



# SAUGEEN MUNICIPAL AIRPORT

## Agenda

Airport Commission Monthly Meeting  
Wednesday July 21 2021 | 1:30 p.m.

Zoom Room

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **DELEGATION(S): NONE**
5. **APPROVAL OF June 30th MINUTES**
6. **ACTION ITEM UPDATE FROM MINUTES**
  - a. Property Development / Walking Trail
  - b. RFP for restaurant services
  - c. Municipal Agreement Update
7. **CORRESPONDENCE REQUIRING ACTION**
  - a. In closed session
8. **PUBLIC NOTIFICATION: none**
9. **July REPORTS**
  - a. **2020 Audit**
  - b. **Financial Reports**
    - i. **Ag lands revenue**
  - c. **APM's Report**
  - d. **COPA 54 Update**
10. **NEW BUSINESS**
  - a. Book keeping / Accounting services
  - b. Repair / trade lawn equipment
  - c. Airport security / WIFI and cameras
  - d. Over night accommodations / policy
11. **IN CAMERA: That the Commissioners of the Saugeen Municipal Airport enter into Closed Session in order to address a matter pertaining to:**

- Security of property of the Saugeen Municipal Airport
- Personal matters about an identifiable individual, including employees/contractors
- A proposed or pending acquisition or disposition of land
- Litigation or potential litigation, including matters before administrative tribunals
- X 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 or a Crown agency of any of them
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization
- A trade secret or scientific, technical, commercial, financial information that belongs to Saugeen Municipal Airport and has monetary value or potential monetary value
- 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
- The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Saugeen Municipal Airport.

## 12. DIRECTION COMING OUT OF IN CAMERA

That the Commissioners of the Saugeen Municipal Airport hereby approve the direction provided to staff in Closed Session and further ....

## 13. ADJOURNMENT

### a. Next Zoom meeting: August 18th 1:30pm.

Join Zoom Meeting

<https://zoom.us/j/98932329984?pwd=M3NQa1JSaDUxdjBRYmk4Z21qTFZwZz09>

Meeting ID: 989 3232 9984

Passcode: 393526

One tap mobile

+12532158782,,98932329984#,,,,\*393526# US (Tacoma)

+13017158592,,98932329984#,,,,\*393526# US (Washington D.C)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

Meeting ID: 989 3232 9984

Passcode: 393526

Find your local number: <https://zoom.us/u/acoVHDQ6AH>



# SAUGEEN MUNICIPAL AIRPORT

**THE SAUGEEN MUNICIPAL AIRPORT COMMISSION**  
**SPECIAL MEETING MINUTES**  
Wednesday, June 30, 2021, 1:30 p.m.

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

**Commissioners Absent:** Dave Hocking, Vice Chair  
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 1:31 p.m.

**2. Approval of the Agenda**

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the agenda for June 30, 2021 be approved as circulated..

**Carried**

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

None declared.

**4. Delegations**

The Chair noted that this Special Meeting of the Commission had been called to receive a delegation from the Saugeen Valley Conservation Authority (SCVA). The SCVA was represented by Jennifer Stephens, General Manager/Secretary-Treasurer who introduced Conservation Authority staff member Michael Cook, Regulations Officer, who is responsible for the file and has experience at the Ontario Ministry of Natural Resources and Forestry. Also participating were Matt Armstrong, Regulations Coordinator, and Erik Downing, Manager, Environmental Regulations.

Ms. Stephens noted that she has worked with nine other Conservation Authorities in Ontario as well as with Conservation Ontario, and is familiar with the work of Conservation Authorities. She said that the purpose of the delegation is to determine how to work together with the Commission to move forward with the project in question and explain the constraints.

Mr. Cook explained that he has visited a few sites at the airport, including Site 1 where the Commission proposes to remove some trees and brush, and add fill in order to minimize updrafts and prevent animals and birds from interfering with aircraft. Mr. Cook noted that this area has characteristics of wetland which is protected and there are reasons for concern about the proposed work. There are two other areas, Sites 2 and 3, south of the runway where minor filling and regrading would be more acceptable.

Mr. Cook showed pictures of Site 1 with standing water and obvious wetland features, and also presented a map of the area showing the runway and hangars in the south-east. He noted that this area shows standing water in and south, and in the north, brush, forest and a stream, as well as a Wellhead Protection Area. Ms. Stephens shared visual information from the provincial Source Protection Information Atlas, which shows water intakes and Wellhead Protection Areas where limited activities can take place. This information showed Lake Rosalind wells which are under the direct influence of surface water which means that the lake, the rivers and upstream wetlands directly impact lake water quality. Ms. Stephens added that this information shows a

Significant Groundwater Recharge area and a good portion of the airport is covered by these areas where there are a lot of water dynamics between the surface and ground water, as the aquifers are closed to the surface. She then asked Mr. Cook to explain the hazard mapping.

