



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, December 15, 2021, 7:00 p.m., Airport Boardroom & via Zoom

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

**Absent:** Kelani Stam, Secretary

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

### 1. Call to Order

The Chair called the meeting to order at 7:00 p.m. Several guests attended by Zoom.

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by B. Roseborough

That the agenda for December 15, 2021 be accepted as circulated. The Chair noted item 11 Confirmation of Proceedings should be designated as item 10 D on the agenda - to be added to future agendas.

**Carried**

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

None declared.

### 4. Delegations

There were no delegations.

### 5. Approval of November 17, 2021 Minutes

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

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

**Carried**

With respect to item 11C, Naming of Access Roads in Recognition of Canadian and SMA Aviation History, Dave Hocking noted that a million dollars was raised for the P & H Centre in Hanover, and that the Town of Hanover has a policy in place which might assist the Commission's ad hoc committee. In response to the Chair's request, Commissioner Hocking agreed forward the policy to the Airport Manager.

### 6. Action Item Update from Minutes

There were no action item updates from the minutes.

### 7. Correspondence Requiring Action

#### A. Mr. Theaker Digital Solar Corp

The Chair informed the Commission that a response to Mr. Theaker's email has been sent and that he had received no response from Mr. Theaker.

#### B. COPA National Article

Commissioner Zeinstra agreed to circulate the article to Commissioners, noting that it had appeared in the Toronto Star. The Commission agreed it was not necessary to respond to the article, but the Airport should take steps to ensure that it receives positive media attention. The Airport Manager has been in

touch with The Post and the Walkerton Herald Times which have agreed to dedicate space to the Airport and she will send information to them on a regular basis.

**C. Ombudsman Report**

The Chair reviewed the Ombudsman's recommendations as set out in the report. The Commission will connect with municipal clerks to determine its obligations under the Municipal Act, as the Ombudsman does not provide this type of feedback. The Commission's procedures so far have been covered by its original schedules, but it does not have a procedural by-law. The Chair added that the complaint was made when the Commission first began having meetings by Zoom and due to a lack of technical ability at the time, there were issues of access by the public. The process for meetings by Zoom works more smoothly now and provisions need to be added to the by-law to cover meetings held by videoconference as noted in the Ombudsman's third recommendation. With respect to the Ombudsman's fourth recommendation, the Chair noted that the steps recommended have been put in place and are provided for in the draft procedural by-law. The Chair noted that steps have been put in place to comply with the fifth and sixth recommendations. He will send a letter to the Ombudsman outlining the above steps taken by the Commission in response to the recommendations.

The Chair confirmed that this issue will be closed once the procedural by-law is adopted.

**8. Public Notification**

There were no public notifications.

**9. Reports**

**A. Financial Reports**

Commissioner Hocking informed the Commission that the Town of Hanover passed a budget providing for a 6% increase to its contribution to the airport, raising it from approximately \$48,000 to \$50,000, and that the Town has an airport reserve fund. The Chair noted that the Commission is working towards a 2% levy increase in the municipal contribution. He added that the progressive and forward thinking shown by the Town of Hanover is much appreciated.

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

That the financial reports be accepted as circulated.

**Carried**

**i. PAPI Invoice**

The Airport Manager noted that Dewar Services installed the Precision Approach Path Indicator (PAPI) lighting system which is up and running. The system is specialized and the provider is well known and highly trained in the system, and services all the airports in the area. It was confirmed that the Airport Manager has the authority to approve expenditures up to \$1,000.

Commissioner Hanif noted that it is good practice to stay with a supplier that can ensure reliability and accuracy, given the importance of the lighting system. The Airport Manager confirmed that Dewar Systems checks the lights in spring and winter and Commissioner Zeinstra provided an explanation of how the lights work, and the importance of their angles being correctly calibrated to ensure safe landings.

Commissioner Hutchinson asked if the airport uses a scoring system to evaluate potential suppliers and Commissioner Hocking said that there needs to be a procedure setting out when the airport puts out tenders. A procedure would not necessarily require accepting the lowest quote, but ensures accountability and transparency. The Airport Manager noted that she often obtains quotes for work, such as the paving completed earlier in the year, but the PAPI lights are highly specialized and thus she did not ask for quotes. The Chair requested that the Airport Manager check to see if there is a policy requiring the issuing of tenders, and that the Commission policy should be consistent with those of the municipalities and provide for a similar process.

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the invoice in the amount of \$ 2,971.90 be approved for payment.

**Carried**

**B. APM's Report**

The Airport Manager presented her report noting that due to poor weather recently, there has been little flying and so the numbers, including fuel sales, are down.

Commissioner Hocking informed the Commission that Economic Development staff from a group of municipalities including Saugeen Shores, Brockton and Arran-Elderslie are getting together to look at the economic potential of the Saugeen River. The Airport Manager will be included in the meetings which will begin in the New Year. She noted that the airport is used for river related activities such as checking fish and water.

**C. COPA 54 Update**

Jack Zeinstra report that COPA 54 had met on Saturday, December 11, 2021 and held its Annual General Meeting in November when is passed a motion allowing it to dissolve if a majority of members agree. He added that the Christmas part is being held on Saturday, December 18, 2021. The funding and insurance for the In-Flight Broadcasting Information System are in place and the agreement has been approved. The fees were donated by COPA Kincardine and Hanover, as well as Brantland, and the Commission will incur no fees for the system. He reviewed the advantages of the system which shows air traffic and weather feeds, is relatively inexpensive, and a valuable safety feature. The Chair and the Airport Manager made a presentation to COPA at the meeting.

There was discussion about alternatives to COPA including the Experimental Aircraft Association (EAA) and the Recreational Aircraft Association (RAA). The latter may be preferable as it is Canadian.

