



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, August 19, 2020, 1:30 p.m.

**Commissioners Present:** Dan Gieruszak, Chair  
Rebecca Hergert, Vice Chair  
Dave Hocking, Secretary  
Bill Roseborough  
Jack Zeinstra

**Commissioners Absent:** With Regrets – Moe Hanif and Kelani Stam

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
Paulette Peirol, Community Development Co-ordinator, Municipality of Brockton  
April Marshall, Economic Development Co-ordinator, Town of Hanover  
Jonathan Zettel, Co-ordinator, Office of the CAO, Municipality of West Grey  
Barry Heaney, Partner with BDO

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 1:32 p.m. and informed the Commissioners that he had been in touch with Ms. Stam who indicated that she expects to be able to attend meetings once again in the fall.

### 2. Approval of the Agenda

**Motion** Moved by B. Roseborough

Seconded by D. Hocking

That the agenda for August 19, 2020 be accepted as circulated.

**Carried**

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

None declared.

### 4. Delegations

The Commission received a delegation from Barry Heaney, Partner with BDO Canada regarding the audit conducted for the year ending December 31, 2019. Mr. Heaney reviewed the financial statements and made the following points in response to questions from Commissioners:

- The Management letter has been sent to the Director of Corporate Services/Treasurer for the Town of Hanover.
- The year covered by the audit was a transition year when bookkeeping was transitioned to the Town of Hanover.
- The audit contains some suggestions for improvement regarding bartering. It suggests that everything should be invoiced, even if bartered and that all fuel purchased through prepaid cards should be accounted for through a reconciliation process. The Airport Manager noted that a system has been put in place to do this.
- Cheques must have two signatures, and one cheque was cashed with only one signature. The Secretary noted all invoices are now sent to the Town of Hanover for payment and the Commission no longer issues cheques.
- The Town of Hanover has good controls and will have a process for approving expenditures. He agreed to contact the Town to confirm the process. Usually there is a dual approval to prevent misuse of funds which

takes place by reviewing of a list of payments. The Airport Manager noted that the current process is that she initials invoices for approval and sends them once a week to the Town for payment, keeping a copy for her records.

- The final financial statements should be forwarded to the Airport Manager.
- The Chair thanked Mr. Heaney for his detailed overview and Commissioners expressed appreciation for the audit being completed indicating that finances are being carefully managed. Mr. Heaney then left the meeting.

**Action** - The Secretary will confirm whether this process is acceptable to the Town and communicate the outcome to Mr. Heaney.

**Motion** Moved by R. Hergert

Seconded by D. Hocking

That the Commission approve the audit report as presented.

**Carried**

#### 5. Approval of June 29, July 13 & July 15, 2020 Minutes

It was noted that these minutes were included on a Municipality of West Grey meeting agenda before having been approved by the Commission. It was explained that the Clerk of West Grey receives Commission meeting packages containing minutes which will be approved by the Commission at the next meeting.

**Motion** Moved by D. Hocking

Seconded by R. Hergert

That the minutes of the June 29, July 13 & July 15, 2020 meetings of the Commission be approved as circulated.

**Carried**

#### 6. Action Item Update from Minutes

##### A. Updated Airport Rules and Regulations

A question was raised as to the need to rescind the Rules and Regulations approved at the Commission's meeting of July 15, 2020 or simply approve them as presented at this meeting. It was agreed that approving the updated version would be sufficient.

**Motion** Moved by J. Zeinstra

Seconded by B. Roseborough

That the Commission approve the updated Airport Rules and Regulations as presented at the August 19, 2020 meeting.

**Carried**

##### B. Restaurant Opening Updates

Discussions have taken place with the restaurant operator which concluded that COVID requirements covering tracing, cleaning, sanitizing, etc. would not permit the restaurant to open and make a profit. A functioning restaurant is important in attracting business and other options to provide food service at the airport were explored, such as having takeout only, providing a subsidy, having volunteers do some of the work, having local restaurants and service groups or clubs provide the service, providing limited service such as breakfast only or a coffee station, and as a trial for one month, hire the restaurant operator to provide service from 10 a.m. to 4 p.m. on Friday and Saturday. Some objections were raised to the last option as an unfair advantage, as the other municipalities that own the airport are seeing businesses in their areas close.