Mr. Cook showed a visual which showed dashed red lines as the boundary of the wetland and the flood plain which would be full of water. There is a buffer area around the wetland, and activity such as tree removal in the buffer area can affect the wetland, information which was communicated to the Airport Manager and Murray McDonald at the time of the site visit. The Chair asked how the area could be a flood plain when the elevation of the airport is higher than the Saugeen River. Mr. Cook explained that flooding could come from the north and east of Lake Rosalind and Marl Lake, and spill down to the airport area. Mr. Downing explained that the regulatory storm, such as Hurricane Hazel in 1954, is the standard against which floods are measured and what is done in the flood plain has impact on Lake Rosalind and Marl Lake. He noted that the SCVA does not want to negatively affect the Commission's use of its property, but if it filled part of the flood plain, this would displace water and create a concern about the cumulative effect. He showed the hazard land mapping which he said is not engineered but is the best available information about where flooding would occur.

Bill Roseborough said that he has never seen any great amount of water that would harm the areas in question and asked if the SCVA would entertain allowing clean fill such as broken cement to be used since it would allow space for water to remain. Mr. Cook explained that a report would be required to show the hydrogeological effects, and qualified people would have to be retained to produce such a report. Bill Roseborough added that he has seen standing water, but never flowing water in the area, and asked the SCVA to take a look to see if large drainage material would be allowed to level the area to prevent updrafts. Mr. Downing said that the SCVA is interested in addressing the safety concerns related to updrafts and resolving the matter. He said that the opportunities for other natural ways to manage the situation and help the Commission to rework and reshape the area have not been exhausted. Ms. Stephens added that the SCVA is not saying no and acknowledges the safety of pilots as the first and foremost concern of the Commission. However, it is important to look at viable solutions and whatever is put in the wetland must be appropriate. She said that the SCVA could engage a Planning Ecologist to provide an expert opinion about whether the wetland is appropriately classed to receive remediation. She noted that there may be other management activities besides filling in the wetland and it is important to work on these in the interim before putting in fill without knowing the impacts.

Mr. Cook suggested the use of predatory birds to scare other birds away, as suggested on Transport Canada's web site. Jack Zeinstra noted that there are nesting geese in the area but they are not the biggest danger. Mostly, the danger is in approaching from the east, when a plane has to be low and trees in the area create a buffer, blocking the wind which causes a plane to drop 20 feet. So the height of the trees is critical and they need to be managed for aircraft safety in the final stages of landing. He suggested that a good solution would be to put fill where the hangars are. Mr. Downing said that it is important to understand the challenges of the area and find less intrusive approaches, with vegetation management being one option. He said that there are many vegetation options, some less expensive than others and the SCVA has concerns about the removal of vegetation in a wetland.

The Chair asked if engineering solutions would be one of the more expensive options, and if the red hatched area shown could be moved away from the runway. Mr. Cook confirmed that this would in fact be expensive and should be considered as a last resort. He added that the SCVA has no policy on moving a wetland and such an approach doesn't take into account drinking water protection and suggested looking at less invasive solutions.

The Chair mentioned that there is interest in building hangars in the area approaching the buffer zone but which is not shown as cross-hatched. Mr. Downing said that the buffer zone is the area where there would be no negative impacts on the hydrogeology and that buildings could be erected there without SCVA regulatory concerns.

The Chair asked what the steps are to proceed from this point and Ms. Stephens said that the first step forward is to know which trees are problematic. She added that the Airport Manager had broadly described what needs

to be done, but more specifics are required so the SCVA can say what specifically can be done and whether a compromise can be found. She said that she will reach out to her colleagues who have airports in the area of their conservation authorities to find out their approaches to wetlands, how to decrease the habitat for wildlife and get a more technical opinion.

The Chair said that in terms of next steps, the Airport Manager should identify the trees in the south west corner that are problematic and the SCVA will look at retaining ecology expertise regarding the impacts. He noted that Mr. Cook should reach out to the Airport Manager when necessary to obtain more details.

The Chair asked about the time frame for the SCVA to take its next steps and Ms. Stephens said that getting quotes will take a couple of weeks, and so should be available by the end of July. She noted, however, that everybody is booked up and she will keep the Commission informed through the Chair and the Airport Manager. The Chair confirmed that an interim report should be available for the Commission's meeting of August 18, 2021.

