



**SAUGEEN**  
**MUNICIPAL AIRPORT**

## Agenda

Airport Commission Special Meeting  
Wednesday May 6th 2021 | 2:00 p.m.

Zoom Room

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. DECLARATION OF PECUNIARY INTEREST**
- 4. DELEGATION(S): NONE**
- 5. APPROVAL OF April 21st & April 30<sup>th</sup> minutes**
- 6. ACTION ITEM UPDATE FROM MINUTES: none**
- 7. CORRESPONDENCE REQUIRING ACTION**
  - a. Closed session.**
- 8. PUBLIC NOTIFICATION: none**
- 9. IN CAMERA: That the Commissioners of the Saugeen Municipal Airport enter into Closed Session in order to address a matter pertaining to:**
  - Security of property of the Saugeen Municipal Airport
  - Personal matters about an identifiable individual, including employees/contractors
  - A proposed or pending acquisition or disposition of land
  - Litigation or potential litigation, including matters before administrative tribunals
  - X Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
  - Information explicitly supplied in confidence by Canada, a province or territory or a Crown agency of any of them
  - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization
  - A trade secret or scientific, technical, commercial, financial information that belongs to Saugeen Municipal Airport and has monetary value or potential monetary value
  - X A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport

- The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Saugeen Municipal Airport.

## **10. DIRECTION COMING OUT OF IN CAMERA**

That the Commissioners of the Saugeen Municipal Airport hereby approve the direction provided to staff in Closed Session and further ....

## **11. ADJOURNMENT**

### **a. Next Zoom meeting: May 19th 1:30pm.**

Join Zoom Meeting

<https://zoom.us/j/98932329984?pwd=M3NQa1JSaDUxdjBRYmk4Z21qTFZwZz09>

Meeting ID: 989 3232 9984

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# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES

Wednesday, April 21, 2021, 1:30 p.m.

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

**Commissioners Absent:** Kelani Stam, Secretary

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary

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. The Chair reminded guests that they should sign out during the closed session and once the closed session adjourns, they can then sign back into the waiting room, to be readmitted to the regular meeting.

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the agenda for April 21, 2021 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 March 17, 2021 Minutes

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the minutes of the March 17, 2021 meeting of the Commission be approved as circulated.

**Carried**

### 6. Action Item Update from Minutes

Action items from the minutes will be followed up in the closed session.

### 7. Correspondence Requiring Action

There was no correspondence requiring action.

### 8. Public Notification

There were no public notifications.

### 9. April Reports

#### A. Financial Reports

There were no questions or discussion of the report.

#### B. APM's Report

There were no questions or discussion of the report.

#### C. COPA 54 Update

Jack Zeinstra advised that there will be no COPA54 updates until the group can hold meetings once again.

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission accept the Financial Reports, the APM's Report and the COPA 54 Update as presented.

**Carried**

## **10. New Business**

### **A. GRIP Autocross 2021**

The Chair noted that this is an opportunity for revenue although it is not strictly air-related. The Airport Manager advised that according to the insurance agent, the current insurance would not cover such an event, but additional insurance could be provided. The organizers of the event have insurance on the vehicles, but not for the event itself, and have never had an accident. Additional insurance for the event would be based on the number of participants and vehicles. The Airport Manager believes that such an event would be advantageous and concerns about potential accidents are manageable. She explained that the event would take place on the apron, and any tire marks left behind would wash off with rain.

The organizer has proposed three dates in 2021 for the events: July 11, August 22 and October 3, which are all Sundays. The event organizer would bring their staff and pylons, and spectators would view the event from behind the fence. About 20 – 30 competitors would be expected and a fee could be charged to spectators. The airport would receive a portion of the entry fees. Revenue is estimated to be \$1,600 a day, based on 30 competitors and could be more, depending on the number of spectators and fuel sales. Food sales would further add to revenue and the cost of additional insurance coverage for the event would come out of the revenue. The event would-be put-on hold for any aircraft coming in.

Dave Hocking noted that he is involved with a committee planning an event at Heritage Square in Hanover which might dovetail with this event. He added that in Hanover, such events have to be approved by a Health & Safety Committee and the CAO. The Chair does not believe that it would be necessary to obtain approval from the Municipality of Brockton to hold the event, due to its small size. Brockton does have a special event bylaw, but it generally covers larger events. He agreed to follow up to confirm.

Commissioners noted that the event might have to be cancelled, depending on COVID, but some felt the pandemic would be under control by July or August, given the rate of vaccination. It was suggested that the Airport should plan for the event on the assumption that COVID would be under control by the time the event took place, and if not, it can react to the situation at that time.

It was agreed in principle to move to the next step which would be to draft a Memorandum of Understanding setting out the respective responsibilities of the airport and the organizer. It was also agreed that the end of July would be better than earlier in the month due to COVID. The Airport Manager will inquire of the organizer if July 24 is a possible date instead of July 11, but the earlier date would be acceptable.

