



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, August 18, 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 B. Roseborough

That the agenda for August 18, 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 July 21, 2021 Minutes

Motion Moved by B. Roseborough

Seconded by D. Hocking

That the minutes of the July 21, 2021 meeting of the Commission be approved as circulated.

Carried

6. Action Item Update from Minutes

A. Saugeen Valley Conservation Authority

There was no update on this matter. The Airport Manager advised that she continues to correspond by email with the SVCA regarding cutting, planting, etc., in sections of Area #1 and the SCVA has been dealing with its ecologist. The matter will be addressed again when there are significant changes.

B. On Site Camping

The Airport Manager reported that the event was very successful and safe, with no accidents or incidents. Four of the individuals who camped are hangar renters and they expressed thanks to the Airport for the good service, facilities and use of the grounds. They did some night flying, bought gas and thoroughly enjoyed being at SMA. The area was inspected after they left and found to be in excellent condition. The group said that this was one of the nicest spots they had been to and so may return.

The Airport Manager put forward some ideas for the area, such as beautifying the grounds to be more like a park, putting in a proper fire pit and a children's play area, and making the area available only to flying families. The Chair thanked the Airport Manager for ensuring that this experience was a success.

The Airport Manager reported that the weekend camping event brought in about \$2,000 in revenue. She agreed to resend pictures of the event which had previously been emailed to Commissioners as some were not able to view them.

C. Lawn Equipment

The Airport Manager reported that a replacement tractor would cost \$9,000 to \$12,000. The current machine still works fine, but since the airport is cutting more grass than in the past, it takes longer and uses more fuel than a larger machine. She added that a rear discharge mower is needed rather than a side discharge machine. Although she has contacted a company offering financing at municipal pricing and is waiting to hear back, she suggested that since the existing mower has low hours and a small amount invested in it so far, it should be kept. The Chair suggested that SMA continue with the current machine, but be open to offers that might come up in the fall on dealer inventory.

D. Restaurant Proposal

The Chair noted that responses to the request for proposal had been received. The item was deferred to the closed session.

7. Correspondence Requiring Action

The Chair advised the Commission that the issue of the barrier in front of a hangar had been raised at a meeting of Brockton Council on August 10, 2021. He read the following relevant portion from the minutes:

1. Verbal Update about the Saugeen Municipal Airport

Councillor Lang requested an update on the Saugeen Municipal Airport after a recent court decision about the trespassing charges as many residents were approaching Council with questions.

Deputy Mayor Gieruszak, as Chairperson for the Saugeen Municipal Airport, provided a careful update noting that the prosecutor has not yet decided if the court case would be appealed such that Mr. Gieruszak could not comment. The individual did not have access to airport property for non-payment of fees and that a new access agreement would need to be executed. The Saugeen Municipal Airport Commission continued to be in negotiation with the lawyer of that individual. The pilot in question has not responded with any questions or concerns with respect to the new Access Agreement.

Deputy Mayor Gieruszak responded to questions from Council about whether the payment of fees would be accepted at this time and whether the concrete block could be removed, confirming that the Saugeen Municipal Airport Commission was looking to move forward in a positive manner with the particular individual. Deputy Mayor Gieruszak confirmed that he would provide feedback to the Saugeen Municipal Airport Commission about the removal of the concrete block.

Council discussed whether any additional, formal response was warranted from Council, or if a resolution should be passed recommending that the Saugeen Municipal Airport Commission remove the concrete block. Deputy Mayor Gieruszak advised that additional information could be provided to Council in Closed Session to offer further context of the issue. Council voiced their preference that information be provided in Open Session as much as possible while remaining sensitive to the confidentiality of the situation.

Council accepted the verbal report presented by Deputy Mayor Gieruszak and further directed staff to distribute the draft Council Minutes to Deputy Mayor Gieruszak for distribution to the Saugeen Municipal Airport Commission to apprise them of the discussion and Council's position in favour of reaching a resolve to this matter. Fiona Hamilton, Clerk advised that the Saugeen Municipal Airport Commission could also

view the recording of the meeting on the Municipality's YouTube channel to view the discussion in its entirety.

The Chair also advised the Commission that he had discussions with the National President of COPA about marketing small airports. Both parties expressed a desire to work together regarding best practices.

Matters relating to the barrier and COPA National were referred to the closed session.

8. Public Notification

There were no public notifications.

9. August Reports

A. Financial Reports

In response to a question from the Airport Manager, the Chair advised that the Commission could take its loan from the Municipality of Brockton elsewhere if better terms were available.

B. APM's Report

The Airport Manager informed the Commission that all the numbers are up including fuel sales, interest in building at the Airport, social media traffic and visitors.