Moe Hanif thanked the SCVA for participating in the meeting, noting that it is interesting to learn about the different effects on water quality. He added that there were trees at the airport that created a lot of problems before they were taken down and constant trimming is required to eliminate cross winds. The Chair suggested that if trees were replaced with shrubs that grow five to ten feet, there would be no maintenance trimming required. Mr. Downing expressed concerns about clear cutting and heavy equipment being used, but pruning might be acceptable and perhaps selective cutting, along with planting species more conducive to the use of the area. Moe Hanif said that he would find this acceptable.

The Chair noted that the airport is affected by two things: the wellhead protection area and the wetland. Ms. Stephens said that these issues are never easy and in a more complicated situation like this one, the SCVA wants to work towards an amiable solution to allow safe operations at the airport and ensure that the requirements of the SCVA are met.

The Chair thanked the SCVA for its delegation which concluded at 2.25 p.m..

**5. Approval of June 16, 2021 Minutes**

**Motion** Moved by B. Roseborough

Seconded by J. Zeinstra

That the minutes of the May 19, 2021 meeting of the Commission be approved as circulated.

**Carried**

**6. Action Item Update from Minutes**

**A. GRIP/Autocross Insurance Update**

The Airport Manager informed the Commission that she has been in touch with Jack McDonnell but there is nothing new to report. The Chair confirmed that work on the issue will continue and the event can be held next year if necessary.

**7. Correspondence Requiring Action**

**A. Notice – Letter of Intent – Community Foundation Grey Bruce**

The Chair referenced the building of a walking trail on airport property with loops that would promote health and wellness in the general community while also contributing to airport safety. He reported that there had been a complication in that as a non-profit organization, SMA needs the support of one of its member municipalities. He has submitted the completed Letter of Intent to apply for funding for this project and discussed it with the Community Foundation Grey Bruce's Executive Director. He will provide updates to the Commission as things develop.

**8. Public Notification**

There were no public notifications.

**9. New Business**

There was no new business.

**10. In Camera & 11. Direction Coming out of In Camera**

There were no items for in camera or direction coming out of in camera.

**Adjournment**

**Motion** Moved by B. Roseborough

Seconded by T. Hutchinson

That the Commission adjourn at 2:30 p.m..

**Carried**

**Next Meeting:** Wednesday, July 21, 2021 at 1:30 p.m.

---

Dan Gieruszak, Chair

---

Catherine McKay, Recording Secretary

**Saugeen Municipal Airport**  
**Financial Statements**  
For the year ended December 31, 2020

---

	<b>Contents</b>
<b>Independent Auditor's Report</b>	2 - 4
<b>Financial Statements</b>	
Statement of Financial Position	5
Statement of Operations	6
Statement of Change in Net Debt	7
Statement of Cash Flows	8
Notes to Financial Statements	9 - 14

---

---

## Independent Auditor's Report

---

To the Members of Saugeen Municipal Airport

### Opinion

We have audited the financial statements of Saugeen Municipal Airport (the Entity), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, change in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations, its changes in net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.



## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Hanover, Ontario  
April \_\_, 2021

---

Draft - Subject to change

## Saugeen Municipal Airport Statement of Financial Position

December 31	2020	2019
<b>Financial assets</b>		
Cash	\$ -	\$ 18,548
Accounts receivable	26,099	19,185
Inventories	8,826	17,150
	34,925	54,883
<b>Liabilities</b>		
Bank indebtedness (Note 3)	500	-
Accounts payable and accrued liabilities	11,116	16,103
Deferred revenue	13,129	9,126
Long-term debt (Note 4)	146,576	165,720
	171,321	190,949
<b>Net debt</b>	<b>(136,396)</b>	<b>(136,066)</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 2)	778,416	799,326
<b>Accumulated surplus (Note 5)</b>	<b>\$ 642,020</b>	<b>\$ 663,260</b>

