



SAUGEEN MUNICIPAL AIRPORT

Agenda

Airport Commission Monthly Meeting
Wednesday September 15th 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 August 30th MINUTES**
6. **ACTION ITEM UPDATE FROM MINUTES**
7. **CORRESPONDENCE REQUIRING ACTION**
8. **PUBLIC NOTIFICATION:**
9. **SEPTEMBER REPORTS**
 - a. **Financial Reports**
 - b. **APM's Report**
 - c. **COPA 54 Update**
10. **NEW BUSINESS**
 - a) Regular monthly meeting schedule
 - b) Schedule Municipal Agreement Meeting
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
 - 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: October 20th Time TBD.

Join Zoom Meeting

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

Meeting ID: 989 3232 9984

Passcode: 393526

One tap mobile

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SAUGREEN MUNICIPAL AIRPORT

THE SAUGREEN MUNICIPAL AIRPORT COMMISSION
SPECIAL MEETING MINUTES
Monday, August 30, 2021, 3:00 p.m.

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

Commissioners Absent: None

Guests: David Reiter, Partner, Aird & Berlis
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 3:01 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 J. Zeinstra

That the agenda for August 30, 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 August 18, 2021 Minutes

Motion Moved by J. Zeinstra

Seconded by T. Hutchinson

That the minutes of the August 18, 2021 meeting of the Commission be amended to show in item 6 C that \$9,000 to \$12,000 is the cost of a replacement tractor and that the minutes be approved as so amended.

Carried

6. Correspondence Requiring Action

Correspondence requiring action was referred to the closed session.

7. Public Notification

There were no public notifications.

8. New Business

There was no new business.

9. In Camera

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the Commission convene in closed session at 3:07 p.m. in order to address advice that is subject to solicitor/client privilege, including communications necessary for that purpose, and 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

Mr. Reiter, 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 would be readmitted once the Commission reconvenes in open session.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission reconvene in open session at 4:33 p.m.

Carried

The Chair welcomed the guests back into the open session.

11. Direction Coming Out of In Camera

Motion Moved by J. Zeinstra

Seconded by D. Hocking

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

Carried

13. Adjournment

Motion Moved by T. Hutchinson

Seconded by B. Roseborough

That the Commission adjourn at 4:34 p.m..

Carried

Next Meeting: Wednesday, September 15, 2021 at 1:30 p.m.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary

General Ledger

Balance Sheet for Period Ending 2021-08-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	62,279.61
71-0001-0001	Petty Cash	188.50
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(6,249.56)
71-0003-0014	HST Federal Rebate	3,681.93
71-0003-0015	HST Provincial Rebate	5,651.03
71-0003-0021	Accounts Receivable	7,066.70
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)
TOTAL ASSETS		859,862.85
71-0131-0081	Accounts Payable Control	(447.13)
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)	73,135.36
71-0135-0081	Loan - Tractor (Brockton)	60,539.91
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	(133,675.27)
71-0199-9998	Investment in TCA's	778,417.33
TOTAL LIABILITIES		828,592.55
71-0199-9999	Surplus/(Deficit)	(21,813.73)
Excess Revenue over (under) Expenditures		53,084.03
Total Fund Balance		31,270.30
Total Liabilities and Fund Balance		859,862.85

