



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES Wednesday, July 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
Rhys Thomas, Senior Staff Accountant,
BDO, Hanover
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 1:33 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. Bill Roseborough advised the Chair that an obligation required him to leave the meeting at 1:45 p.m.

2. Approval of the Agenda

The Chair noted that Dave Hocking was not available for the start of the meeting due to a Hanover Town Council meeting and agenda item 9.A. would be delayed if necessary to ensure that he was present for that discussion.

Motion Moved by Tom Hutchinson

Seconded by B. Roseborough

That the agenda for July 21, 2021 be amended if necessary to ensure that Dave Hocking is available for item 9.A., 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 June 30, 2021 Minutes

Motion Moved by B. Roseborough

Seconded by M. Hanif

That the minutes of the June 30, 2021 meeting of the Commission be approved as circulated.

Carried

6. Action Item Update from Minutes

A. Property Development/Walking Trail

The Chair advised that the Commission's application for a grant to assist with this project was denied, so other opportunities to support the project will be pursued.

B. RFP for Restaurant Services

The Chair advised that the RFP was issued earlier in the day and the Airport Manager noted that it is advertised on the Airport and other web sites, as well as on *Google My Business* where it received 101 views. A local chef viewed the kitchen and the Airport Manager is waiting to hear back from him. The Chair thanked the Airport Manager and Bill Roseborough for their efforts with respect to restaurant services.

C. Municipal Agreement Update

There was no update on this item although it remains a high priority for this year. The Chair will meet with Dave Hocking and Tom Hutchinson to review the agreement.

7. Correspondence Requiring Action

The Chair noted that an email from Mr. Philip Englishman dated July 19, 2021 regarding a possible Code of Conduct violation on July 6, 2021 will be addressed in the closed session. He added that the O.P.P. were informed of the incident and the Commission will take appropriate action.

8. Public Notification

There were no public notifications.

9. July Reports

A. 2020 Audit

Discussion of this item was deferred until Dave Hocking joined the meeting at 2:25 p.m. when the Chair invited Mr. Thomas to present the results of the audit.

Mr. Thomas noted that the Commission receives monthly financial statements and Commissioners are therefore aware of the financial situation on a regular basis. He offered to answer any questions during his presentation and invited Commissioners to contact him after the meeting if they had further questions.

Mr. Thomas reviewed the audit report, noting that there is no reason for reservations about the 2020 financial situation. He referred Commissioners to the Basis for Opinion on page 2, as well as the responsibilities of management and those charged with governance.

He reviewed the Statement of Operations (Income Statement) on page 6 of the Report, which shows a deficit of approximately \$20,000, and the Statement of Financial Position (Balance Sheet) on page 5. He also reviewed the Statement of Cash Flows, the Change in Net Debt and Note 2 concerning Tangible Capital Assets. He pointed out that the COVID note differs from 2019, and focuses on the uncertainty resulting from COVID.

The Chair noted that Mr. Thomas's presentation was very thorough and that the audit would be discussed further in the closed session.

B. Financial Reports

There were no questions regarding the Financial Reports.

i. Ag Lands Revenue

The Airport Manager reported that the first cut of hay brought in more than \$14,000 and the second cut expected in mid-August will bring half to three-quarters of that amount. The Chair noted that in 2020, \$14,000 was generated, so the Airport on the right path on this issue.

Moe Hanif acknowledged the efforts of Dave Kennedy and Rob Olds towards the success of the hay crop. Jack Zeinstra suggested inquiring whether the field needs to be fertilized. The Airport Manager explained that fertilizing has been done and is not necessary until spring 2022.

C. APM's Report

The Airport Manager informed the Commission that fuel sales are up and traffic has increased with visitors from nearby airports. She added that she receives weekly inquiries from pilots interested in coming to the Saugeen Municipal Airport. The Chair noted that the Commission should keep an eye on events regarding the Owen Sound and Wiarton airports, given that these are challenging times for airports.

D. COPA 54 Update

Jack Zeinstra informed the Commission that COPA 54 held a meeting on July 17, 2021 at which a presentation was made on the Canadian In-Flight Information Broadcasting (CIFIB) which allows pilots to get weather and traffic information in their planes at no cost, similar to the ADS-B system in the U.S.. This information is transmitted constantly from ground based systems and pilots receive it while flying. COPA 54 hopes to install such a system at the Saugeen Municipal Airport and it was noted that there is one in Stratford. The cost is \$4,000, \$2,000 for equipment and \$2,000 as an annual operating cost, most of which is for insurance. COPA 54 is considering funding this system for SMA.