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

## Saugeen Municipal Airport Statement of Operations

For the year ended December 31	2020	2020	2019
	Budget	Actual	Actual
<b>Revenue</b>			
Aircraft fuel	\$ 123,600	\$ 104,619	\$ 135,966
Municipal contributions (Note 6)	150,000	150,000	138,374
User fees	77,400	37,338	37,465
Other revenue	3,500	33,882	30,691
	<u>354,500</u>	<u>325,839</u>	<u>342,496</u>
<b>Expenses</b>			
Advertising and promotion	2,000	152	1,068
Amortization of tangible capital assets	-	34,670	41,242
Bank charges and interest	8,000	7,306	8,035
Insurance	10,300	11,066	10,250
Interest on long-term debt	6,000	4,457	6,142
Fuel purchases	101,500	89,654	109,171
Membership fees	700	42	641
Office	2,500	3,019	5,289
Professional	9,300	22,589	18,692
Property tax	24,000	18,402	23,989
Repairs and maintenance	32,500	28,120	26,079
Service agreements	111,000	115,129	106,250
Telephone	2,700	2,495	2,405
Utilities	18,900	9,978	15,111
	<u>329,400</u>	<u>347,079</u>	<u>374,364</u>
<b>Annual surplus (deficit)</b>	25,100	(21,240)	(31,868)
<b>Accumulated surplus, beginning of year</b>	<u>663,260</u>	<u>663,260</u>	<u>695,128</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 688,360</u>	<u>\$ 642,020</u>	<u>\$ 663,260</u>

The accompanying notes are an integral part of these financial statements.

## Saugeen Municipal Airport Statement of Change in Net Debt

<b>For the year ended December 31</b>	2020	2020	2019
	Budget	Actual	Actual
<b>Annual surplus (deficit)</b>	\$ 25,100	\$ (21,240)	\$ (31,868)
Acquisition of tangible capital assets	-	(13,760)	(9,810)
Amortization of tangible capital assets	-	34,670	41,242
	-	20,910	31,432
<b>Change in net debt</b>	25,100	(330)	(436)
<b>Net debt, beginning of the year</b>	(136,066)	(136,066)	(135,630)
<b>Net debt, end of the year</b>	\$ (110,966)	\$ (136,396)	\$ (136,066)

The accompanying notes are an integral part of these financial statements.

## Saugeen Municipal Airport Statement of Cash Flows

For the year ended December 31	2020	2019
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Annual surplus (deficit)	\$ (21,240)	\$ (31,868)
Items not involving cash		
Amortization of tangible capital assets	34,670	41,242
	13,430	9,374
Changes in non-cash balances		
Accounts receivable	(6,914)	(1,266)
Deferred revenue	4,003	(6,381)
Inventories	8,324	(2,591)
Accounts payable and accrued liabilities	(4,987)	1,815
	13,856	951
<b>Capital activities</b>		
Acquisition of capital assets	(13,760)	(9,810)
<b>Financing activities</b>		
Repayment of long-term debt	(19,144)	(18,962)
<b>Decrease in cash during the year</b>	<b>(19,048)</b>	<b>(27,821)</b>
<b>Cash, beginning of year</b>	<b>18,548</b>	<b>46,369</b>
<b>Cash (bank indebtedness), end of year</b>	<b>\$ (500)</b>	<b>\$ 18,548</b>
<b>Represented by</b>		
Cash	\$ -	\$ 18,548
Bank indebtedness	(500)	-
	<b>\$ (500)</b>	<b>\$ 18,548</b>

The accompanying notes are an integral part of these financial statements.

---

# Saugeen Municipal Airport Notes to Financial Statements

December 31, 2020

---

## 1. Significant Accounting Policies

### Nature and Purpose of Organization

Saugeen Municipal Airport is a government partnership incorporated without share capital under the laws of the Province of Ontario. The organization provides airport services to the surrounding area.

The organization is a not-for-profit and, as such, is exempt from income tax and may issue income tax receipts to donors.

The organization is dependant on funding received from area municipalities through a service agreement with Town of Hanover, Municipality of Brockton and Municipality of West Grey. The participating municipalities make up the majority of the board of directors.

### Management Responsibility

The financial statements of the Saugeen Municipal Airport are the representations of management. They have been prepared in accordance with Canadian generally accepted accounting standards established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

### Basis of Accounting

These financial statements are prepared using the accrual basis of accounting. The accrual basis recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipts of goods or services and the creation of a legal obligation to pay.

### Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. The use of estimates is primarily related to the useful lives of tangible capital assets.

---

# Saugeen Municipal Airport Notes to Financial Statements

December 31, 2020

---

## 1. Significant Accounting Policies (continued)

**Revenue Recognition** User fee revenue is recognized when earned, as services are rendered to customers, providing the amount is fixed or determinable, and collectibility is reasonably assured.

**Government Transfers** Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**Contributed Materials and Services** Contributed materials and services which are used in the normal course of the organization's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if fair value can be reasonably estimated.

**Inventories** Inventory held for resale is stated at the lower of cost and net realizable value. Cost is determined on the first-in, first-out basis.

