



# SAUGEEN MUNICIPAL AIRPORT

## Agenda

**Airport Commission Regular Meeting  
Wednesday, January 17, 2024, 1:00 p.m.  
Boardroom, Saugeen Municipal Airport**

1. Call To Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest
4. Delegation(s): None
5. Adoption of Minutes of December 20, 2024
6. Action Items Arising from Minutes
  - A. Airport Manager Presentation on Costs Of Fuel
  - B. Clarification of Property Taxes
  - C. Web Site Management
  - D. CPI Increases in SMA Agreements
7. Correspondence Requiring Action: None
8. Public Notifications: None
9. Reports
  - A. Financial Reports
  - B. APM's Report
  - C. COPA 54/Friends of the Saugeen Municipal Airport Update
10. New Business
  - A. News Articles

11. CONFIRMATION OF PROCEEDINGS RESOLUTION:

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required.

**Now** therefore the Saugeen Municipal Airport Commission enacts as follows:

**That** the decisions of the Commission made at its meeting held on January 17, 2024 are hereby confirmed and;

**That** the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in the proceeding, and;

This Resolution may be cited as the January 17, 2024 Confirmation of Proceedings Resolution.

12. Adjournment

Next Meeting: Wednesday, February 21, 2024, 1:00 p.m.  
Wednesday, March 20, 2024, 1:00 p.m.



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, December 20, 2023, 1:00 p.m., Boardroom, Saugeen Municipal Airport

**Commissioners Present:** Dave Hocking, Chair  
Tom Hutchinson, Vice Chair  
Victor Danielli  
Moe Hanif (via Zoom)

**Absent:** Carl Kuhnke

**Others:** Tim Olds, Airport Manager  
Catherine McKay, Secretary

### 1. Call to Order

The Chair called the meeting to order at 1:00 p.m..

### 2. Approval of the Agenda

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the agenda for November 8, 2023 be amended to add items 12 F *Inclusion of CPI Increases in SMA Agreements*, 12 G *Invoice from Montgomery Industrial Services* and 12 H *Town of Hanover Flag*, and that the agenda be approved as so amended.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

### 4. Closed Session

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the Commission convene in closed session at 1:02 p.m. in accordance with Section 239 (1) of the Municipal Act in order to address matters pertaining to litigation, and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, specifically a small claims court action, and personal matters about an identifiable individual, including employees/contractors, specifically fees for airport management services.

**Carried**

The Secretary and the Airport Manager remained for the closed session discussion regarding potential litigation. The Airport Manager was not present for the matters about an identifiable individual. The Saugeen Municipal Airport Commission reconvened in open session at 1:20 p.m. and the Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and personal matters about an identifiable individual, including employees/contractors, and that no other matters were discussed.

### 5. Direction Coming Out of Closed Session

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the 2024 fee for airport management services be increased by 3% from the 2023 rate.

**Carried**

### 6. Delegations - None

### 7. Adoption of Minutes

#### A. Regular Meeting, November 8, 2023

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the November 8, 2023 regular meeting be approved as circulated.

**Carried**

**B. Special Meeting, November 8, 2023**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the minutes of the November 8, 2023 special meeting be approved as circulated.

**Carried**

**8. Action Items Arising from Minutes**

**A. Update on Status of SMA Revised By-law**

The Chair provided an update on the by-law, noting that it had been sent to the municipal Clerks for comment and revised based on their feedback. The revised by-law was sent to the Clerks for any additional comments. An invoice from Pooran Law had been received, and following the Chair's contact with them, they confirmed that the fees would be waived as previously agreed so there will be no further charges to the Commission.

**B. Report on Airport Fees & Measure to Reduce Carrying Charges**

Commissioner Danielli presented his report. He noted that prices of fuel change daily and there are delivery costs in addition to the price of the fuel. If the airport had larger tanks, deliveries would be less frequent and therefore cost less. Also, if the tank volume was 30,000 litres, it would be possible to delay delivery to wait for a more favourable price. If delivery was done by a 20,000 litre truck, there could be a reserve amount in SMA's tank, so that fuel would not run out. There was discussion about finding a larger tank and obtaining a pump which could reduce by half the time to off load fuel, thus reducing the delivery fee. The Chair explained that when the price of fuel is reduced to be competitive, profit to SMA is reduced. It was also noted that there is a cost to SMA of prepaid fuel cards. Discussion covered the inter-related issues of sales, profit on fuel, volume of sales and discounts. It was agreed to consult with the pilot community before making any decisions based on the report. The Chair thanked Commissioner Danielli for his work.