COPA 54 has decided to delay applying for an appearance by the Snowbirds, to allow for some time following COVID to ensure that the skills are in place to effectively organize such an event.

Consideration is being given to putting on a gliding demonstration. There is a club near Conn but it only has one tow plane, whereas a club near Arthur has 3 tow planes and a champion glider pilot.

Jack Zeinstra thanked the Airport Manager for putting up a banner welcoming COPA 54 back to the airport.

Following the COPA 54 update, the Chair informed the Commission that an anonymous donation was made by a Brockton resident who read about the flag program and wanted to support the flying of the three municipal flags.

10. New Business

A. Bookkeeping/Accounting Services

The Chair noted that the Town of Hanover has been very good at providing bookkeeping and accounting services which saves \$8 – 9,000 per year. Hanover would like to explore the possibility of another municipality or service taking over this responsibility. Tom Hutchinson indicated that he forwarded the issue to West Grey's CAO last week but has not yet received any feedback. He agreed to follow up on the matter next week.

B. Repair/Trade Lawn Equipment

The Airport Manager informed the Commission that the lawnmower is currently in the shop for repairs to brackets which are estimated to cost \$700 plus HST.. The mower is still in good shape, being a 2017 model with 165 hours on it, which is low. The Airport is cutting more grass now due to brush having been removed and so a larger mower deck might save time and fuel. One quote has been received to replace the mower. Jack Zeinstra said that the brackets on a new machine will wear out the same as they did on the current one, so it would be better to repair it rather than replace it. The Chair added that a newer model will generate a higher trade-in value. The Commission asked the Airport Manager to keep an eye on any special offers that might be available and to bring the matter back to the Commission, particularly if she sees anything out of the ordinary.

C. Airport Security/WIFI and Cameras

The Airport Manager strongly suggested installing additional cameras, noting that there is currently one camera along with a notice to the public about it. She said that the Airport's WIFI works fine and that pilots use the WIFI for cameras at their hangars which amounts to a low cost service to them. Moe Hanif said that cameras are an inexpensive investment, and the Airport's credibility as a port of entry would be

enhanced with cameras that provide 360 degree coverage. The Airport manager is currently sourcing cameras and hopes to stay below \$1,000 for the purchase. She will bring the item back to the Commission at its August meeting.

D. Overnight Accommodations/Policy

The Airport Manager advised that the security cameras have shown vehicles driving erratically in the parking lot and one vehicle that was constantly parked at the airport. Moe Hanif noted that pilots sometimes stay overnight if they arrive late and do not want to drive a long distance home, but he is not aware of any full-time living arrangements at the Airport. It is positive, however, for the airport to be able to offer temporary accommodation to visiting pilots. Jack Zeinstra added that in poor weather conditions, it is convenient to be able to spend a night at an airport, but that there should not be on-going overnight stays unless the hangar is also a home. The importance of flexibility and making visiting pilots feel comfortable at the airport was emphasized.

It was agreed that a policy on this issue is not needed at this time.

11. In Camera

Motion Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission convene in closed session at 2:49 p.m. in order to address personal matters about an identifiable individual, including employees/contractors and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

Carried

Mr. Thomas, 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. Bill Roseborough returned to the meeting at approximately 3:30 p.m..

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission reconvene in open session at 4:03 p.m.

Carried

12. Direction Coming Out of In Camera

Motion Moved by D. Hocking

Seconded by B. Roseborough

That the Saugeen Municipal Airport Commission approve the draft audited financial statements as presented and the direction to staff as provided in the closed session.

Carried

In a matter of Other Business, Dave Hocking raised the status of the GRIP Autocross Event. He said that it is his understanding that insurance is likely impossible to find due to the level of risk associated with such an event. The Airport manager is to follow up with her previous contacts on the matter.

13. Adjournment

Motion Moved by J. Zeinstra

Seconded by D. Hocking

That the Commission adjourn at 4:05 p.m..