C. COPA 54 Update

Jack Zeinstra reported that COPA54 held a meeting on August 14, 2021 for which minutes were not yet available. He advised that Brantland has agreed to install in its hangar at the airport the required equipment to enable the Canadian In-Flight Information Broadcasting (CIFIB) which allows pilots to get weather and traffic information (which is advisory only) in their planes at no cost, similar to the ADS-B system in the U.S.. COPA54 has agreed to pay the \$2,000 annual operating cost. This acquisition is a significant development which will enhance safety, and pilots only need a receiver in their plane to use the system. Commissioner Zeinstra said that Commissioners can have a demonstration of the equipment in his plane or in Commissioner Hanif's plane. A member of the public can get the CIFIB information in an office with a receiver costing about \$200. Commissioner Hocking suggested that such a receiver be installed in the airport office and that the purchase is within the financial authority of the Airport Manager.

The Chair and the Airport Manager will draft thank you letters to Brantland for the purchase of the system and to COPA54 for the annual maintenance fee.

COPA54 plans a flyout to the Toronto Soaring Club where a barbeque will be held. Discussion took place about holding a gliding demonstration at the Saugeen Municipal airport, but the soaring club only has one tow plane, so its operations would be shut down if it came to SMA. Commissioner Zeinstra was recently in Sarnia for an event and learned that the York Soaring Club can send a tow plan and gliders for a fund raising event next summer.

It was agreed at the COPA54 meeting that an appearance by the Snowbirds would be put on its agenda in the spring for consideration of an event next year.

Motion Moved by D. Hocking

Seconded by M. Hanif

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

Carried

10. New Business

A. Hope Air Update

The Chair noted that the event held on Sunday, August 15, 2021 was a tremendous success with 70 to 80 planes or more participating. Commissioner Hanif thanked the Airport Manager for her work on such a

positive event that had good representation from the three municipalities. He noted that positive comments about the event were heard from visiting pilots. Commissioner Roseborough raised the possibility of providing income tax receipts for donations. It was noted that this can become an administrative burden, although some donors give more if they receive an income tax receipt. It was pointed out that there was a sheet available at the event for donors to sign up to receive a receipt.

The Chair thanked Dave Schmidt and Tony Lang for providing the entertainment and suggested that the airport should put on the event next year and do more publicity to get greater number of people out.

Commissioner Hocking raised a further issue under new business regarding bookkeeping/accounting services. He had been asked to get feedback from West Grey and Brockton representatives on the Commission. He noted that in the past the Commission had retained a bookkeeper and it was then decided to have one of the municipalities provide the service. Hanover agreed to do it for the first few years and has recently suggested sharing the responsibility such that another municipality would take it on. The Municipality of Brockton is not able to provide the service due to insufficient staffing levels and West Grey does not have the resources. The Town of Hanover is willing to continue to provide the service for a fee of \$15,000 annually based on the hours required to do the work, which would require \$5,000 from each of the three municipalities. The Chair agreed to take the issue back to Brockton Council and requested Commissioner Hutchinson do the same with West Grey. If neither municipality is willing to take on the responsibility beginning in January 2022, the Commission may need to discuss the option of putting the service out to tender to get a competitive rate for the service. He noted that the service provided by the Town of Hanover was very good, consistent and professional.

As an additional matter of new business, Commissioner Hocking raised Culture Days in Hanover which takes place on September 26, 2021. The Airport Manager confirmed that the Airport will be participating from 10:00 a.m. to 3:00 p.m. with displays of antique cars and planes, and there will be food available for purchase. She will provide details to April Marshall, Economic Development Co-ordinator for the Town of Hanover.

11. In Camera

Motion Moved by T. Hutchinson

Seconded by D. Hocking

That the Commission convene in closed session at 2:09 p.m. in order to address advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and 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.

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 T. Hutchinson

Seconded by D. Hocking

That the Commission reconvene in open session at 3:43 p.m.

Carried

The Chair welcomed the guests back into the open session.

11. Direction Coming Out of In Camera

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission approve direction to staff as provided in the closed session and indicate its agreement in principle to the restaurant proposal as received in camera and that the Airport Manager be authorized to complete the agreement.

Carried

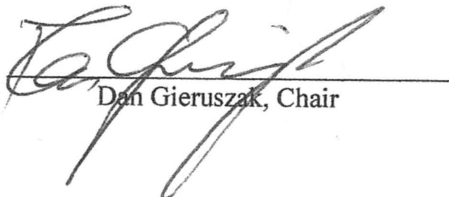
13. Adjournment

Motion Moved by D. Hocking
That the Commission adjourn at 3:45 p.m..
Carried

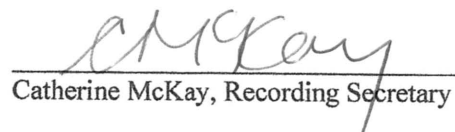
Seconded by J. Zeinstra

Following adjournment of the meeting, the Chair recognized the Airport Manager's first anniversary in her position and thanked her for her achievements, noting the positive response which has been received from people across the province who have dealt with her.

Next Meeting: Wednesday, September 15, 2021 at 1:30 p.m.



Dan Gieruszak, Chair



Catherine McKay, Recording Secretary