario Airport Capital Assistance Program

The paper was acknowledged as a positive for airports

6. Reports

A. APM's Report

Profit from fuel is up. The Supported Choices visit was a success and is positive for the airport. The new 30 litre fuel tank to replace the 10 litre tank was sourced by the Airport Manager on a used equipment web site and purchased for \$1,500. It will enable bulk fuel purchases which will increase profit on fuel sales.

The Chair called Marvin Freiburger to thank him for transporting the tank at no cost from Ayr, and acknowledged the contribution of John Hein who made his boom truck available to pick up the tank. He

also recognized Commissioner Danielli and others who prepared the tank for installation and use, as well as Ann Danielli who is a strong supporter of the airport.

Motion Moved by V. Danielli

Seconded by M. Hanif

That the APM's report for August 2024 be received for information.

Carried

Motion Moved by C. Kuhnke

Seconded by M. Hanif

That the APM be authorized to spend \$1,800 to supplement the \$1,200 received from the "Save On Energy" grant to upgrade the lighting in the terminal which will save about \$800 in annual energy costs.

Carried

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

At the meeting on September 14, 2024, Jack Zeinstra resigned as President. Election of the executive will take place on October 12, 2024. Communication has been re-established with the national level of COPA54 which will be helpful for future events. The Christmas party will take place on December 21, 2024 in late afternoon or early evening, with the time, menu and price to be determined. The pork chop dinner raised \$2,540, more than enough to pay for the annual subscription to the Canadian Flight Information Broadcast system (CFIB), and the organization will hold discussions as to how to better advertise the event next year.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

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

Carried

7. Accounts

A. Financial Statements as of August 32, 2024

Clarification was provided on membership expenses. In anticipation of the 2025 budget to be presented at the November meeting, SMA will write to the three municipal owners to emphasize the need for stability in their contributions to the airport's budget and the importance of keeping pace with increasing costs.

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the financial statements dated August 31, 2024 be approved as presented.

Carried

8. New Business

A. Schedule of Fees

Proposed fees for 2025 will be considered at the October meeting.

B. Signing Authorities

The signing authorities at Meridian Credit Union were out of date and have been updated to include the Chair, and the Vice-Chair whose information will be provided to Meridian by the Secretary.

9. Adjournment and Next Meeting

The Chair declared the business of the Saugeen Municipal Airport concluded and the meeting accordingly adjourned at 9:40 a.m.

Dates to Remember

Landing Gear Diner Third Anniversary Celebration, September 21, 2024

SMA Regular Meeting, Wednesday October 9, 2024, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday November 20, 2024, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday December 18, 2024, Saugeen Municipal Airport, 1:00 p.m.

Christmas Party, December 21, 2024, Saugeen Municipal Airport, time TBD

David Hocking, Chair

Catherine McKay, Recording Secretary

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