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the Airport Manager be directed to make a presentation to the Commission at the next meeting on the costs of fuel, including expenses and revenue and input from the pilot meeting on January 17, 2024.

**Carried**

**9. Correspondence Requiring Action**

There was no correspondence requiring action.

**10. Public Notifications**

There were no public notifications.

**11. Reports**

**A. Financial Reports**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the financial reports be approved as presented.

**Carried**

The Chair noted that the deficit is likely to be in the range of \$11,600 for 2023, in part because not as much revenue as anticipated was received for farmland. Donations pledged so far total \$39,000. The Chair agreed to clarify with the Municipality of Brockton the amount of property taxes.

**B. APM's Report**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the APM's report be approved as presented.

**Carried**

The Airport Manager reviewed his report, highlighting fuel sales of \$20,500, the rental of a T hangar which is expected to continue, and rentals of the Boardroom and terminal space. He delivered and

installed a new fuel house which will protect the fuel pod investment and customers are thankful for this addition which will keep them warm and dry while fueling their aircraft. Runway lights have been replaced with LED lights which are expected to last 7 to 9 years, and the anticipated addition of a second septic system pump will ensure that there are no backups. Improvements to the basement make the space rentable as an office. He is keeping an eye out for a larger fuel tank, as well as for potential investors. It was highlighted that those making donations to the airport are eligible to receive a tax receipt allowing the amount to be claimed like a charitable donation. The Chair thanked the Airport Manager for taking the initiative to install the new fuel house which Commissioner Hanif noted is a great addition.

There was discussion about ensuring that damage is not done to airport facilities by those who rent space for Christmas parties, as happened in the past. It was clarified that those responsible were not allowed to rent the facility again.

**C. COPA 54/Friends of the Saugeen Municipal Airport Update**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the COPA54/Friends of the Saugeen Municipal Airport report be received for information.

**Carried**

Commissioner Danielli reported on the most December 9, 2023 meeting when the details of the Christmas party were finalized. Events planned for 2024 include Kids Fly SMA, and possibly a second event such as Rust Remover or having Harvards or Tiger Moths visit. Fundraising for the Canadian Inflight Information Broadcasting (CIFIB) system will include one or two barbeques and possibly a contest for the best landing, for which volunteers have already come forward to brief pilots and do the judging. There was positive feedback about the economic development session on November 8, 2023 and there was a request that the invitation to the Christmas party be sent to the municipal clerks, which resulted in representatives from West Grey and Hanover attending.

**12. New Business**

**A. 2024 SMA Budget**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission's budget for 2024 of \$436,200.00 be approved as presented.

**Carried**

The Chair reviewed the budget, noting that it was prepared with the assistance of Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover. The Chair noted that the budget provides for an overall 5% increase in municipal contributions, with individual increases being 4.9% for Brockton and 5% each for Hanover and West Grey. The budget projects a surplus for 2023 of \$11,295.

**B. Meeting with Brockton, West Grey and Hanover**

The Chair provided an update noting that West Grey and Hanover had received notice from the Municipality of Brockton inviting them to undertake a public process to consider authorizing a sale of the Airport. It is expected that this meeting will be held at the call of West Grey or Hanover in March or April 2024 and that all Councillors and Senior Management from the three municipalities will attend.

**C. Notes from Economic Development Session, November 8, 2023**

The notes were circulated in the meeting package and the Chair noted that the session was well received.

**D. Pilot Meeting, January 17, 2023, 4:00 p.m.**

This meeting will be held following the SMA regular monthly meeting and will cover issues related to fuel, a larger fuel tank, lease prices for 2024, and the meeting with Brockton, Hanover and West Grey.

**E. Web Site Management**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission award the contract for the management of its web site to Deja View Video and Digital Media Solutions.

**Carried**

The Chair noted the Commission issued a request for proposal for web site management on May 27, 2023, and the above proponent was chosen through that process.

**F. Inclusion of CPI Increases in SMA Agreements**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That this item be tabled to the next meeting.

**Carried**

The Commission discussed various aspects of this issue including which Consumer Price Index should be used, the types of agreements that it would apply to and whether SMA should set fees on an annual basis.

**G. Invoice from Montgomery Industrial Services**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the invoice from Montgomery Industrial Services in the amount of \$5,898.00 plus HST be approved for payment in January of 2024.