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 8 Ending AUG 31,2021

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
Fund: 71 Saugeen Municipal Airport								
Category: 3???								
3800 Saugeen Municipal Airport								
Revenue								
71-3800-0518	Donations	0.00	4,000.00	0.00	0.00	1,100.00	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	816.79	20,288.61	30,000.00	1,890.85	18,680.90	30,000.00	62.27
71-3800-0561	Sales - Aircraft 100LL	11,369.23	83,871.15	92,000.00	20,319.70	76,692.49	92,000.00	83.36
71-3800-0562	Sales - Aircraft Oil	21.02	459.42	1,500.00	42.00	169.74	1,500.00	11.32
71-3800-0563	Fees - Tie Down	0.00	793.68	1,600.00	73.27	769.09	700.00	109.87
71-3800-0564	Fees - Commercial Landing	0.00	150.00	0.00	225.00	450.00	0.00	0.00
71-3800-0565	Fees - Access	(1,800.00)	2,800.00	2,800.00	0.00	2,618.00	2,400.00	109.08
71-3800-0579	Misc Fees	515.26	15,874.48	3,000.00	2,913.30	3,097.17	12,700.00	24.39
71-3800-0610	Rentals - Rooms	200.00	904.15	1,000.00	0.00	700.00	1,000.00	70.00
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	(344.13)	10,946.06	11,200.00	0.00	11,082.37	12,200.00	90.84
71-3800-0742	Rentals - Hangars	0.00	21,400.00	21,600.00	5,166.30	14,787.20	22,000.00	67.21
71-3800-0747	Rentals - Farmland	1,468.60	14,012.85	35,700.00	300.00	14,764.12	15,000.00	98.43
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	0.00	215.02	0.00	0.00
71-3800-0922	Bank Interest	22.41	338.97	500.00	55.52	165.29	500.00	33.06
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	75,000.00	150,000.00	150,000.00	0.00	151,500.00	151,500.00	100.00
Total Revenue		87,269.18	325,839.37	354,500.00	30,985.94	296,791.39	351,700.00	84.39
Expense								
71-3800-2130	Supplies - Office	0.00	1,335.44	1,500.00	95.96	286.87	500.00	57.37
71-3800-2415	Purchases - Aircraft Jet A	2,873.83	14,814.78	18,000.00	3,148.72	14,450.96	18,000.00	80.28
71-3800-2416	Purchases - Aircraft 100LL	6,182.89	68,320.97	75,000.00	11,697.61	64,411.95	75,000.00	85.88
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	0.00	4,204.96	7,000.00	60.07
71-3800-3005	Misc. Expenses	0.00	141.26	1,000.00	0.00	170.52	1,000.00	17.05
71-3800-3008	Service Agreements	8,538.46	115,128.90	111,000.00	9,136.54	72,439.30	113,500.00	63.82
71-3800-3128	Memberships	0.00	41.90	700.00	0.00	0.00	700.00	0.00
71-3800-3212	Telephone	121.47	1,535.04	1,500.00	119.95	909.38	1,500.00	60.63
71-3800-3213	Internet	79.99	959.88	1,200.00	0.00	559.93	1,200.00	46.66
71-3800-3214	Web Maintenance	0.00	1,683.46	1,000.00	77.00	1,159.80	1,500.00	77.32

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 8 Ending AUG 31,2021

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
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	5,300.00	5,300.00	4,800.00	2,782.50	5,565.00	5,000.00	111.30
71-3800-3311	Legal Services	29.00	16,588.65	4,500.00	0.00	12,630.74	2,500.00	505.23
71-3800-3312	Services - RNAV Maintenance	0.00	1,500.00	500.00	0.00	3,000.00	3,000.00	100.00
71-3800-3400	Maintenance - Grounds	108.26	9,911.76	5,000.00	347.28	1,192.89	5,000.00	23.86
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	96.16	4,477.65	6,000.00	120.68	943.81	2,000.00	47.19
71-3800-3411	Maintenance - Runways	0.00	2,133.27	10,000.00	10,000.00	10,194.42	15,000.00	67.96
71-3800-3413	Maintenance - Equipment	76.42	9,720.39	10,000.00	676.78	1,124.93	8,500.00	13.23
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	158.04	400.00	39.51
71-3800-3713	Utilities - Gas - Terminal (0211)	99.45	2,627.41	4,000.00	0.00	342.47	3,000.00	11.42
71-3800-3714	Utilities - Gas - Garage (0212)	27.07	1,063.90	1,300.00	0.00	550.19	1,300.00	42.32
71-3800-3715	Utilities - Gas - Hangar (4032)	27.63	1,150.87	1,200.00	0.00	1,267.06	1,200.00	105.59
71-3800-3716	Utilities - Hydro Terminal (64112)	270.69	3,620.22	10,000.00	250.91	1,865.89	5,000.00	37.32
71-3800-3717	Utilities - Hydro Hangar (15965)	93.75	1,319.37	2,000.00	127.90	919.48	1,200.00	76.62
71-3800-3726	Property Taxes	15,282.58	18,402.34	24,000.00	0.00	9,183.00	19,000.00	48.33
71-3800-4110	Service Charges - Bank and Global	801.53	7,299.61	8,000.00	951.49	4,641.76	7,000.00	66.31
71-3800-4220	Interest Expense - Hangar & Tractor	334.45	4,457.15	6,000.00	292.43	2,412.27	4,400.00	54.82
71-3800-4410	Cashier (Over)/Short	(0.01)	6.14	0.00	0.04	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	1,595.47	19,143.77	18,500.00	1,619.74	12,900.84	19,400.00	66.50
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
Total Expense		41,939.09	344,612.50	354,500.00	41,445.53	243,707.36	351,700.00	69.29
Dept Excess Revenue Over (Under) Expenditures		45,330.09	(18,773.13)	0.00	(10,459.59)	53,084.03	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		45,330.09	(18,773.13)	0.00	(10,459.59)	53,084.03	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 8 Ending AUG 31,2021