Carried

Next Meeting: Wednesday, August 18, 2021 at 1:30 p.m.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary

General Ledger

Balance Sheet for Period Ending 2021-07-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	76,873.50
71-0001-0001	Petty Cash	188.50
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(2,255.67)
71-0003-0014	HST Federal Rebate	1,780.51
71-0003-0015	HST Provincial Rebate	2,608.81
71-0003-0021	Accounts Receivable	3,963.49
71-0012-0455	Inventory - Jet A	2,905.51
71-0012-0456	Inventory - 100L	4,403.48
71-0012-0458	Inventory - Merchandise for Resale	1,517.32
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(9,054.25)
71-0029-6430	Capital - Buildings	456,353.00
71-0029-6431	Buildings - Accumulated Amortization	(244,550.80)
71-0029-6440	Capital - Equipment & Machinery	189,031.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(101,803.40)
71-0029-6480	Capital - Infrastructure	2,016,925.00
71-0029-6481	Infrastructure - Accumulated Amortization	(1,957,505.22)
TOTAL ASSETS		870,403.78
71-0131-0081	Accounts Payable Control	(365.79)
71-0133-0150	Accrued Expenses	4,800.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	13,129.30
71-0135-0080	Loan - Hangar (Meridian)	73,846.36
71-0135-0081	Loan - Tractor (Brockton)	61,448.65
71-0142-0261	Reserves - Contingencies	3,166.74
71-0142-0263	Reserves - Runway	16,656.39
71-0142-0264	Reserves - Legal	12,869.92
71-0160-0149	Amounts to be Recovered - Long Term Debt	(135,295.01)
71-0199-9998	Investment in TCA's	778,417.33
TOTAL LIABILITIES		828,673.89
71-0199-9999	Surplus/(Deficit)	(21,813.73)
Excess Revenue over (under) Expenditures		63,543.62
Total Fund Balance		41,729.89
Total Liabilities and Fund Balance		870,403.78

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Saugeen Municipal Airport

2021-08-12 10:43AM

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 7 Ending JUL 31,2021

Account	Description	Period	Previous Year Total		Period	Current Year To Date		Budget Pct Used
			Actual	Budget		Actual	Budget	
Fund: 71 Saugeen Municipal Airport								
Category: 3???								
3800 Saugeen Municipal Airport								
Revenue								
71-3800-0518	Donations	0.00	4,000.00	0.00	1,000.00	1,100.00	0.00	0.00
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	100.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	3,896.53	20,288.61	30,000.00	3,697.32	16,790.05	30,000.00	55.97
71-3800-0561	Sales - Aircraft 100LL	18,402.15	83,871.15	92,000.00	13,127.06	56,372.79	92,000.00	61.27
71-3800-0562	Sales - Aircraft Oil	153.00	459.42	1,500.00	52.50	127.74	1,500.00	8.52
71-3800-0563	Fees - Tie Down	0.00	793.68	1,600.00	150.00	695.82	700.00	99.40
71-3800-0564	Fees - Commercial Landing	0.00	150.00	0.00	150.00	225.00	0.00	0.00
71-3800-0565	Fees - Access	1,800.00	2,800.00	2,800.00	0.00	2,618.00	2,400.00	109.08
71-3800-0579	Misc Fees	1.02	15,874.48	3,000.00	183.87	183.87	12,700.00	1.45
71-3800-0610	Rentals - Rooms	0.00	904.15	1,000.00	100.00	700.00	1,000.00	70.00
71-3800-0611	Rentals - Kitchen	0.00	0.00	3,500.00	0.00	0.00	2,000.00	0.00
71-3800-0741	Lease - Hangars	344.13	10,946.06	11,200.00	74.34	11,082.37	12,200.00	90.84
71-3800-0742	Rentals - Hangars	5,400.00	21,400.00	21,600.00	0.00	9,620.90	22,000.00	43.73
71-3800-0747	Rentals - Farmland	7,350.12	14,012.85	35,700.00	14,464.12	14,464.12	15,000.00	96.43
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	(15.65)	215.02	0.00	0.00
71-3800-0922	Bank Interest	17.01	338.97	500.00	23.43	109.77	500.00	21.95
71-3800-0934	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	8,200.00	0.00
71-3800-0945	Municipal Contributions	0.00	150,000.00	150,000.00	76,500.00	151,500.00	151,500.00	100.00
Total Revenue		37,363.96	325,839.37	354,500.00	109,506.99	265,805.45	351,700.00	75.58
Expense								
71-3800-2130	Supplies - Office	0.00	1,335.44	1,500.00	0.00	190.91	500.00	38.18
71-3800-2415	Purchases - Aircraft Jet A	776.89	14,814.78	18,000.00	4,007.08	11,302.24	18,000.00	62.79
71-3800-2416	Purchases - Aircraft 100LL	6,602.08	68,320.97	75,000.00	14,436.92	52,714.34	75,000.00	70.29
71-3800-2417	Purchases - Oil	0.00	228.49	1,500.00	0.00	0.00	500.00	0.00
71-3800-2418	Purchases - Diesel	0.00	6,289.66	7,000.00	0.00	4,204.96	7,000.00	60.07
71-3800-3005	Misc. Expenses	375.00	141.26	1,000.00	57.98	170.52	1,000.00	17.05
71-3800-3008	Service Agreements	8,538.46	115,128.90	111,000.00	8,461.54	63,302.76	113,500.00	55.77
71-3800-3128	Memberships	0.00	41.90	700.00	0.00	0.00	700.00	0.00
71-3800-3212	Telephone	121.47	1,535.04	1,500.00	116.45	789.43	1,500.00	52.63
71-3800-3213	Internet	79.99	959.88	1,200.00	79.99	559.93	1,200.00	46.66
71-3800-3214	Web Maintenance	202.14	1,683.46	1,000.00	83.41	1,082.80	1,500.00	72.19

