



# SAUGREEN MUNICIPAL AIRPORT

**THE SAUGREEN MUNICIPAL AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, July 21, 2021, 1:30 p.m.**

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

**Commissioners Absent:** Kelani Stam, Secretary

**Guests:** Filomena McDonald, Airport Manager  
Catherine McKay, Recording Secretary  
Rhys Thomas, Senior Staff Accountant,  
BDO, Hanover  
Paulette Peirol, Community Development  
Co-ordinator, Municipality of Brockton

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 1:33 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. Bill Roseborough advised the Chair that an obligation required him to leave the meeting at 1:45 p.m.

**2. Approval of the Agenda**

The Chair noted that Dave Hocking was not available for the start of the meeting due to a Hanover Town Council meeting and agenda item 9.A. would be delayed if necessary to ensure that he was present for that discussion.

**Motion** Moved by Tom Hutchinson

Seconded by B. Roseborough

That the agenda for July 21, 2021 be amended if necessary to ensure that Dave Hocking is available for item 9.A., and that the agenda be accepted as so amended.

**Carried**

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

None declared.

**4. Delegations**

There were no delegations.

**5. Approval of June 30, 2021 Minutes**

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the minutes of the June 30, 2021 meeting of the Commission be approved as circulated.

**Carried**

**6. Action Item Update from Minutes**

**A. Property Development/Walking Trail**

The Chair advised that the Commission's application for a grant to assist with this project was denied, so other opportunities to support the project will be pursued.

**B. RFP for Restaurant Services**

The Chair advised that the RFP was issued earlier in the day and the Airport Manager noted that it is advertised on the Airport and other web sites, as well as on *Google My Business* where it received 101 views. A local chef viewed the kitchen and the Airport Manager is waiting to hear back from him. The Chair thanked the Airport Manager and Bill Roseborough for their efforts with respect to restaurant services.

**C. Municipal Agreement Update**

There was no update on this item although it remains a high priority for this year. The Chair will meet with Dave Hocking and Tom Hutchinson to review the agreement.

**7. Correspondence Requiring Action**

The Chair noted that an email from Mr. Philip Englishman dated July 19, 2021 regarding a possible Code of Conduct violation on July 6, 2021 will be addressed in the closed session. He added that the O.P.P. were informed of the incident and the Commission will take appropriate action.

**8. Public Notification**

There were no public notifications.

**9. July Reports**

**A. 2020 Audit**

Discussion of this item was deferred until Dave Hocking joined the meeting at 2:25 p.m. when the Chair invited Mr. Thomas to present the results of the audit.

Mr. Thomas noted that the Commission receives monthly financial statements and Commissioners are therefore aware of the financial situation on a regular basis. He offered to answer any questions during his presentation and invited Commissioners to contact him after the meeting if they had further questions. Mr. Thomas reviewed the audit report, noting that there is no reason for reservations about the 2020 financial situation. He referred Commissioners to the Basis for Opinion on page 2, as well as the responsibilities of management and those charged with governance.

He reviewed the Statement of Operations (Income Statement) on page 6 of the Report, which shows a deficit of approximately \$20,000, and the Statement of Financial Position (Balance Sheet) on page 5. He also reviewed the Statement of Cash Flows, the Change in Net Debt and Note 2 concerning Tangible Capital Assets. He pointed out that the COVID note differs from 2019, and focuses on the uncertainty resulting from COVID.

The Chair noted that Mr. Thomas's presentation was very thorough and that the audit would be discussed further in the closed session.

**B. Financial Reports**

There were no questions regarding the Financial Reports.

**i. Ag Lands Revenue**

The Airport Manager reported that the first cut of hay brought in more than \$14,000 and the second cut expected in mid-August will bring half to three-quarters of that amount. The Chair noted that in 2020, \$14,000 was generated, so the Airport on the right path on this issue.

Moe Hanif acknowledged the efforts of Dave Kennedy and Rob Olds towards the success of the hay crop. Jack Zeinstra suggested inquiring whether the field needs to be fertilized. The Airport Manager explained that fertilizing has been done and is not necessary until spring 2022.

**C. APM's Report**

The Airport Manager informed the Commission that fuel sales are up and traffic has increased with visitors from nearby airports. She added that she receives weekly inquiries from pilots interested in coming to the Saugeen Municipal Airport. The Chair noted that the Commission should keep an eye on events regarding the Owen Sound and Wiarton airports, given that these are challenging times for airports.

**D. COPA 54 Update**

Jack Zeinstra informed the Commission that COPA 54 held a meeting on July 17, 2021 at which a presentation was made on the Canadian In-Flight Information Broadcasting (CIFIB) which allows pilots to get weather and traffic information in their planes at no cost, similar to the ADS-B system in the U.S.. This information is transmitted constantly from ground based systems and pilots receive it while flying. COPA 54 hopes to install such a system at the Saugeen Municipal Airport and it was noted that there is one in Stratford. The cost is \$4,000, \$2,000 for equipment and \$2,000 as an annual operating cost, most of which is for insurance. COPA 54 is considering funding this system for SMA.

