



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, February 19, 2025, 1:00 p.m.  
Boardroom, Saugeen Municipal Airport

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

**Absent:** Carl Kuhnke

**Others:** Tim Olds, Airport Manager  
Catherine McKay, Secretary

**Guests:** Steve Furness, Senior Economic Development Officer, Grey County  
April Marshall, Economic Development Manager, Town of Hanover

### 1. Call to Order

The Chair called the meeting to order at 1:03 p.m..

### 2. Approval of the Agenda

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the agenda for February 19, 2025 be amended to add item 8A, Presentation from April Marshall, Economic Development Manager, Town of Hanover, and that the agenda be accepted as so amended.

**Carried**

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

### 4. Adoption of Minutes of December 18, 2024

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the minutes of the December 18, 2024 meeting be amended to show that the motion to adopt the minutes of November 20, 2024 was moved by C. Kuhnke and that the minutes be approved as so amended.

**Carried**

### 5. Business Arising from Minutes

#### A. Economic Development Presentation

Steve Furness provided an update on potential development at the airport, noting that the next steps would be to prepare a fact sheet with photos to use in approaching investors and explore entering into a Memorandum of Understanding (MOU) amongst the three municipalities and the Commission. He added that work on quantifying servicing costs is on-going. The Chair noted that moving quickly is important in dealing with investors and land must be “shovel ready” for them to be interested. He added that Hanover and West Grey have notified Brockton that they are not favour of selling the airport and Brockton is likely to suggest that discussions begin with a view to renegotiating the funding agreement for the airport.

#### B. 2025 Audit Fee Increase

The Chair explained that the audit fee was underestimated in the past and increased government requirements increase the time and thus the fee.

### 6. Reports

#### A. APM's Report

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the APM's reports for December 2024 and January 2025 be received for information.

**Carried**

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

Meetings were held on January 11 and February 8, 2025. A new executive was installed with Barry Tschirhart elected Captain, Jack Zeinstra as Secretary and Victor Danielli as Treasurer. The meetings were well attended and a donation was approved to Saugeen Hospice in memory of Ron Fleet for whom there will be celebrations of life at the Walkerton Legion on April 19 and at the Airport on June 21, 2025. Events for 2025 include the Rust Remover on April 27, Kids Fly SMA on June 28, and the Smoked Pork Chop BBQ Fundraiser on August 23. Efforts to reactivate COPA54 include gathering the required information. Members have noted the good condition of the runways and apron, and the Airport Manager was commended for dealing with the enormous amount of snow. The next meeting will be held on March 8, 2025. The Chair asked for support for the Bars2Beaches event.

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the COPA 54/Friends of the Saugeen Municipal Airport Update be received for information.

**Carried**

**7. Accounts**

**A. Financial Statements as of December 31, 2024**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

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

**Carried**

**B. 2025 Budget Surplus**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the Saugeen Municipal Airport transfer to reserves the 2024 budget surplus less the amount of the 2023 deficit once all revenues and expenses are finalized.

**Carried**

**8. New Business**

**A. Presentation from April Marshall**

April Marshall presented the Barns2Beaches Music Tour, a project of the Canadian Musicians Co-operative which is financially supported by the Government of Canada and has been entertaining audiences since 2018. It is a three hour SOCAN-licensed, production featuring Canadian works with an optional 30 minute preshow of local talent. If SMA was interested in hosting this event, it would have to provide a stage, although the tour provides its own sound and lighting equipment as well as insurance, and ticket sales could be administered through Eventbrite. Ms. Marshall will follow up with the organizers to determine next steps and clarify the size requirements for the stage, the provision of power, water, washroom facilities security, ticket sales and fencing, which could be provided by donation. SMA could apply to the Town's Cultural Roundtable Event Development Fund for financial support for the event. She also noted that other local organizations may be interested in hosting the Barns2Beaches Music Tour.

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission accept the proposal to hold a Barns2Beaches Music Tour at the Airport on July 26, 2025.

**Carried**

**B. Hanover Report on Future of SMA**

**C. Brockton Report on Future of SMA**

The Commission noted the two reports.

**D. SMA Annual General Meeting**

The Commission's Corporate By-Law, By-law No. 2, passed on June 19, 2024, requires an Annual General meeting. Twenty-one days' notice is required and the agenda is to include minutes of the previous AGM, the annual financial statement, audit report, appointment of auditors, election of commissioners, and other business, and. The appointment of officers is to take place at first Commission meeting after the AGM.

**E. Landing Gear Diner Liquor Licence**

The Commission discussed lending \$1,800 to the Landing Gear Diner to cover the cost of a liquor licence which would attract more patrons to the airport restaurant.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission provide an interest free loan of \$1,800 to the Landing Gear Diner to cover the cost of applying to the Alcohol and Gaming Commission of Ontario for a liquor licence, with repayment to be made at the rate of \$100 per month, and the terms of the loan to be set out in writing based on advice from Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover, and that once such terms are set out in writing, that the Chair be authorized to execute the agreement with the Landing Gear Diner.

**Carried**

**F. Visa Credit Card Limit**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Airport Manager be authorized to request an increase in the Visa Credit Card limit to \$5,000.

**Carried**

**9. Closed Session**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the Commissioners of the Saugeen Municipal Airport enter into Closed Session at 2:20 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.

**Carried**

The Saugeen Municipal Airport reconvened in open session at 2:23 p.m. The Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed matters pertaining to personal matters about an identifiable individual, including employees/contractors and that no other matters were discussed.

The Commission briefly discussed whether individuals doing winter maintenance work at the airport use their personal equipment. The Chair agreed to clarify the situation with the Airport Manager.

**10. Direction Coming out of Closed Session**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

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

**Carried**

**11. Adjournment and Next Meeting**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission adjourn at 2:26 p.m.

**Carried**

**Dates to Remember**

SMA Regular Meeting, Wednesday, April 16 2025, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday, May 21, 2025, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday, June 18, 2025, Saugeen Municipal Airport, 1:00 p.m.

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**David Hocking, Chair**

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**Catherine McKay, Secretary**



**SAUGREEN**  
MUNICIPAL AIRPORT

**December 2024**  
**Manager's Report**

**Fuel Sales**

- 100 LL: \$4,303.06 (1,614.900 units)
- Total: \$4,303.06 (1,614.900 units)

**Landings**

- 58
- Ornge used LPV approach for hospital.

**News at the Airport**

- Snow removal operations are high in frequency.
- Equipment repairs are ongoing on due to large amounts of snow.
- Sign permit process has been started and a result is expected in January.
- Landing Gear Diner is looking into obtaining a liquor licence.



# SAUGREEN MUNICIPAL AIRPORT

## January 2025 Manager's Report

### Fuel Sales

- **100 LL:** \$2,530.62 (962.900 units)

### Landings

- 25 +

### News at the Airport

- Ongoing snow operations.
- Multiple equipment repairs due to removing large amounts of snow.
- Valard Construction Group rented our facilities for almost two weeks for required training. We received excellent feedback from the organizer who mentioned future rentals for training. Valard invited participants from across the country to participate here and has plans to return.
- Bruce County rented our Boardroom for several days of training.
- One of our pilots received his commercial license at CYHS and will be starting his career in commercial aviation.
- Planning has started for this summer's events. More information to follow at the next meeting.
- Signage for the restaurant was erected on the trails, which has brought in a good amount of business.
- Our application for signage on Highway 4 has been submitted for approval.
- Fuel tank modifications will take place in the spring in preparation for the approval process.