



# SAUGREEN MUNICIPAL AIRPORT

**THE SAUGREEN MUNICIPAL AIRPORT COMMISSION**  
**REGULAR MEETING MINUTES**  
Wednesday, June 16, 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  
Paulette Peirol, Community Development  
Co-ordinator, Municipality of Brockton

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 1:31 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 D. Hocking

That the agenda for June 16, 2021 be amended to move item 9. A. i) Financial Reports – Year to Date Budget Review to the closed session and that the agenda be accepted as so amended.

**Carried**

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

None declared.

**4. Delegations**

There were no delegations.

**5. Approval of May 19, 2021 Minutes**

**Motion** Moved by T. Hutchinson

Seconded by D. Hocking

That the minutes of the May 19, 2021 meeting of the Commission be approved as circulated.

**Carried**

**6. Action Item Update from Minutes**

There were no action items from the minutes.

**7. Correspondence Requiring Action**

There was no correspondence requiring action.

**8. Public Notification**

There were no public notifications.

**9. June Reports**

**A. Financial Reports**

There were no questions or discussion of the report.

**B. APM's Report**

The Airport Manager informed the Commission that staff have been doing repairs on the tractor which saves money but some repairs have to be done in a shop. There has been a lot of activity in grass cutting and the hay is ready to bale. The crop is healthy and should bring in a good amount of revenue.

**C. COPA 54 Update**

There was no COPA54 report.

**Motion** Moved by J. Zeinstra

Seconded by D. Hocking

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

**Carried**

**10. New Business**

**A. SCVA – Update Attached via Email Response from Onsite Visit**

The Chair noted that the SCVA has looked at the airport property and there are restrictions in place on wetlands. It was suggested that the 100 year flood designation should be challenged given the altitude of the airport lands compared to the main streets of Walkerton and Hanover and that the airport land is downhill in all directions. The Chair explained that the 100 year flood level is unrelated to water levels, and suggested that it might be a good idea to ask the SCVA representative to attend a Commission meeting as a delegation to explain how the 100 year flood zones have been identified. He added that both he and Commissioner Tom Hutchinson are on the SVCA Board. The Airport Manager has reached out to Jennifer Stephens, the SCVA's General Manager who is looking forward to seeing how she can help. The Chair noted that trimming trees versus adding fill to wetland areas are different issues and the Province has proposed some changes to the process. Things are still in their preliminary stages and the Commission should identify its planning priorities in terms of level of difficulty. The Chair suggested a special meeting to allow time for the SVCA to fully explain the issue and agreed to schedule a meeting for this purpose on a Wednesday before the next regularly scheduled meeting.

**B. Hangar Builds – Drawing**

The Chair noted that the new builds are moving ahead.

**C. RFP for Restaurant Services**

Bill Roseborough asked for the Commission's authorization to contact a someone who gives cooking lessons at the Launch Pad in Hanover, to explore whether something similar could be done in the kitchen at the airport on Saturday and Sunday mornings, and perhaps in the evening. The Chair noted that this might be feasible, adding that Georgian College has culinary programs, and a restaurant in Waterloo that runs a training program has been asked to run similar services/training and has had to decline due to the difficulty of finding appropriate staff. It may be difficult to recruit staff, and while this may be a unique concept, the logistics can be challenging, if for example, the students don't show up. Dave Hocking noted that Launch Pad has two food preparation courses in July and August and the person to contact is Emily Morrison, the Executive Director.

Tom Hutchinson asked if the kitchen needs a detailed professional cleaning and the Airport Manager confirmed that this is the case and that she has requested quotes from commercial cleaning companies. She was recently at Launch Pad and found its kitchen far exceeds the facilities at the airport. She has applied for funds to update the airport's kitchen to include a commercial dishwasher, and has also reached out to a professional chef from London but has not yet heard back.

The Airport Manager stated that she would like to issue the RFP, and the Chair raised the issue of whether to touch base with the Launch Pad, issue the RFP or do both. Jack Zeinstra said he is in favour of both issuing the RFP and pursuing the Launch Pad possibility. The Chair and Bill Roseborough will discuss the level of interest for a co-op type program. Dave Hocking noted that there are secondary school

students who might be planning to go to chef school, but it is a major undertaking to set up a co-op program and it requires an employer to oversee the participants.

It was agreed that the Airport Manager would issue the RFP and Bill Roseborough will contact the Launch Pad.

Moe Hanif emphasized that people who fly tend to stop where there are restaurants and it is important to ensure that such a facility is sustainable and reliable. Dave Hocking said that issuing the RFP would be easier than starting a learning experience, which while a noble idea, requires a large amount of organizing compared to getting the restaurant up and running for the public to access. He supports the issuing of the RFP.

**D. Chef Services**

This item was covered in the discussion of C. above.

**E. Airport Credit Card Limits**

The Airport Manager requested authorization for a credit card to use for airport purchases such as gas for the lawnmower rather than having to use her own debit card and submit receipts for reimbursement. She suggested a card with a \$1,000 - \$2,000 limit. Tom Hutchinson supports this, noting that the Airport Manager should not have to use her own money to cover airport expenses. Town of Hanover staff can be contacted for the issuing of the card.

**Motion** Moved by T. Hutchinson

Seconded by D. Hocking

That the Commission authorize the issuing of a credit card with a \$1,000 credit limit to the Airport Manager to be to be used for airport expenses.