It was suggested that the Commission reach out to the Grey Bruce Health Unit for advice on whether to go ahead with planning for this event. The Health Unit would likely advise that some organizations are going ahead with their plans and some have prepared contingency plans. The Health Unit has a contact who would work with the Airport.

The Airport Manager and Jack MacDonnell will draft a Memorandum of Understanding for the Commission's next meeting. The Chair noted that it is possible to call an emergency meeting if critical issues arise before the next meeting date.

### **B. NEXUS Marketing Frame/Billboard in the Terminal Building Going Forward**

The Chair advised that he has discussed the issue with the Airport Manager who advised that the frame/billboard has been in the terminal building for decades with no written agreement or contract in place as to its use. The frame/billboard is owned by NEXUS Marketing from Owen Sound, and their representative came to the airport to update the ads in the frame/billboard, so the Airport Manager took the opportunity to discuss the situation with him. The company also does placemat advertising, and there are 14 paid ads in the frame. In exchange for the paid advertising on the wall, NEXUS provided the Airport with advertising in two other locations. The Airport Manager noted that there should be paid advertising at the airport which would be a good revenue generator.

In discussion, Commissioners suggested that if no payment is being received for the advertising, the owners of the business should be advised to remove the frame/billboard, or the Commission should remove it.

The Commission provided direction to the Airport Manager to send a letter to NEXUS Marketing asking that the frame/billboard be removed so that SMA can focus on its own approach to advertising space.

It was noted that decisions were made in the past without the involvement of the Commission and this is an example of why it is important to have policies in place. The Airport Manager was commended for her work on this issue.

Dave Hocking advised the Commission that Christine Walker, Director of Corporate Services/Treasurer for the Town of Hanover, advised him that an audit of SMA has begun. The Airport Manager noted that she has been involved.

#### **11. In Camera**

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission convene in closed session at 2:00 p.m. in order to address matters pertaining to a proposed or pending acquisition or disposition of land and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

The Airport Manager and the Recording Secretary remained for the in camera portion. The Chair advised the other guests that they would be placed in the Zoom waiting room and could sign back in once the Commission reconvenes in open session.

**Motion** Moved by B. Roseborough

Seconded by D. Hocking

That the Commission reconvene in open session at 3:20 p.m.

**Carried**

#### **12. Direction Coming Out of In Camera**

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission hereby approves the direction to staff as provided in the closed session regarding airport lands and boundaries, an access agreement, and correspondence received.

**Carried**

#### **13. Adjournment**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission adjourn at 3:20 p.m..

**Carried**

**Next Meeting:** Wednesday, May 19, 2021 at 1:30 p.m.

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Dan Gieruszak, Chair

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Catherine McKay, Recording Secretary



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION SPECIAL MEETING MINUTES Friday, April 30, 2021, 4:15 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Dave Hocking, Vice Chair  
Moe Hanif  
Bill Roseborough  
Jack Zeinstra

**Commissioners Absent:** Kelani Stam, Secretary  
Tom Hutchinson

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary

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 4:15 p.m. The Chair reminded guests that they should sign out during the closed session and once the closed session adjourns, they can then sign back into the waiting room, to be readmitted to the regular meeting.

### 2. Approval of the Agenda

**Motion** Moved by M. Hanif

Seconded by B. Roseborough

That the agenda for April 30, 2021 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 Minutes

There were no minutes for approval.

### 6. Action Item Update from Minutes

There were no action items from the minutes.

### 7. Correspondence Requiring Action

Correspondence requiring action will be addressed in the closed session.

### 8. Public Notification

There were no public notifications.

### 9. In Camera

**Motion** Moved by M. Hanif

Seconded by J. Zeinstra

That the Commission convene in closed session at 4:20 p.m. in order to address matters pertaining to a proposed or pending acquisition or disposition of land and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

The Airport Manager and the Recording Secretary remained for the in camera portion. The Chair advised the other guests that they would be placed in the Zoom waiting room and could sign back in once the Commission reconvenes in open session.

**Motion** Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission reconvene in open session at 5:32 p.m.

**Carried**

**Motion** Moved by B. Roseborough

Seconded by D. Hocking

That the proposed new hangar build's extension of their hangar link is granted at no additional lease cost.

**Carried**

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

**Motion** Moved by B. Roseborough

Seconded by D. Hocking

That the Saugeen Municipal Airport Commission hereby approves direction as provided in the closed session: the Chair is to convey information related to the access agreement to the prosecutor in the court case; the Airport Manager will continue to work towards developing the MOU for the Auto Cross event, obtain two quotes for insurance and report back to the Commission; and the Chair will discuss a possible complaint to the Integrity Commissioner.

**Carried**

**11. Adjournment**

**Motion** Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission adjourn at 5:34 p.m..

**Carried**

**Next Meeting:** Wednesday, May 19, 2021 at 1:30 p.m.

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Dan Gieruszak, Chair

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Catherine McKay, Recording Secretary