Commissioner Zeinstra noted that COPA seems more and more to be serving larger airports over smaller planes, and so the RAA might be more aligned with the SMA's goals. The Chair added that it will be up to COPA 54 members to determine their future.

**D. Business Plan Development**

The Chair informed the Commission that he and the Airport Manager had met with COPA members, and will receive feedback from municipalities and the business community. Commissioner Hutchinson indicated that the Business Plan is virtually complete, with pilot input yet to come. He estimated that, with stakeholder engagements/feedback, it would be completed by March 2022.

Commissioner Hocking noted that in 2018, a strategic analysis was done outlining strengths, weaknesses, opportunities and threats related to the airport. He said that it has been sent to the Airport Manager and Commissioner Hutchinson and requested that the ideas contained in the document be incorporated into the Business Plan. Commissioner Hutchinson added that the committee working on the Business Plan needs to get out to the municipal Economic Development staff and committees.

**E. Municipal Agreement**

The Chair noted that a draft was sent to the Brockton Clerk and a meeting with the three Mayors and CAOs is to be set up to discuss the agreement. He expects that they will recommend seeking legal advice, noting that the legislation affecting not-for-profit organizations has changed considerably, and the agreement is 10 years old and needs to confirm to current legislation. Commissioner Hocking noted that the CAO of the Town of Hanover suggested that one lawyer be retained with the cost shared by the three municipalities. The Chair thanked Commissioner Hocking and the Town of Hanover for the suggestion.

**Motion** Moved by J. Zeinstra

Seconded by D. Hocking

That the Commission accept the APM's Report, and the updates on COPA 54, the Business Plan Development, and the Municipal Agreement as presented.

**Carried**

## **10. New Business**

### **A. Adoption of a Procedural By-law**

The Chair advised that in preparing this by-law and in order to be proactive, he looked at the by-law for Brockton, adding that those of Hanover and West Grey are likely to be similar. While lengthy, the by-law conforms to current legislation, and the Commission's procedures have conformed although they were not in a formal by-law. In the interests of responding to the Ombudsman's report, he suggested that the by-law be approved and if necessary it can be amended in the future. A question arose about the number of Commissioners and the Chair noted that this issue is covered in the Municipal Agreement, not in the by-law.

The Recording Secretary was directed to forward the by-law to the Clerk of the Municipality of West Grey.

**Motion** Moved by T. Hutchinson

Seconded by D. Hocking

That the Commission adopt the Procedural By-law as presented.

**Carried**

The following additional items of New Business were discussed.

### **B. Purchasing Policy**

The Commission directed the Airport Manager to determine if there is a purchasing policy in place. A policy will ensure accountability and transparency, and any policy is to be circulated to Commissioners prior to the next meeting. To date the Manager has been seeking approval from the Commission for all purchases over \$1000. This item will be on the agenda for the January meeting.

Bill Roseborough noted that donations to the Airport can be made through any one of the three municipalities, so that the donor can receive a receipt for income tax purposes. He suggested that this should be more widely communicated and may result in larger donations. Those who donated to the In-Flight Information Broadcasting System could have made their donations through a municipality and received a receipt for income tax purposes. The Chair clarified that the Commission is a not-for-profit corporation, rather than a registered charity, and noted that municipalities can issue official donation receipts for income tax purposes. Commissioner Hocking raised the issue of the \$1,000 donated for the Brockton flag which flies at the airport, noting that Chris Walker of the Town of Hanover handled the transaction and Brockton provided a receipt. He agreed to follow up with her, and then send an email to Commissioners advising them of the result.

### **C. Brockton Strategic Plan Process**

The Chair advised that Brockton has concluded a five-year strategic plan process and has specifically requested that the Commission prepare a long-term business plan for the property and for airport operations, as a basis for municipal support for appropriate uses of the airport property and continued municipal support for airport operating costs. Commissioner Hutchinson said that if the SMA's Business Plan is consistent with Brockton's plan, then Hanover and West Grey would likely be supportive of it.

### **D. Confirmation of Proceedings**

As a matter of practice, Brockton has this item on its agendas, although Hanover and West Grey do not. The item is to be included on future Commission agendas.

In a matter of Other Business, Commissioner Hanif asked about the possibility of damage occurring at Christmas events held at the airport. The Airport Manager was asked to be vigilant about the possibility and the Chair raised the question of organizations renting space being required to provide a damage deposit.

## 11. In Camera

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission convene in closed session at 8:07 p.m. in order to address matters pertaining to: personal matters about an identifiable individual, including employees/contractors; 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 of a Crown agency of any of them; 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. Guests attending the meeting by Zoom were moved to a waiting room for the closed session.

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

That the Commission reconvene in open session at 9:08 p.m.

**Carried**

The Chair re-admitted one guest to the meeting after the Commission reconvened in open session.

## 12. Direction Coming Out of In Camera

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission approve direction to staff as provided in the closed session to pay an invoice of up to \$1,200.

**Carried**

The Chair confirmed that during the closed session, matters were discussed pertaining to: personal matters about an identifiable individual, including employees/contractors; 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 of a Crown agency of any of them; 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 and no other matters were discussed during the closed session.

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Saugeen Municipal Airport Commission accept with regret the resignation of Commissioner Kelani Stam.

**Carried**

## 13. Adjournment

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the Commission adjourn at 9:12 p.m..

**Carried**

The Commission agreed to hold its January and February 2022 meetings via Zoom and then determine the best approach for future meetings.

**Next Meeting:** Wednesday, January 19, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair.

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Dan Gieruszak, Chair

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Catherine McKay, Recording Secretary