



# SAUGEEN MUNICIPAL AIRPORT

**THE SAUGEEN MUNICIPAL AIRPORT COMMISSION**  
**REGULAR MEETING MINUTES**  
Wednesday, May 19, 2021, 1:30 p.m.

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

**Commissioners Absent:** Bill Roseborough  
Kelani Stam, Secretary

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
April Marshall, Economic Development Co-ordinator, Town of Hanover

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. 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 D. Hocking

That the agenda for May 19, 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 May 6, 2021 Minutes**

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the minutes of the May 6, 2021 meeting of the Commission be approved as circulated.

**Carried**

**6. Action Item Update from Minutes**

There were no action items from the minutes.

**7. Correspondence Requiring Action**

There was no correspondence requiring action.

**8. Public Notification**

There were no public notifications.

**9. May Reports**

**A. Financial Reports**

There were no questions or discussion of the report. The Chair suggested that given the impact of COVID-19, the Commission should establish an ad hoc committee to review the budget projections to end of the year prior to the June meeting. This would provide time to react to any over-budget or under-budget concerns. It was suggested that the committee be comprised of the Airport Manager and one or two Commissioners, and Christine Walker, of the Town of Hanover, if necessary. Tom Hutchinson volunteered to sit on the Committee.

He and the Airport Manager will set a date for a meeting and let the other Commissioners know so they can attend if they wish. The Chair will attend if his schedule allows.

It was also noted that a recommendation was made at the last meeting that draft motions be prepared prior to meetings.

**B. APM's Report**

The Airport Manager informed the Commission that there will be two new hangars this year. The question arose of purchase versus lease, and if land is available for purchase, what is required to sell it, such as a survey. Moe Hanif felt that it is not a good idea to sell land, as a buffer zone should be kept and once sold, land cannot be reclaimed. He did however, say that if land was used for aviation related businesses, this might be acceptable, although it was noted that this could defeat the purpose of the airport as a regional asset. The Chair noted budget concerns and that purchase and lease of land could have positive as well as negative impacts, and should be discussed once more information is available. The Chair added that there could be pent up demand which could materialize following the loosening of COVID-19 restrictions.

**C. COPA 54 Update**

Jack Zeinstra advised that COPA54 had not held a meeting so there was no update.

**Motion** Moved by J. Zeinstra

Seconded by M. Hanif

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

**Carried**

**Motion** Moved by M. Hanif

Seconded by J. Zeinstra

That an ad hoc committee be formed to review the mid-year budget to determine if any significant over or under budget potential exists due to unforeseen circumstances.

**Carried**

**10. New Business**

**A. Airport Fee Structure Update**

The Airport Manager reviewed the document *Airport Services For Saugeen Municipal Airport* included with the meeting material. She noted that airport users such as commercial, military and public sector aircraft, including medivac, often inquire about landing fees and seem prepared to pay fees. They do not always buy fuel, but the Airport is still providing services to them such as washrooms, a rest area and lounge. A government aircraft recently used the airport on three occasions and paid \$75 and medivac services landed five or six times. She added that some public sector clients buy a lot of fuel, although medivacs do not often buy fuel, but they are at the airport for an hour or so, and the airport provides space for them.

Crop spraying aircraft sometimes buy fuel and bring other vehicles such as tractors and trailers which use space at the airport, although last year, they did not buy any fuel. Jack Zeinstra suggested that crop dusters should be charged a fee other than a landing fee in light of the number of vehicles they bring to the airport. The Chair suggested the possibility of a fee covering a 24 hour period, with a certain number of landings during that time, a crop sprayer package, or a commercial landing fee that would allow multiple landings in a day, possibly unlimited for a corporation such as a helicopter ride service. Consideration could be given to waiving such fees with the purchase of fuel. It was agreed that the Airport Manager would work on wording for such fees.

With respect to snowplow fees, it was felt that they are fair but have not been formalized. The Chair noted that in the past, there was a private operator clearing snow in front of some hangars, but not all, since not all are used in winter. It was agreed that there should be transparency through a publicized formal fee for this and that access agreement owners should be informed about the fee.

The Airport Manager informed the Commission that she had received a special request about a rental fee per night for trailers from a family with six planes that wants to camp at the airport for three days in August. They also want to rent the terminal building to be able to go indoors, and they are aware of the fee. The Airport Manager looked at the rates charged by the Saugeen Valley Conservation Authority and Lobies Park in Walkerton, which are \$30 to \$40 a night with no services, and some parks charge per person. The family is

willing to pay \$15 per night per plane, but are unlikely to buy fuel. Dave Hocking questioned if this is wise and asked who would supervise the group to ensure they were abiding by protocols including wearing masks.