**Carried**

**H. Town of Hanover Flag**

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the Town of Hanover be requested to provide a flag at no charge to the Airport.

**Carried**

**13. Confirmation of Proceedings Resolution**

**Resolution** Moved by T. Hutchinson

Seconded by V. Danielli

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required. Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on December 20, 2023 are hereby confirmed and;

That the Chair and Vice Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in the proceeding, and;

This Resolution may be cited as the December 20, 2023 Confirmation of Proceedings Resolution.

**11. Adjournment**

**Motion** Moved by V. Danielli

Seconded by T. Hutchinson

That the Commission adjourn at 3:35 p.m..

**Carried**

**Next Meetings:** Wednesday, January 17, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport  
Wednesday, February 21, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport

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David Hocking, Chair

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Catherine McKay, Recording Secretary

# General Ledger

## Balance Sheet for Period Ending 2023-12-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	(18,262.64)
71-0001-0001	Petty Cash	200.00
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(6,564.71)
71-0003-0014	HST Federal Rebate	4,398.11
71-0003-0015	HST Provincial Rebate	7,036.88
71-0003-0021	Accounts Receivable	7,147.84
71-0012-0455	Inventory - Jet A	5,273.15
71-0012-0456	Inventory - 100L	14,446.26
71-0012-0458	Inventory - Merchandise for Resale	2,435.94
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(10,869.55)
71-0029-6430	Capital - Buildings	456,353.00
71-0029-6431	Buildings - Accumulated Amortization	(267,823.94)
71-0029-6440	Capital - Equipment & Machinery	238,031.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(143,657.50)
71-0029-6480	Capital - Infrastructure	2,021,065.72
71-0029-6481	Infrastructure - Accumulated Amortization	(1,967,842.91)
<b>TOTAL ASSETS</b>		<b>770,389.65</b>
71-0131-0081	Accounts Payable Control	16,653.26
71-0133-0150	Accrued Expenses	6,200.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	18,661.20
71-0135-0080	Loan - Hangar (Meridian)	53,227.36
71-0135-0081	Loan - Tractor (Brockton)	34,244.83
71-0160-0149	Amounts to be Recovered - Long Term Debt	(87,472.19)
71-0199-9998	Investment in TCA's	754,277.82
<b>TOTAL LIABILITIES</b>		<b>795,792.28</b>
71-0199-9999	Surplus/(Deficit)	(43,107.33)
Excess Revenue over (under) Expenditures		17,704.70
Total Fund Balance		(25,402.63)
Total Liabilities and Fund Balance		770,389.65