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
REPORT SUMMARY								
71-3800	Saugeen Municipal Airport	87,269.18	325,839.37	354,500.00	30,985.94	296,791.39	351,700.00	84.39
Fund 71 Total Revenue		87,269.18	325,839.37	354,500.00	30,985.94	296,791.39	351,700.00	84.39
71-3800	Saugeen Municipal Airport	41,939.09	344,612.50	354,500.00	41,445.53	243,707.36	351,700.00	69.29
Fund 71 Total Expenditure		41,939.09	344,612.50	354,500.00	41,445.53	243,707.36	351,700.00	69.29
Fund 71 Excess Revenue Over (Under) Expenditures		45,330.09	(18,773.13)	0.00	(10,459.59)	53,084.03	0.00	0.00
Report Total Revenue		87,269.18	325,839.37	354,500.00	30,985.94	296,791.39	351,700.00	84.39
Report Total Expenditure		41,939.09	344,612.50	354,500.00	41,445.53	243,707.36	351,700.00	69.29
Report Excess Revenue Over (Under) Expenditures		45,330.09	(18,773.13)	0.00	(10,459.59)	53,084.03	0.00	0.00



SAUGREEN MUNICIPAL AIRPORT

September 8, 2021

Airport Manager's Report August 11 - Sept 8

Summary

Fuel

100 LL - current 6076 L Price 2.19/L (price has gone up)

Jet A - current 943 L Price 1.30/L (waiting for fuel delivery)

Died Diesel -just below 3/4 tank

Fuel sales for the past month = \$20,848.22 (\$9,109.09 is from our private fuel card holders and this number is up) .

Social Media

- Airport Facebook page update since last report:

Total of 8 posts with the following totalled results (numbers are up again!)

People Reached	Engagement	Likes	Wow	Love	HaHa
9221	1335	253		16	

- Google my Business- as of the past month:
(138 requests for directions, 105 visits to our website, 10 phone calls) all these numbers are up! The restaurant operator announcement received 211 views on Google my Business, with an additional 2,942 hits on the Facebook page.
- Bing Places for Business- In the last 4 weeks, we've had 48 views. This number is up!

Special Events

- Hangar builds are still ongoing. Hangar IJ has walls, roof and spray foam done. Hangar KL has walls done.
- Collaboration with flight school and TC...moving along well. Flight school anticipating base inspection September.
- Hope Air event barbeque went well, good turn out, raised \$6125.00 for a total of 8325.00 for the year, with 77+aircrafts and 1 helicopter.
- Flying family/friend camping weekend went well. Group so thankful for opportunity.
- Launch Pad brought teenagers to the airport for a tour, this was in collaboration with their career week camp.
- Opening of The Landing Gear Diner to open around Sept 22.
- Cultural Day celebration with cars, planes, music and food on Sept. 25th. 10-3pm

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. 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.
- Collaborating with restaurant. Removed center island in kitchen, repurposing it as a work station in basement. Removal of old kitchen equipment, preparing space for all new kitchen equipment.
- Installed new lock set on SMA hangar door at south end.
- Cleaning and painting lighting equipment along runway.
- Labelling wiring panel in terminal building.

Flight Activity

- Busiest flying day visits to the airport was Aug 15 with 77+ airplanes, during office hours and Sept 4 we had 18 flights during office hours.

Terminal/Office Activities

- Collaborating with prospects, wanting to build, rent, buy, hangar space.
- Dining area has been booked for general public meetings.
- Collaborating with hangar builds.
- Restaurant lease signed.
- Collaborating with the Town of Hanover regarding airport accounts.
- Siteminder troubleshooting.
- Monthly inspection on fuel hoses was done all good.
- All airport fire extinguishers, terminal safety lights, and kitchen extinguishers have been recertified, had to install new light in hallway near washrooms.
- Office dual altimeters have been sent out for calibration, they have failed test, waiting for quote for replacements/refurbished ones.
- Regular office duties, and commission meetings, ongoing.

This concludes my report,

Respectfully submitted,

Filomena McDonald
Airport Manager