2020.06.01 8.0 9759

Saugeen Municipal Airport

2021-08-12 10:43AM

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 7 Ending JUL 31,2021

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
71-3800-3234	Advertising & Promotions	0.00	152.45	2,000.00	0.00	125.17	2,100.00	5.96
71-3800-3300	Services - Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-3310	Services - Audit	0.00	5,300.00	4,800.00	0.00	2,782.50	5,000.00	55.65
71-3800-3311	Legal Services	869.00	16,588.65	4,500.00	4,629.24	12,630.74	2,500.00	505.23
71-3800-3312	Services - RNAV Maintenance	0.00	1,500.00	500.00	3,000.00	3,000.00	3,000.00	100.00
71-3800-3400	Maintenance - Grounds	371.92	9,911.76	5,000.00	53.93	845.61	5,000.00	16.91
71-3800-3405	Maintenance - Farmlands	0.00	180.00	0.00	0.00	4,340.43	7,000.00	62.01
71-3800-3410	Maintenance - SMA Building	23.56	4,477.65	6,000.00	320.00	823.13	2,000.00	41.16
71-3800-3411	Maintenance - Runways	0.00	2,133.27	10,000.00	71.98	194.42	15,000.00	1.30
71-3800-3413	Maintenance - Equipment	0.00	9,720.39	10,000.00	0.00	448.15	8,500.00	5.27
71-3800-3415	Maintenance - SMA Shop	0.00	55.97	0.00	0.00	44.83	6,000.00	0.75
71-3800-3710	Insurance	0.00	11,065.68	10,300.00	0.00	11,710.44	13,300.00	88.05
71-3800-3712	Utilities - Water	30.26	196.12	400.00	72.00	158.04	400.00	39.51
71-3800-3713	Utilities - Gas - Terminal (0211)	114.32	2,627.41	4,000.00	120.29	342.47	3,000.00	11.42
71-3800-3714	Utilities - Gas - Garage (0212)	31.20	1,063.90	1,300.00	41.61	550.19	1,300.00	42.32
71-3800-3715	Utilities - Gas - Hangar (4032)	32.25	1,150.87	1,200.00	85.73	1,267.06	1,200.00	105.59
71-3800-3716	Utilities - Hydro Terminal (64112)	220.12	3,620.22	10,000.00	209.77	1,614.98	5,000.00	32.30
71-3800-3717	Utilities - Hydro Hangar (15965)	83.45	1,319.37	2,000.00	92.62	791.58	1,200.00	65.97
71-3800-3726	Property Taxes	0.00	18,402.34	24,000.00	0.00	9,183.00	19,000.00	48.33
71-3800-4110	Service Charges - Bank and Global	804.31	7,299.61	8,000.00	827.40	3,690.27	7,000.00	52.72
71-3800-4220	Interest Expense - Hangar & Tractor	332.35	4,457.15	6,000.00	290.96	2,119.84	4,400.00	48.18
71-3800-4410	Cashier (Over)/Short	(0.01)	6.14	0.00	0.02	(0.01)	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	0.00	13,760.00	0.00	0.00	0.00	0.00	0.00
71-3800-5213	Transfer to Reserve	0.00	0.00	6,600.00	0.00	0.00	0.00	0.00
71-3800-5230	Principal Payments on Loan	1,593.48	19,143.77	18,500.00	1,617.69	11,281.10	19,400.00	58.15
71-3800-6000	Amortization Expense - TCA	0.00	34,668.97	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	0.00	(34,668.97)	0.00	0.00	0.00	0.00	0.00
Total Expense		21,202.24	344,612.50	354,500.00	38,676.61	202,261.83	351,700.00	57.51
Dept Excess Revenue Over (Under) Expenditures		16,161.72	(18,773.13)	0.00	70,830.38	63,543.62	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		16,161.72	(18,773.13)	0.00	70,830.38	63,543.62	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 7 Ending JUL 31,2021

Account	Description	Period	Previous Year Total		Period	Current Year To Date		Budget Pct Used
			Actual	Budget		Actual	Budget	
REPORT SUMMARY								
71-3800	Saugeen Municipal Airport	37,363.96	325,839.37	354,500.00	109,506.99	265,805.45	351,700.00	75.58
Fund 71 Total Revenue		37,363.96	325,839.37	354,500.00	109,506.99	265,805.45	351,700.00	75.58
71-3800	Saugeen Municipal Airport	21,202.24	344,612.50	354,500.00	38,676.61	202,261.83	351,700.00	57.51
Fund 71 Total Expenditure		21,202.24	344,612.50	354,500.00	38,676.61	202,261.83	351,700.00	57.51
Fund 71 Excess Revenue Over (Under) Expenditures		16,161.72	(18,773.13)	0.00	70,830.38	63,543.62	0.00	0.00
Report Total Revenue		37,363.96	325,839.37	354,500.00	109,506.99	265,805.45	351,700.00	75.58
Report Total Expenditure		21,202.24	344,612.50	354,500.00	38,676.61	202,261.83	351,700.00	57.51
Report Excess Revenue Over (Under) Expenditures		16,161.72	(18,773.13)	0.00	70,830.38	63,543.62	0.00	0.00



SAUGENE MUNICIPAL AIRPORT

August 11, 2021

Airport Manager's Report July 15-August 10

Summary

Fuel

100 LL - current 5950 L Price 2.04/L (price has gone up)

Jet A - current 3031 L Price 1.30/L (price has gone up)

Died Diesel -just below 3/4 tank

Fuel sales for the past month = \$22,732.21 (\$6,651.59 is from our private fuel card holders) fuel sales went up the past month.

Social Media

- Airport Facebook page update since last report:

Total of 8 posts with the following totalled results (numbers are up!)

People Reached	Engagement	Likes	Wow	Love	HaHa
4182	889	202		7	

- Google my Business- as of the past month:
(89 requests for directions, 103 visits to our website, 17 phone calls) all these numbers are up! The restaurant operator request received 447 views on Google my Business, with an additional 392 hits on the Facebook page.
- Bing Places for Business- In the last 4 weeks, we've had 24 views. This number is up!

Special Events

- Hangar builds are still ongoing. Concrete has been poured in one hangar. Trusses have arrived for both.
- Collaboration with flight school and TC...moving along well. Flight school anticipating opening late August/September.
- CO-OP student confirmed, starting winter 2022.
- Hope Air event barbeque on Sunday August 15.
- Flying family/campers booked for the 13th-15th.
- Students interested in aviation, booked with Launch Pad, to tour Airport on Aug.12th.
- Aug. 10th- Management one year anniversary of managing SMA.
- Proposal accepted for restaurant, to present to commission.

Maintenance

- Grass cutting ongoing.
- Lawnmower is repaired.
- Shop maintenance and equipment maintenance ongoing.
- Collaborating with all builders and companies involved with builds. Logging the steps and processes in hangar builds. Assisted with connecting water services for new hangar builds. Recommending and suggesting product types for underground work. Using water hookup from hangar GH to hose off/clean taxiway from dust, dirt and loose gravel, around builds.
- Maintenance in and around terminal building ongoing.
- Installed all new blue reflective markers on TWY Bravo.
- Cleaned out all pavement cracks by hand, on the apron, to prepare for crack sealing on the apron.

Flight Activity

- Busiest flying day visits to the airport was July 21 with 15 airplanes, during office hours. Flights have been down due to weather and smog/smoke from fires in Ontario and BC.
- Two corporate jets flew in on August 6, for TELESAT.

Terminal/Office Activities

- Collaborating with prospects, wanting to build, rent, buy, hangar space.
- Collaborating with public booking terminal building for events and meetings.
- Collaborating with hangar builds.
- RFP sent out for restaurant was successful. Proposal was submitted.
- NOTAM's filed for Aug. 3rd and 4th, for airside crack sealing and line painting.
- Collaborating with the Town of Hanover regarding airport accounts.
- Siteminder troubleshooting.
- New leases signed.
- Increase in revenue through additional invoices that were sent out.
- Collaborating with SVCA still in process.
- Monthly inspection on fuel hoses was done.
- All airport fire extinguishers, terminal safety lights, and kitchen extinguishers recertification is on Aug. 13.
- Regular office duties, and commission meetings, ongoing.

This concludes my report,

Respectfully submitted,

Filomena McDonald
Airport Manager