**Tangible Capital Assets** Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is based on the estimated useful life of the asset and is calculated as follows:

Land	- 20 years straight-line basis
Buildings	- 20 years straight-line basis
Equipment	- 10 years straight-line basis
Infrastructure	- 10 to 80 years straight-line basis



**Saugeen Municipal Airport  
Notes to Financial Statements**

**December 31, 2020**

**2. Tangible Capital Assets**

	2020					2019				
	Land	Buildings	Equipment	Infrastructure	Total	Land	Buildings	Equipment	Infrastructure	Total
Cost										
Beginning of year	\$ 429,022	\$ 456,353	\$ 185,031	\$ 2,007,165	<b>\$3,077,571</b>	\$ 429,022	\$ 446,543	\$ 185,031	\$ 2,007,165	\$ 3,067,761
Additions	-	-	4,000	9,760	<b>13,760</b>	-	9,810	-	-	9,810
End of year	<b>429,022</b>	<b>456,353</b>	<b>189,031</b>	<b>2,016,925</b>	<b>3,091,331</b>	<b>429,022</b>	<b>456,353</b>	<b>185,031</b>	<b>2,007,165</b>	<b>3,077,571</b>
Accumulated amortization										
Beginning of year	8,147	232,914	84,661	1,952,523	<b>2,278,245</b>	7,239	221,410	68,850	1,939,504	2,237,003
Amortization	908	11,637	17,143	4,982	<b>34,670</b>	908	11,504	15,811	13,019	41,242
End of year	<b>9,055</b>	<b>244,551</b>	<b>101,804</b>	<b>1,957,505</b>	<b>2,312,915</b>	<b>8,147</b>	<b>232,914</b>	<b>84,661</b>	<b>1,952,523</b>	<b>2,278,245</b>
Net carrying amount, end of year										
	<b>\$ 419,967</b>	<b>\$ 211,802</b>	<b>\$ 87,227</b>	<b>\$ 59,420</b>	<b>\$ 778,416</b>	<b>\$ 420,875</b>	<b>\$ 223,439</b>	<b>\$ 100,370</b>	<b>\$ 54,642</b>	<b>\$ 799,326</b>

---

## Saugeen Municipal Airport Notes to Financial Statements

December 31, 2020

---

### 3. Bank Indebtedness

	2020	2019
Bank overdraft	\$ 500	\$ -
	<b>\$ 500</b>	<b>\$ -</b>

The organization has an operating line of credit that bears interest at the credit union's prime rate minus 0.50%, calculated and payable monthly. The loan is secured by a general security agreement covering the assets of the corporation. At December 31, 2020, the organization has credit capacity under this facility of \$75,000.

---

### 4. Long-term Debt

	2020	2019
Demand loan Meridian, prime, payable in principal monthly installments of \$711 plus interest, due on demand	\$ 78,823	\$ 87,389
Demand loan Brockton, 2.7%, payable in blended monthly installments of \$1,048, due on demand	67,753	78,331
	<b>146,576</b>	<b>165,720</b>

Meridian demand loan is secured by a general security agreement over all present and after acquired personal property and the assignment of fire insurance indicating Meridian as first loss payee over inventory and equipment.

Principal repayments for the next five years and thereafter are as follows:

2021	\$ 19,400
2022	19,699
2023	20,005
2024	20,320
2025	20,643
Thereafter	46,509
	<b>\$ 146,576</b>

---

## Saugeen Municipal Airport Notes to Financial Statements

December 31, 2020

### 5. Accumulated Surplus

The accumulated surplus reported on the statement of financial position is comprised of the following:

	2020	2019
Invested in tangible capital assets	\$ 778,416	\$ 799,326
Amounts to be recovered	(146,576)	(165,720)
Reserve	32,693	32,693
General surplus (deficit)	(22,513)	(3,039)
Accumulated surplus	\$ 642,020	\$ 663,260

### 6. Municipal Contributions

Municipal contributions reported in the Statement of Operations are received from the municipalities in which the organization provides services from the following sources:

	2020	2020	2019
	Budget	Actual	Actual
Operating grants			
Town of Hanover	\$ 46,500	\$ 46,500	31 % \$ 42,896
Municipality of Brockton	63,000	63,000	42     58,117
Municipality of West Grey	40,500	40,500	27     37,361
	\$ 150,000	\$ 150,000	100 % \$ 138,374

### 7. Public Sector Salary Disclosure Act

No employees of Saugeen Municipal Airport were paid a salary of \$100,000 or more during the year.