Questions were asked as to why the terminal building and washrooms have to be closed when the latest science shows that there is virtually no transmission of COVID-19 in washrooms and hand sanitizer use and masks will limit transmission.

A suggestion was made to give out SMA masks which would allow people into the terminal building sooner. Funding may be available from the Municipality of Brockton for Personal Protective Equipment and tourism. The deadline for applying for this funding is August 27, 2020. Paulette Peirol agreed to send information to the Airport Manager.

There will be a COPA meeting on Saturday, August 22, 2020 at which the issue will be raised as to whether COPA members could volunteer. Jack Zeinstra advised that COPA could possibly put on a barbeque once a month, but it does not have the resources to provide daily service. The restaurant operator will be invited to the COPA meeting.

The Chair concluded the discussion by noting that the restaurant will remain closed until January 1, 2021 unless further information is received to change this decision. He noted that a plan for the restaurant needs to be strategic and longer term, and solid justification is required for decisions regarding the restaurant.

**Actions**

- Jack Zeinstra and the Airport Manager will have a discussion with the restaurant operator.
- Jack Zeinstra will email a proposal to Commissioners following the COPA meeting.

**C. Notice of Commission Meetings & Reporting to Municipalities**

It was noted that agenda packages and minutes for Commission meetings are distributed to Brockton and West Grey, although Hanover requested minutes only.

**Action**

- The Commission will consider a plan regarding communication with municipalities at its next meeting.

**7. Correspondence Requiring Action**

There was none.

**8. Public Notification: Annual General Meeting September 19th**

The Chair confirmed the date of the AGM, noting that it is being held later this year than in the past due to COVID-19 and the changes in transferring financial record keeping to the Town of Hanover.

**9. August 19<sup>th</sup> Reports**

**A. Financial Reports (level of detailed documents)**

The Commission discussed the financial reports, covering the following points:

- The monthly statement from Meridian should be sent only to the Airport Manager as it is not beneficial to Commissioners as part of the meeting material.
- Siteminder requires a better long-term solution.
- A question was asked about principal payments on loans which are over budget and about maintenance of runways. The Chair noted that SMA has sizeable loans and the Airport Manager noted that runway maintenance was to be done the following day.

**Action**

- The Secretary will contact Christine Walker at the Town of Hanover to request that she get in touch with the Airport Manager so the two can be introduced.
- The Airport Manager is to contact Christine Walker about the payments on loans being over budget.

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission accept the Financial Reports as presented at the August 19, 2020 meeting.

**Carried**

**B. APM's Report**

The Chair thanked the Airport Manager for her report, noting that he has a weekly discussion with her. Discussion on this issue covered the following points:

- Fuel purchases are not the only way to track movement at the airport. Traffic can also be tracked on the runways and in the parking areas. The concern is movement after hours when O.P.P. or Ornge aircraft may be landing without paying landing fees. A unit can be purchased to track landings and an invoice could then be sent out to collect revenue. Companies which have landed outside of business hours would not be surprised to receive an invoice for landing fees, and there might be hundreds of dollars in

revenue which could be realized. The Airport Manager estimated that the unit would cost less than \$5,000.

- The Airport Manager confirmed that she has the tools to do her job, noting that Tech 360 had come in to update the system and that she needs a shredder. She stated that she appreciated the Commission asking.
- The Chair noted that he had discussed asset tracking with the Airport Manager and that the system for tracking purchases should be improved.
- With respect to leases, it was noted that they are for the width of the hangar plus 20 feet and cannot be changed by virtue of the rules. The Commission had previously set a formula for fees. The Chair added that only the amount can be negotiated without an arbitrator and any changes to any other conditions of a lease must go to arbitration. Future hangar owners do not need to come to the Commission regarding a lease. If the price is fair, the Airport Manager can enter into agreements, and there is a provision for annual increases. The last lease negotiated is to be used as a template for future leases.
- The Airport Manager wants to obtain an updated print out of the airport property line to clarify what property she is responsible for with respect to insurance, snow removal, etc. The property information can be accessed on line and is worth doing.
- The Airport Manager will not be making any verbal deals, preferring to make agreements in writing so everything is clear to everyone.
- The Commission thanked the Airport Manager for her very thorough report.