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
<b>Fund: 71 Saugeen Municipal Airport</b>								
<b>Category: 3???</b>								
<b>3800 Saugeen Municipal Airport</b>								
<b>Revenue</b>								
71-3800-0518	Donations	310.00	2,813.00	60,000.00	0.00	19,856.55	60,000.00	33.09
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	1,229.15	49,787.20	24,000.00	3,725.20	36,382.88	45,000.00	80.85
71-3800-0561	Sales - Aircraft 100LL	3,585.99	145,403.88	125,000.00	7,571.77	136,362.48	140,000.00	97.40
71-3800-0562	Sales - Aircraft Oil	0.00	203.00	100.00	15.00	70.65	100.00	70.65
71-3800-0563	Fees - Tie Down	0.00	1,255.00	700.00	30.00	260.00	500.00	52.00
71-3800-0564	Fees - Commercial Landing	150.00	375.00	900.00	150.00	3,600.00	1,000.00	360.00
71-3800-0565	Fees - Access	0.00	2,805.74	2,400.00	0.00	2,197.95	2,100.00	104.66
71-3800-0579	Misc Fees	5,136.63	19,592.09	12,700.00	3,208.64	25,400.94	12,700.00	200.01
71-3800-0610	Rentals - Rooms	1,510.00	5,049.65	3,300.00	499.50	3,844.00	5,000.00	76.88
71-3800-0611	Rentals - Kitchen	442.50	5,122.51	5,400.00	442.50	5,310.00	5,000.00	106.20
71-3800-0741	Lease - Hangars	0.00	13,953.68	13,600.00	0.00	16,221.44	17,000.00	95.42
71-3800-0742	Rentals - Hangars	0.00	19,100.40	22,000.00	0.00	20,932.80	22,000.00	95.15
71-3800-0747	Rentals - Farmland	0.00	30,607.96	20,000.00	0.00	16,395.24	25,000.00	65.58
71-3800-0881	A/R Penalty/Interest Charges	8.26	(81.82)	170.00	2.12	56.97	100.00	56.97
71-3800-0922	Bank Interest	55.21	822.31	400.00	0.00	764.24	500.00	152.85
71-3800-0934	Transfer from Reserves	0.00	10,063.69	0.00	0.00	14,429.36	14,400.00	100.20
71-3800-0945	Municipal Contributions	0.00	154,530.00	154,530.00	0.00	154,530.00	154,500.00	100.02
71-3800-0999	Proceeds on TCA Disposals	0.00	0.00	0.00	0.00	3,214.53	0.00	0.00
<b>Total Revenue</b>		<b>12,427.74</b>	<b>461,403.29</b>	<b>445,200.00</b>	<b>15,644.73</b>	<b>459,830.03</b>	<b>504,900.00</b>	<b>91.07</b>
<b>Expense</b>								
71-3800-2130	Supplies - Office	366.59	1,703.30	1,900.00	55.09	930.87	1,400.00	66.49
71-3800-2415	Purchases - Aircraft Jet A	(673.14)	30,948.16	19,000.00	0.00	28,263.55	30,000.00	94.21
71-3800-2416	Purchases - Aircraft 100LL	(1,505.99)	112,872.12	100,000.00	12,730.65	127,657.77	110,000.00	116.05
71-3800-2417	Purchases - Oil	127.75	127.75	0.00	144.73	144.73	0.00	0.00
71-3800-2418	Purchases - Diesel	100.35	8,134.31	6,000.00	0.00	4,779.70	7,000.00	68.28
71-3800-3005	Misc. Expenses	328.11	1,103.15	500.00	0.00	2,637.56	500.00	527.51
71-3800-3008	Service Agreements	15,005.49	112,477.21	113,500.00	9,790.92	114,537.28	124,100.00	92.29
71-3800-3128	Memberships	0.00	0.00	500.00	0.00	155.00	0.00	0.00
71-3800-3212	Telephone	266.26	1,417.00	1,500.00	86.40	1,385.12	1,000.00	138.51
71-3800-3213	Internet	84.94	899.69	1,100.00	59.90	642.40	1,000.00	64.24

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
71-3800-3214	Web Maintenance	212.50	3,618.82	1,500.00	90.00	2,372.48	1,500.00	158.17
71-3800-3234	Advertising & Promotions	30.91	229.73	600.00	0.00	1,632.50	2,000.00	81.63
71-3800-3300	Services - Bookkeeping	11,000.00	11,000.00	11,000.00	0.00	11,200.00	11,200.00	100.00
71-3800-3310	Services - Audit	6,179.25	6,179.25	5,500.00	0.00	7,466.43	6,200.00	120.43
71-3800-3311	Legal Services	1,612.50	25,887.50	15,000.00	1,053.00	6,441.00	9,000.00	71.57
71-3800-3312	Services - RNAV Maintenance	0.00	9,500.00	5,000.00	0.00	3,500.00	3,500.00	100.00
71-3800-3316	Consultant Fees	0.00	8,905.92	0.00	0.00	0.00	0.00	0.00
71-3800-3400	Maintenance - Grounds	456.71	3,020.66	3,000.00	425.00	4,762.62	9,800.00	48.60
71-3800-3405	Maintenance - Farmlands	0.00	5,409.31	5,100.00	0.00	0.00	5,500.00	0.00
71-3800-3410	Maintenance - SMA Building	0.00	2,236.61	2,000.00	251.30	3,574.47	3,000.00	119.15
71-3800-3411	Maintenance - Runways	0.00	1,107.60	15,000.00	0.00	0.00	20,000.00	0.00
71-3800-3413	Maintenance - Equipment	1,101.71	8,546.94	5,000.00	0.00	3,610.02	8,000.00	45.13
71-3800-3415	Maintenance - SMA Shop	239.21	890.01	1,300.00	671.48	858.47	2,500.00	34.34
71-3800-3627	Property Development	0.00	0.00	22,000.00	0.00	0.00	20,000.00	0.00
71-3800-3710	Insurance	0.00	12,471.84	13,000.00	0.00	12,849.84	13,000.00	98.84
71-3800-3712	Utilities - Water	81.95	383.45	400.00	0.00	182.36	400.00	45.59
71-3800-3713	Utilities - Gas - Terminal (0616)	162.41	1,738.58	3,000.00	124.65	782.85	2,200.00	35.58
71-3800-3714	Utilities - Gas - Garage (7504)	585.59	1,515.49	1,000.00	0.00	1,118.81	1,300.00	86.06
71-3800-3715	Utilities - Gas - Hangar (8140)	778.15	2,397.60	1,600.00	58.58	1,137.12	2,000.00	56.86
71-3800-3716	Utilities - Hydro Terminal (64112)	1,461.87	5,124.23	4,800.00	700.87	2,737.42	4,000.00	68.44
71-3800-3717	Utilities - Hydro Hangar (15965)	289.80	1,722.02	1,300.00	259.36	1,976.43	1,500.00	131.76
71-3800-3726	Property Taxes	0.00	19,247.77	19,000.00	0.00	24,066.80	19,300.00	124.70
71-3800-4110	Service Charges - Bank and Global	1,619.08	10,497.44	7,300.00	835.25	7,388.34	8,000.00	92.35
71-3800-4220	Interest Expense - Hangar & Tractor	410.88	3,932.12	3,100.00	398.72	5,077.97	4,800.00	105.79
71-3800-4410	Cashier (Over)/Short	0.01	0.10	0.00	(0.02)	0.45	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	37,455.70	49,000.00	13,000.00	0.00	38,250.00	7,000.00	546.43
71-3800-5213	Transfer to Reserve	0.00	0.00	22,000.00	(43,107.33)	0.00	44,200.00	0.00
71-3800-5230	Principal Payments on Loan	2,364.14	19,698.58	19,700.00	1,678.99	20,004.97	20,000.00	100.02
71-3800-6000	Amortization Expense - TCA	40,361.36	40,361.36	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	(40,361.36)	(40,361.36)	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		80,142.73	483,944.26	445,200.00	(13,692.46)	442,125.33	504,900.00	87.57
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(67,714.99)	(22,540.97)	0.00	29,337.19	17,704.70	0.00	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		(67,714.99)	(22,540.97)	0.00	29,337.19	17,704.70	0.00	0.00



# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
<b>REPORT SUMMARY</b>								
71-3800	Saugeen Municipal Airport	12,427.74	461,403.29	445,200.00	15,644.73	459,830.03	504,900.00	91.07
Fund 71 Total Revenue		12,427.74	461,403.29	445,200.00	15,644.73	459,830.03	504,900.00	91.07
71-3800	Saugeen Municipal Airport	80,142.73	483,944.26	445,200.00	(13,692.46)	442,125.33	504,900.00	87.57
Fund 71 Total Expenditure		80,142.73	483,944.26	445,200.00	(13,692.46)	442,125.33	504,900.00	87.57
Fund 71 Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	29,337.19	17,704.70	0.00	0.00
Report Total Revenue		12,427.74	461,403.29	445,200.00	15,644.73	459,830.03	504,900.00	91.07
Report Total Expenditure		80,142.73	483,944.26	445,200.00	(13,692.46)	442,125.33	504,900.00	87.57
Report Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	29,337.19	17,704.70	0.00	0.00



**SAUGEEN**  
**MUNICIPAL AIRPORT**

## Airport Manager's Report

December 1-31, 2023

### Sales

- From December 1-December 31 we had \$13327.61 in fuel Sales,
- Our Facebook presence has been well received within the community.
- Christmas parties have also generated revenue.
- New Years fly in was a bust with fairly bad weather, only one flight showed up due to the icing conditions, but still we had car traffic in to eat.

### Maintenance

- Lighting repairs were completed on the Ramp Area with new led bulbs installed, better performance hopefully longer lasting.
- Drywall repairs were completed in the basement and hallway. The room has been painted and the carpet was extracted and cleaned.
- Exit lighting repaired in terminal.
- Sand/grit applicator maintenance.

### Other points of interest

- Medivac has used the facility and the LPV approach multiple times this past month as well as fuel facilities.
- OPP, Versa Bank, Danzer Group have come in as well.
- We have found some fuel tanks one is a fuel tanker truck at \$9,999.00 the other is a fuel tank standalone at \$14,000.00 but would cost more to deliver. I will continue to investigate different options.
- The airport community has shown great support in the direction the airport is going but is hesitant about the looming exit of Brockton. Several Brockton residents have expressed how they do not feel the same as the current Council in the need for the airport and would like to know how they can communicate that with them, especially the Mayor.

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