COPA 54 has decided to delay applying for an appearance by the Snowbirds, to allow for some time following COVID to ensure that the skills are in place to effectively organize such an event.

Consideration is being given to putting on a gliding demonstration. There is a club near Conn but it only has one tow plane, whereas a club near Arthur has 3 tow planes and a champion glider pilot.

Jack Zeinstra thanked the Airport Manager for putting up a banner welcoming COPA 54 back to the airport.

Following the COPA 54 update, the Chair informed the Commission that an anonymous donation was made by a Brockton resident who read about the flag program and wanted to support the flying of the three municipal flags.

**10. New Business**

**A. Bookkeeping/Accounting Services**

The Chair noted that the Town of Hanover has been very good at providing bookkeeping and accounting services which saves \$8 – 9,000 per year. Hanover would like to explore the possibility of another municipality or service taking over this responsibility. Tom Hutchinson indicated that he forwarded the issue to West Grey's CAO last week but has not yet received any feedback. He agreed to follow up on the matter next week.

**B. Repair/Trade Lawn Equipment**

The Airport Manager informed the Commission that the lawnmower is currently in the shop for repairs to brackets which are estimated to cost \$700 plus HST.. The mower is still in good shape, being a 2017 model with 165 hours on it, which is low. The Airport is cutting more grass now due to brush having been removed and so a larger mower deck might save time and fuel. One quote has been received to replace the mower. Jack Zeinstra said that the brackets on a new machine will wear out the same as they did on the current one, so it would be better to repair it rather than replace it. The Chair added that a newer model will generate a higher trade-in value. The Commission asked the Airport Manager to keep an eye on any special offers that might be available and to bring the matter back to the Commission, particularly if she sees anything out of the ordinary.

**C. Airport Security/WIFI and Cameras**

The Airport Manager strongly suggested installing additional cameras, noting that there is currently one camera along with a notice to the public about it. She said that the Airport's WIFI works fine and that pilots use the WIFI for cameras at their hangars which amounts to a low cost service to them. Moe Hanif said that cameras are an inexpensive investment, and the Airport's credibility as a port of entry would be

enhanced with cameras that provide 360 degree coverage. The Airport manager is currently sourcing cameras and hopes to stay below \$1,000 for the purchase. She will bring the item back to the Commission at its August meeting.

**D. Overnight Accommodations/Policy**

The Airport Manager advised that the security cameras have shown vehicles driving erratically in the parking lot and one vehicle that was constantly parked at the airport. Moe Hanif noted that pilots sometimes stay overnight if they arrive late and do not want to drive a long distance home, but he is not aware of any full-time living arrangements at the Airport. It is positive, however, for the airport to be able to offer temporary accommodation to visiting pilots. Jack Zeinstra added that in poor weather conditions, it is convenient to be able to spend a night at an airport, but that there should not be on-going overnight stays unless the hangar is also a home. The importance of flexibility and making visiting pilots feel comfortable at the airport was emphasized.

It was agreed that a policy on this issue is not needed at this time.

**11. In Camera**

**Motion** Moved by T. Hutchinson

Seconded by J. Zeinstra

That the Commission convene in closed session at 2:49 p.m. in order to address personal matters about an identifiable individual, including employees/contractors and advice that is subject to solicitor/client privilege, including communications necessary for that purpose.

**Carried**

Mr. Thomas, 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. Bill Roseborough returned to the meeting at approximately 3:30 p.m..

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission reconvene in open session at 4:03 p.m.

**Carried**

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

**Motion** Moved by D. Hocking

Seconded by B. Roseborough

That the Saugeen Municipal Airport Commission approve the draft audited financial statements as presented and the direction to staff as provided in the closed session.

**Carried**

In a matter of Other Business, Dave Hocking raised the status of the GRIP Autocross Event. He said that it is his understanding that insurance is likely impossible to find due to the level of risk associated with such an event. The Airport manager is to follow up with her previous contacts on the matter.

**13. Adjournment**

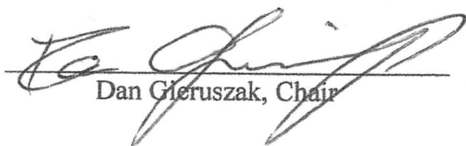
**Motion** Moved by J. Zeinstra

Seconded by D. Hocking

That the Commission adjourn at 4:05 p.m..

**Carried**

**Next Meeting:** Wednesday, August 18, 2021 at 1:30 p.m.

  
Dan Gieruszak, Chair

  
Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the Chair and the Recording Secretary.