---

## Saugeen Municipal Airport Notes to Financial Statements

December 31, 2020

---

### 8. Uncertainty due to COVID-19

The outbreak of the novel strain of the coronavirus, specifically identified as 'COVID-19', has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally resulting in an economic slowdown. As part of these measures the company temporarily closed a portion of its operations effective March 2020, which has impacted 2020 rental revenue. It may also impact future revenue when the organization reopens. In addition, as the impacts of COVID-19 continue there could be further impact on the organization. Given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time.

---

Draft - Subject to Review

# General Ledger

## Balance Sheet for Period Ending 2021-06-30

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	4,237.67
71-0001-0001	Petty Cash	188.50
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(8,271.53)
71-0003-0014	HST Federal Rebate	4,319.12
71-0003-0015	HST Provincial Rebate	6,910.60
71-0003-0021	Accounts Receivable	5,198.91
71-0012-0455	Inventory - Jet A	2,905.51
71-0012-0456	Inventory - 100L	4,403.48
71-0012-0458	Inventory - Merchandise for Resale	1,517.32
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(9,054.25)
71-0029-6430	Capital - Buildings	456,353.00
71-0029-6431	Buildings - Accumulated Amortization	(244,550.80)
71-0029-6440	Capital - Equipment & Machinery	189,031.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(101,803.40)
71-0029-6480	Capital - Infrastructure	2,016,925.00
71-0029-6481	Infrastructure - Accumulated Amortization	(1,957,505.22)
<b>TOTAL ASSETS</b>		<b>799,827.91</b>
71-0131-0081	Accounts Payable Control	(111.28)
71-0133-0150	Accrued Expenses	4,800.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	13,129.30
71-0135-0080	Loan - Hangar (Meridian)	74,557.36
71-0135-0081	Loan - Tractor (Brockton)	62,355.34
71-0142-0261	Reserves - Contingencies	3,166.74
71-0142-0263	Reserves - Runway	16,656.39
71-0142-0264	Reserves - Legal	12,869.92
71-0160-0149	Amounts to be Recovered - Long Term Debt	(136,912.70)
71-0199-9998	Investment in TCA's	778,417.33
<b>TOTAL LIABILITIES</b>		<b>828,928.40</b>
71-0199-9999	Surplus/(Deficit)	(21,813.73)
Excess Revenue over (under) Expenditures		(7,286.76)
Total Fund Balance		(29,100.49)
Total Liabilities and Fund Balance		799,827.91

**General Ledger**  
Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 6 Ending JUN 30,2021

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	0.00	4,000.00	0.00	0.00	100.00	0.00	0.00
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	100.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	1,671.72	20,288.61	30,000.00	4,327.96	13,092.73	30,000.00	43.64
71-3800-0561	Sales - Aircraft 100LL	5,403.83	83,871.15	92,000.00	11,315.21	43,245.73	92,000.00	47.01
71-3800-0562	Sales - Aircraft Oil	0.00	459.42	1,500.00	(0.01)	75.24	1,500.00	5.02
71-3800-0563	Fees - Tie Down	0.00	793.68	1,600.00	60.00	545.82	700.00	77.97
71-3800-0564	Fees - Commercial Landing	0.00	150.00	0.00	0.00	75.00	0.00	0.00
71-3800-0565	Fees - Access	2,800.00	2,800.00	2,800.00	0.00	2,618.00	2,400.00	109.08
71-3800-0579	Misc Fees	2,200.00	15,874.48	3,000.00	0.00	0.00	12,700.00	0.00
71-3800-0610	Rentals - Rooms	0.00	904.15	1,000.00	100.00	600.00	1,000.00	60.00
71-3800-0611	Rentals - Kitchen	0.00	0.00	3,500.00	0.00	0.00	2,000.00	0.00
71-3800-0741	Lease - Hangars	0.00	10,946.06	11,200.00	0.00	11,008.03	12,200.00	90.23
71-3800-0742	Rentals - Hangars	0.00	21,400.00	21,600.00	0.00	9,620.90	22,000.00	43.73
71-3800-0747	Rentals - Farmland	344.13	14,012.85	35,700.00	0.00	0.00	15,000.00	0.00
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	60.53	230.67	0.00	0.00
71-3800-0922	Bank Interest	18.17	338.97	500.00	8.04	86.34	500.00	17.27
71-3800-0934	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	8,200.00	0.00
71-3800-0945	Municipal Contributions	0.00	150,000.00	150,000.00	0.00	75,000.00	151,500.00	49.50
<b>Total Revenue</b>		<b>12,437.85</b>	<b>325,839.37</b>	<b>354,500.00</b>	<b>15,871.73</b>	<b>156,298.46</b>	<b>351,700.00</b>	<b>44.44</b>
<b>Expense</b>								
71-3800-2130	Supplies - Office	0.00	1,335.44	1,500.00	0.00	190.91	500.00	38.18
71-3800-2415	Purchases - Aircraft Jet A	3,710.44	14,814.78	18,000.00	0.00	7,295.16	18,000.00	40.53
71-3800-2416	Purchases - Aircraft 100LL	10,486.05	68,320.97	75,000.00	10,373.21	38,277.42	75,000.00	51.04
71-3800-2417	Purchases - Oil	0.00	228.49	1,500.00	0.00	0.00	500.00	0.00
71-3800-2418	Purchases - Diesel	0.00	6,289.66	7,000.00	1,142.11	4,204.96	7,000.00	60.07
71-3800-3005	Misc. Expenses	0.00	141.26	1,000.00	0.00	112.54	1,000.00	11.25
71-3800-3008	Service Agreements	12,807.69	115,128.90	111,000.00	12,692.31	54,841.22	113,500.00	48.32
71-3800-3128	Memberships	0.00	41.90	700.00	0.00	0.00	700.00	0.00
71-3800-3212	Telephone	121.46	1,535.04	1,500.00	112.95	672.98	1,500.00	44.87
71-3800-3213	Internet	79.99	959.88	1,200.00	159.98	479.94	1,200.00	40.00
71-3800-3214	Web Maintenance	0.00	1,683.46	1,000.00	83.41	999.39	1,500.00	66.63