**Motion** Moved by R. Hergert

Seconded by B. Roseborough

That the Airport Manager's report be approved as presented at the August 19, 2020 meeting.

**Carried**

### **C. COPA 54 Update**

- An informal executive meeting will be held on Saturday, August 22 outside at the airport.
- The Snowbirds application has been submitted with June 16, 2021 as the first choice and June 23 as the second choice.
- Jack Zeinstra updated the Commission on his recent trip, noting that after areas moved into Stage 3, all were open, some had food open and fuel and terminals were open.

**Motion** Moved by R. Hergert

Seconded by B. Roseborough

That the COPA 54 update be accepted as presented at the August 19, 2020 meeting.

**Carried**

## **10. New Business**

### **A. Snowmobile Use of West Runway**

This issue had been raised by Rob Olds who noted a lot of traffic and concerns about certificates of insurance. The Airport Manager will be contacting the Snowmobile Association to clearly determine where the trails are. It was noted that cattle have been near the airport for years and the fence comes down in the fall.

**Action** – The Airport Manager is to get an update on where the trails and contact Brockton about written agreements, since it has had some requests.

### **B. September 26<sup>th</sup> – Culture Day at SMA**

April Marshall provided an overview of this event noting that Culture Day is a provincial program to encourage tourism and highlight a community. Hanover is doing a Culture Day in accordance with its Culture Plan, and West Grey and Brockton are in the planning stages. The day will feature antique cars and planes, food will be provided and it will be a great opportunity to get people out to the airport. The Airport Manager explained that the event will be outside and all proper COVID-19 protocols will be followed. Although 100 people may attend, they will not all be there at the same time. Attendees can be funneled in and out, while maintaining social distancing. The Airport Manager noted that some planes and cars had already been arranged (i.e. four of each) and they will be showcased on the apron.

The Commission also discussed the recommendation in the Airport Manager's report about the Fire Chief inspecting the terminal. The Chair noted that Brockton has a Fire Prevention Officer with authority to make recommendations and could be invited to inspect private hangars at the airport. It was agreed that this should be done in co-operation with the Hanover Fire Department, as there is a co-operation agreement between the two services.

**Actions**

- The Airport Manager is to invite Brockton's Fire Prevention Officer to do the inspections.
- The Chair will ask the Brockton Fire Department to copy the Hanover Fire Chief on all communication regarding the inspections.

Other attendees except the Airport Manager and the Recording Secretary left the meeting.

**11. In Camera**

**Motion** Moved by J. Zeinstra

Seconded by D. Hocking

That the Commission convene in closed session at 3:35 p.m. to discuss personal matters about identifiable individuals and the sale of land.

**Carried**

**Motion** Moved by R. Hergert

Seconded by J. Zeinstra

That the Commission reconvene in open session at 4:30 p.m.

**Carried**

**12. Direction Coming Out of In Camera**

- The Airport Manager will report all air related transgressions to Transport Canada by email with a copy to all Commissioners, and air and weather conditions at the time of any transgressions will be logged.
- The Chair will provide direction to the Commission's lawyer that it will not require property owners to provide written documentation about how they will prevent unauthorized access to airport property and that the Commission intends to deal with contraventions of access agreements as they arise.
- The Chair will discuss the air regulations infractions with the Commission's lawyer with a view to developing a recommendation for future action.
- The Airport Manager will write up the details of the air regulations infractions and submit them to Transport Canada.
- The Chair will further explore the proposed storage facility and report back to the Commission at its next meeting.

**13. Adjournment**


**Motion** Moved by R. Hergert

Seconded by B. Roseborough

That the Commission adjourn at 4:30 p.m..

**Carried**

**Next Meeting:** Wednesday, September 19, 2020 at 1:30 p.m.

  
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Dan Gieraszk, Chair

  
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Catherine McKay, Recording Secretary