



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, November 18, 2020, 1:30 p.m.

Commissioners Present: Dan Gieruszak, Chair
Dave Hocking, Vice Chair
Kelani Stam, Secretary
Moe Hanif
Tom Hutchinson
Bill Roseborough
Jack Zeinstra

Commissioners Absent: None

Guests: Filomena McDonald, Airport Manager
Catherine McKay, Recording Secretary
April Marshall, Economic Development
Co-ordinator, Town of Hanover

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

The Chair called the meeting to order at 1:30 p.m.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the agenda for November 18, 2020 be accepted as circulated.

Carried

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

None declared.

4. Delegations

There were no delegations.

5. Approval of October 21, 2020 Minutes

Motion Moved by J. Zeinstra

Seconded by K. Stam

That the minutes of the October 21, 2020 meeting of the Commission be approved as circulated.

Carried

Moe Hanif raised the question of an asset management plan, noting that if funding comes available for such a project, the Commission should be ready. The Chair asked the Airport Manager to look into funding administered by the Saugeen Economic Development Corporation, adding that the Commission will need to do its own asset management plan, rather than relying on other organizations such as the municipalities. He further noted that it would be prudent to ensure that the Commission is not competing with municipalities for such funding and that funds should be allocated for this purpose in the budget.

6. Action Item Update from Minutes

None.

7. Correspondence Requiring Action

There was no correspondence requiring action.

8. Public Notification

There were no public notifications.

9. October 21 Reports

A. Financial Reports

The Commissioners reviewed the financial reports.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission accept the Financial Reports as presented at the November 18, 2020 meeting.

B. APM's Report

The Chair noted that the report is well laid out and easy to read. Discussion focused on the tractor tire which will cost \$2,000 to replace. The tractor is used for snow plowing, grass cutting, etc., and so it should be kept running. It has more than 2,000 hours on it and would cost \$90,000 to \$100,000 to replace. The previous manager was looking into the tractor's oil consumption and had taken an oil sample for testing although there have been no results from the test which would help determine how much money should be put into the tractor. The Airport Manager said that the tractor is in good shape. Commissioners agreed that it should be kept running and would be needed in a heavy snowfall. It was noted that the Commission is still paying it off as a capital expenditure. The Chair asked that the oil sample be scheduled.

Moe Hanif noted that SMA is still selling fuel while other airports are not doing as well in the pandemic.

Dave Hocking asked about the process for the November 25, 2020 budget meeting. The Chair explained that the budget will be reviewed line by line with Christine Walker of the Town of Hanover, as was done last year.

Dave Hocking noted that Filomena McDonald has now been with the Airport for 90 days, which have been the best 90 days of his time on the Commission. Other Commissioners shared this view and the Chair noted that the compliment is well deserved.

Motion Moved by B. Roseborough

Seconded by D. Hocking

That the Commission accept the APM's recommendation that two tires on the tractor be replaced.

i) Digital Transformation Grant

The Airport Manager has applied for \$2,500 for marketing and software, and will be taking related on-line courses. April Marshall noted that Brockton has been successful in doing these courses, as has Hanover. She believes that the videos are a good use of time and she offered to provide support if needed.

ii) Home Hangar Zoning

The Airport Manager contacted Brockton and county officials regarding a zoning change and they advised that the matter is currently being discussed, but no specific response is available at present. The Chair noted that Bruce County does the planning work for the municipalities and may get a similar request from the Warton airport which may be discussed at a Zoom meeting on November 24th at 5 p.m.

iii) Hemp Farming

The Chair advised the Commission that the hemp would be raised for fibre, not CBD and he has had meetings on this issue although the cost breakdown was not available as his contact was not available due to illness. The Chair recommends having a contract in place prior to seeding to minimize risk and all the details will be reviewed by the Commission before a decision is made. Hemp does not attract birds any more than any other crop so would not cause additional problems for aircraft. The Commission viewed maps of the airport's land and discussed the various areas available and the nature of the land, some of which would need to be tile drained. Thirty-one acres have been seeded in hay but not fertilized and therefore the crop next year will not be as good. If the land is used for hemp, revenue from parking and hay would be lost, although once more information is available about hemp, the potential gains and losses can be more accurately estimated. The Airport Manager agreed to send to Commissioners the maps which were viewed at the meeting.