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 6 Ending JUN 30,2021

Account	Description	Period	Previous Year Total		Current Year To Date			
			Actual	Budget	Period	Actual	Budget	Budget Pct Used
71-3800-3234	Advertising & Promotions	0.00	152.45	2,000.00	0.00	125.17	2,100.00	5.96
71-3800-3300	Services - Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-3310	Services - Audit	0.00	5,300.00	4,800.00	0.00	2,782.50	5,000.00	55.65
71-3800-3311	Legal Services	0.00	16,588.65	4,500.00	0.00	8,001.50	2,500.00	320.06
71-3800-3312	Services - RNAV Maintenance	0.00	1,500.00	500.00	0.00	0.00	3,000.00	0.00
71-3800-3400	Maintenance - Grounds	1,050.00	9,911.76	5,000.00	480.47	791.68	5,000.00	15.83
71-3800-3405	Maintenance - Farmlands	0.00	180.00	0.00	0.00	4,340.43	7,000.00	62.01
71-3800-3410	Maintenance - SMA Building	198.13	4,477.65	6,000.00	472.98	503.13	2,000.00	25.16
71-3800-3411	Maintenance - Runways	31.57	2,133.27	10,000.00	122.44	122.44	15,000.00	0.82
71-3800-3413	Maintenance - Equipment	31.79	9,720.39	10,000.00	146.23	448.15	8,500.00	5.27
71-3800-3415	Maintenance - SMA Shop	0.00	55.97	0.00	0.00	44.83	6,000.00	0.75
71-3800-3710	Insurance	0.00	11,065.68	10,300.00	0.00	11,710.44	13,300.00	88.05
71-3800-3712	Utilities - Water	0.00	196.12	400.00	0.00	86.04	400.00	21.51
71-3800-3713	Utilities - Gas - Terminal (0211)	177.47	2,627.41	4,000.00	167.96	222.18	3,000.00	7.41
71-3800-3714	Utilities - Gas - Garage (0212)	53.98	1,063.90	1,300.00	56.14	508.58	1,300.00	39.12
71-3800-3715	Utilities - Gas - Hangar (4032)	68.20	1,150.87	1,200.00	125.05	1,181.33	1,200.00	98.44
71-3800-3716	Utilities - Hydro Terminal (64112)	201.18	3,620.22	10,000.00	179.66	1,405.21	5,000.00	28.10
71-3800-3717	Utilities - Hydro Hangar (15965)	91.57	1,319.37	2,000.00	113.43	698.96	1,200.00	58.25
71-3800-3726	Property Taxes	0.00	18,402.34	24,000.00	0.00	9,183.00	19,000.00	48.33
71-3800-4110	Service Charges - Bank and Global	657.86	7,299.61	8,000.00	832.45	2,862.87	7,000.00	40.90
71-3800-4220	Interest Expense - Hangar & Tractor	341.39	4,457.15	6,000.00	299.48	1,828.88	4,400.00	41.57
71-3800-4410	Cashier (Over)/Short	(0.03)	6.14	0.00	(0.02)	(0.03)	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	0.00	13,760.00	0.00	0.00	0.00	0.00	0.00
71-3800-5213	Transfer to Reserve	0.00	0.00	6,600.00	0.00	0.00	0.00	0.00
71-3800-5230	Principal Payments on Loan	1,591.49	19,143.77	18,500.00	1,615.65	9,663.41	19,400.00	49.81
71-3800-6000	Amortization Expense - TCA	0.00	34,668.97	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	0.00	(34,668.97)	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		31,700.23	344,612.50	354,500.00	29,175.89	163,585.22	351,700.00	46.51
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(19,262.38)	(18,773.13)	0.00	(13,304.16)	(7,286.76)	0.00	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		(19,262.38)	(18,773.13)	0.00	(13,304.16)	(7,286.76)	0.00	0.00