**Carried**

**F. GRIP/Autocross Update**

The Airport Manager informed the Commission that insurance companies will not insure the Commission for this event, although she is waiting to hear from CMR and is hopeful that their response will be positive. She explained that the issue is that SMA is not running the event and its aviation insurance does not cover events unrelated to aviation. Jack Zeinstra has assisted the Airport Manager with this and explained that in order to get insurance, the organization on whose property the event is taking place has to be affiliated with the organization putting on the event. The Airport Manager will continue her efforts on this and the Chair noted that the event may have to be put off to next year.

The item is to be added to the agenda for the next Commission meeting, along with the SCVA issue.

**G. Airport Fee Structure Update**

The Airport Manager highlighted the changes to the fee structure and the Commission discussed that it should stick with aviation related activities, so as to attract those who have respect and an appreciation for aviation and its facilities. The Chair raised the issue of camping, and whether the insurance agent should be contacted regarding coverage to confirm that there is no risk or liability for the SMA. The Airport Manager is to follow up on this point.

The Airport Manager has spoken to the group that wants to camp and told them that camp fires are not allowed.

An issue was raised about the \$20 charge for car parking and the Airport Manager stated that there are no parking issues, as people parking are primarily business people who park and fly. Tom Hutchinson asked if there is signage informing people that they are parking at their own risk and SMA assumes no liability if anything happens to their vehicle. The Airport Manager explained that there are no such signs, but they are needed. Moe Hanif said that it is a courtesy to notify the Manager at any airport where a person is going to park and there should not be a charge so as to encourage people to use the facility. It was

suggested that a sign be put up designating an overnight parking area some distance away from the restaurant.

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the fee structure be amended to remove the \$20 per night charge for vehicle car parking and that the fee structure be approve as so amended.

**Carried**

#### **H. Overnight Parking Fees**

This item was covered in the discussion of G. above.

#### **I. Municipal Agreement Update**

There were no updates on the agreement.

#### **J. Property Development / Walking Trail**

The Chair noted that tree trimming will result in felled trees which could be mulched and used to create a walking trail to add value at the airport for people in the three municipalities, serve as a rest stop, and create public awareness of the airport. The Airport Manager, Murray McDonald and the Chair met with representatives of the Walkerton Rotary Club which has built trails in the area. Five or six kilometres of trail could be developed, including some loops so people can do shorter distances. There are some open areas where fencing and landscaping might be required and snowmobile trails could be used to create trail loops. It may be possible to apply for funds from the Grey Bruce Community Foundation which is offering funding for projects to start in the fall of 2021 to be completed by 2022 and which support community health, wellness, etc.

It was agreed that the Airport Manager and the Chair will draft a letter by the end of June stating the Commission's intention to apply for funding. Commissioners will have an opportunity to review the letter if a special meeting is held before the end of June.

#### **Other New Business**

Dave Hocking suggested that the Airport get involved in Hanover Culture Days as it did last year when a vintage plane was on display. It would be an opportunity to profile the Airport and the Town is optimistic that a larger event could be held on Saturday and Sunday, September 26 and 27. He also noted that Music in the Square will be held in Heritage Square in Hanover in August and September and asked if the Airport would be interested if approached. The Chair noted that the Commission supports this event, as it went well last year.

It was agreed that Dave Hocking will ask April Marshall to contact the Airport Manager on this.

The Chair noted that pilots might be interested in the Music in the Square event as well as Culture Days. Jack Zeinstra said that COPA will likely meet next month, and he will mention these events at the meeting.

Dave Hocking asked about the advertising board that had been in the terminal building and the Airport Manager explained that the owner of the board has removed it.

Moe Hanif thanked the Chair for his visit to the airport, noting that there are a lot of good things happening, such as the two big hangars being built and the photo opportunity that took place with the new hangar owners. That photo has not yet been sent to the media as staff was waiting to get a photo with the second hangar owner. The Chair suggested that two separate media releases should be done. He added that it was a pleasure to tour the airport property to get a better understanding of the issues and all Commissioners should take a tour with the Airport Manager.

Paulette Peirol asked if there are any flight tours taking place and she offered to promote them at the Visitor Centre at Lobies Park in Walkerton. The Airport Manager will call Ms. Peirol on this issue. The Chair noted that even if upcoming tours were promoted as "pending", this would increase visitor awareness of the airport.

**11. In Camera**

**Motion** Moved by M. Hanif

Seconded by D. Hocking

That the Commission convene in closed session at 2:33 p.m. in order to address personal matters about an identifiable individual, including employees/contractors.

**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 J. Zeinstra

That the Commission reconvene in open session at 3:04 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 and further, that the Saugeen Municipal Airport Commission file a letter with the West Grey Integrity Commission as directed in the closed session.

**Carried**

**13. Adjournment**

**Motion** Moved by D. Hocking

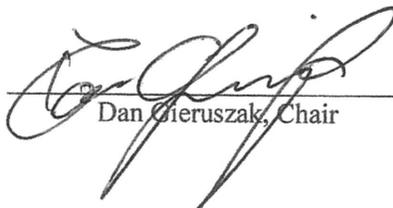
Seconded by T. Hutchinson

That the Commission adjourn at 3:06 p.m..

**Carried**

Following adjournment of the meeting, the Chair acknowledged the diverse backgrounds and valuable contributions of the Commissioners and the professionalism of the Airport Manager, the Recording Secretary and Christine Walker, the Town of Hanover's Director of Corporate Services/Treasurer who has provided valuable assistance to the Commission.

**Next Meeting:** Wednesday, July 21, 2021 at 1:30 p.m.

  
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Dan Gieruszak, Chair

  
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Catherine McKay, Recording Secretary