The Chair noted that he has been attempting to get more information about hemp, but the market for it is more erratic than hay, although the profit from hemp is higher, and if a licence could be obtained to grow hemp for CBD, the profit would be higher again. A test plot would have to be established and he has been trying to get costs and revenue per acres for hemp.

iv) 2021 Expense Items

The APM noted the following points:

- An account should be added for fuel under Maintenance
- There was not enough budgeted in Maintenance for runways
- There should be a yearly amount in Maintenance for Grounds for tree removal which should be done now. There are piles of topsoil which need to be moved and leveled, and trees and brush which need to be removed. The trees are poplar and have no value. As much brush and tree removal as possible has been done so far, since the land in some areas is swampy and the tractor sinks once it gets beyond a certain point.

Moe Hanif noted that there are two more hangar spots for expansion and the airport could take advantage of clean fill. Municipalities are always looking for places to dump fill from road work. The APM noted that there is a good spot for hangar homes and hangars on the land that can be accessed County Road 4.

With respect to funds in the budget for training, the APM noted that there was no training this year due to COVID, but there are courses, including wildlife management, which she needs to do. The Chair noted that some courses need to be done every five years and funds should be included in the budget for training.

The APM will call Christine Walker to discuss the new account codes for the budget, so that they can be ready for the November 25, 2020 budget meeting.

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission accept the Airport Manager's Report as presented at the November 18, 2020 meeting.
Carried

C. COPA 54 Update

Jack Zeinstra informed that Commission that COPA meetings have been suspended due to COVID.

He advised that earlier in the day, he received a call from the Department of National Defence asking if SMA wants to host the Snowbirds. Due to the timing, he only had a preliminary chat with them, but noted that they now require a longer runway and so will not land at the airport, but will fly here from Waterloo to do a show and then drive up for a "meet and greet" or a dinner. The Commission discussed the number of people who might come out to see the Snowbirds, noting that it cannot charge for the airshow, but can charge for parking. At \$20 per vehicle, it would bring in a lot of revenue per acre, possibly more than hemp. If there also were planes on the ground for people to see, this would be an additional attraction and such events usually make a profit.

The date for the Snowbirds would be June 22, 2021 and by that time, a COVID vaccine may be available and the event would be outdoors, with people staying in or standing outside of their vehicles. COPA 54 believes that this event should go ahead and with COVID, it is important to have positive things to look forward to. Large corporations might want to fund such an event, and Jack Zeinstra will discuss the issue with the APM. The Chair asked if cars could be parked on neighbouring farms, although this was not done last time due to rain. For the last Snowbirds show, there were more than 20,000 people, and if that is the case in 2021 with four people per car, that would be 5,000 cars paying to park.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission requested that Jack Zeinstra accept the offer to have the Snowbirds perform.

Carried

10. New Business

There was no new business.

11. In Camera

Motion Moved by B. Roseborough

Seconded by T. Hutchinson

That the Commission convene in closed session at 2:34 p.m. to review an item of a legal nature.

Carried

April Marshall left the meeting, and the Airport Manager and the Recording Secretary remained for the in camera portion.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission reconvene in open session at 3:28 p.m.

Carried

12. Direction Coming Out of In Camera

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission amend its rate schedule to set the rate for tie downs on grass to \$60.00 and on asphalt to \$90.00, with appropriate annual increases to be applied.

Carried

The Commission requested that the APM canvas the market to ensure the Commission has an understanding of market rates on this issue.

13. Adjournment

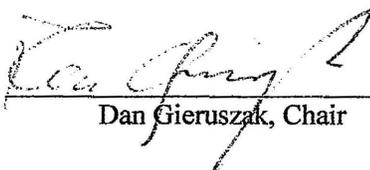
Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission adjourn at 3:30 p.m..

Carried

Next Meetings: Wednesday, November 25, 2020 at 1:30 p.m.
Wednesday, December 16, 2020 at 1:30 p.m.



Dan Gieruszak, Chair



Catherine McKay, Recording Secretary