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 6 Ending JUN 30,2021

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	12,437.85	325,839.37	354,500.00	15,871.73	156,298.46	351,700.00	44.44
Fund 71 Total Revenue		12,437.85	325,839.37	354,500.00	15,871.73	156,298.46	351,700.00	44.44
71-3800	Saugeen Municipal Airport	31,700.23	344,612.50	354,500.00	29,175.89	163,585.22	351,700.00	46.51
Fund 71 Total Expenditure		31,700.23	344,612.50	354,500.00	29,175.89	163,585.22	351,700.00	46.51
Fund 71 Excess Revenue Over (Under) Expenditures		(19,262.38)	(18,773.13)	0.00	(13,304.16)	(7,286.76)	0.00	0.00
Report Total Revenue		12,437.85	325,839.37	354,500.00	15,871.73	156,298.46	351,700.00	44.44
Report Total Expenditure		31,700.23	344,612.50	354,500.00	29,175.89	163,585.22	351,700.00	46.51
Report Excess Revenue Over (Under) Expenditures		(19,262.38)	(18,773.13)	0.00	(13,304.16)	(7,286.76)	0.00	0.00





# SAUGEEN MUNICIPAL AIRPORT

JULY 14, 2021

## Airport Manager's Report June 10 – July 14

### Summary

#### Fuel

100 LL - current 1899 L Price 1.91/L

Jet A - current 2536 L Price 1.20/L

Died Diesel -3/4 tank

Fuels sales for the past month = \$18,052.94 (Approx. \$6000.00 is from our private fuel card holders)

#### Social Media

- Airport Facebook page update since last report:  
Total of 12 posts with the following totalled results

People Reached	Engagement	Likes	Wow	Love	HaHa
4343	605	191	5	2	1

- Google my Business- as of the past month:  
(74 requests for directions, 71 visits to our website, 10 phone calls)
- Bing Places for Business- In the last 4 weeks, we've had 21 views.

#### Special Events

- Hangar builds have commenced and things are moving ahead nicely.
- Collaboration with flight school and TC...moving along well. Flight school anticipating opening late August/September.
- Collaborating with Walkerton High School...CO-OP student possibly commencing winter 2022.

#### Maintenance

- Grass cutting ongoing.
- Shop maintenance and equipment maintenance ongoing.
- Collaborating with all builders and companies involved with builds. Logging the steps and processes in hangar builds. Assisted with connecting water services for new hangar builds. Recommending and suggesting product types for underground work. Using water hookup from hangar GH to hose off/clean taxiway from dust, dirt and loose gravel, around builds.
- Maintenance in and around terminal building ongoing.

- First cut in hay fields have been done and waiting for reply from farmer. Second cut crop is growing back quickly.
- Replaced North windsock.

### **Flight Activity**

- Busiest flying day visits to the airport were Saturday June 13 with 28+ aircrafts, during office hours, followed by July 3 with 22+ aircrafts, during office hours.

### **Terminal/Office Activities**

- Still experiencing a high interest from pilots who wish to move, rent, build at SMA.
- Collaborating with public wanting to rent facilities.
- Collaborating with hangar builds.
- RFP for the restaurant has been sent out to the public.
- NOTAM's filed.
- Collaborating with the Town of Hanover regarding airport accounts.
- Podcast with Launchpad for kids interested in aviation careers.
- Siteminder troubleshooting.
- Welcomed two new pilots to our airport.
- Collaborating with CANPASS.
- Collaborating with LGBT Rainbow Registration Program.
- Donations accepted to airport the past month.
- Regular office duties, and commission meetings, ongoing.

This concludes my report,

Respectfully submitted,

Filomena McDonald  
Airport Manager