The Airport Manager said that the trailers would be placed on the grass at the south end of the airport and a snow fence would be put up for safety purposes. Moe Hanif said that he supports this activity at the airport and Jack Zeinstra agreed that reasonable fees should be charged. He added that there is an Ontario Regional Pilots Group on Facebook that provides a resource for information and news regarding aviation in Ontario. He also mentioned the possibility of working with Morrie's to rent trailers as accommodation people wanting to fly from the airport, which might attract business.

Discussion occurred about fees for tie downs and trailers. Jack Zeinstra noted that it is the same amount of work to do a tie down for one day as for three days, and that trailer fees should be separate. Dave Hocking suggested charging \$25 per night for a trailer and \$15 for a tie down, which could be waived with the purchase of fuel. April Marshall mentioned Harvests Hosts, a business that provides unique RV camping at businesses such as wineries, farms, museums, and other location, which might provide opportunities for the airport.

It was agreed that the Airport Manager would finalize this issue for the Commission's June meeting and the fees can then be posted on the SMA web site and communicated.

**B. Airport Development Fees**

**C. SMA Hangar Rental Fees/CPI**

Discussion took place as to whether SMA should increase fees on rental space by the CPI. The Airport Manager stated that invoices have been sent with a 1.3% CPI increase. Jack Zeinstra said that the fees for hangars on leased land go up by CPI.

**D. GRIP MOU/Insurance Update**

The Airport Manager informed the Commission that she does not yet have costing for insurance. It was suggested that the host of the event get the insurance and have the Airport added as an insured. She does not have a quote on the cost of this and has not yet had a chance to connect with the contacts provided by the Chair to find out what Brockton's practice is. She is also awaiting information from the Airport Manager in Centralia. The possibility of a rider on the insurance policy was suggested and the Chair said that Brockton passes the fee on to event organizers and options are being explored to get insurance versus the cost of a rider. The Chair noted that Brockton's insurance specifically excludes auto events. He stated that no promotion of this event has taken place so far, and perhaps it could go ahead next year.

**E. Municipal Agreement Update**

The Chair advised the Commission that he, Dave Hocking and Tom Hutchinson had met regarding the updates, and that the cost sharing section needs further discussion, along with the issue of how to present any changes to the municipalities. Dave Hocking suggested first presenting to the Chief Administrative Officers. The Chair expects changes to the agreement to be presented to the Board by its June meeting when authorization can be provided to share the changes with the CAOs. At the July or August meeting, the Commission can consider presentations to Councils.

**F. Property Development/Walking Trail**

The Airport Manager is following up regarding the lot where bush is to be cut back for hangar development space and there is a question of what to do with the trees that are to be removed. They could be mulched to create a walking track which could be done safely and would keep the birds and animals away from the runways. The possibility was raised of getting a service club interested, or seeking Trillium funding and this could be an additional positive element to promote the airport. Dave Hocking said that it is a great idea, but the issue is cost. The Chair noted that the Saugeen Valley Conservation Authority has a park near to the Kincardine airport and an agreement with a cross-country club whereby the SVCA does some maintenance as part of the partnership. It might be also possible to work with the Walkerton, Hanover and West Grey Rotary Clubs, although the issue is in preliminary discussions.

The Airport Manager said that the trail would follow the old railway bed, but not necessarily go all around the airport. Moe Hanif expressed concern about keeping people away from planes and runways, noting that in Port

Elgin people visiting the airport caused damage. The Airport Manager said that the area would be far enough away and signage and other features would keep people away from runways and planes. She said that it would be positive to use the trees as mulch and promote healthy activities. The Chair suggested that there could be a voluntary payment scheme with membership passes, and Jack Zeinstra noted that snowmobile trails are used without issue and such a project should be pursued in phases, starting small and then expanding. Moe Hanif said he would like to see a map of what is proposed.

**Motion** Moved by D. Hocking

Seconded by M. Hanif

That the Commission agree in principle to pursue the concept of a walking trail to better understand the implications.

**Carried**

**G. Goderich Council Supports Airport**

The Chair said that he plans to connect with the Mayor of Goderich to discuss the concerns and challenges faced by airports.

**11. In Camera**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission convene in closed session at 2:26 p.m. in order to address matters pertaining to 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 2:36 p.m.

**Carried**

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

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the Saugeen Municipal Airport Commission hereby approves the direction to staff as provided in the closed session.

**Carried**

**12. Adjournment**

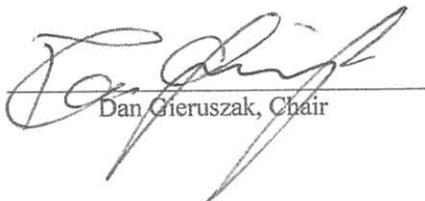
**Motion** Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission adjourn at 2:37 p.m..

**Carried**

**Next Meeting:** Wednesday, June 16, 2021 at 1:30 p.m.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary