



SAUGEEN MUNICIPAL AIRPORT

**THE SAUGEEN MUNICIPAL AIRPORT COMMISSION
REGULAR MEETING MINUTES**
Wednesday, November 17, 2021, 7:00 p.m., Airport Boardroom

Commissioners Present: Dan Gieruszak, Chair
Kelani Stam, Secretary
Harold Fleet (for Dave Hocking)
Moe Hanif (via Zoom)
Tom Hutchinson
Bill Roseborough

Absent: Dave Hocking, Vice Chair
Jack Zeinstra

Guests: Catherine McKay, Recording Secretary
Filomena McDonald, Airport Manager
Barry Tschirhart, COPA 54

1. Call to Order

The Chair called the meeting to order at 7:03 p.m. The meeting was also available by Zoom.

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by B. Roseborough

That the agenda for November 17, 2021 be amended to add item 11 C Naming of Access Roads in Recognition of Canadian and SMA Aviation History, 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 October 20, 2021 Minutes

Motion Moved by B. Roseborough

Seconded by K. Stam

That the minutes of the October 20, 2021 meetings of the Commission be amended as follows:

- In Item 10 A, delete “not” in the last sentence of the first paragraph, change “two” to “one” in the second sentence of the second paragraph, and in the third sentence change “owning five feet” to “responsible for five feet”.
- In item 10 B, change the second sentence to read “This arose as a result of the Manager contacting Gregory Furtney, Director of Operations for the Municipality of Brockton who said that Brockton would not clear the snow” and add “Once the underwriters understood the significance of plowing Saugeen Airport Road, they approved the extension of the Airport’s snow plowing coverage.”

and that the minutes be approved as so amended.

Carried

6. Action Item Update from Minutes

There were no action item updates from the minutes.

7. Correspondence Requiring Action

A. Insurance Quotes

The Airport Manager informed the Commission that quotes are being finalized.

B. Notice from Office of the Ombudsman

The Chair advised that the Office of the Ombudsman has notified him of a complaint, which is in the preliminary stages, against the Commission relating to a closed meeting. He noted that the Airport should

likely formalize its procedures in a by-law, and he will request the Municipality of Brockton and other municipalities to provide copies of their procedural by-laws.

8. Public Notification

There were no public notifications.

9. Information

A. West Grey Recommendation Report of the Integrity Commissioner Respecting a Complaint Against Councillor Hergert

The Chair noted that the report was provided for information in the meeting package.

10. September Reports

A. Financial Reports

The Airport Manager informed the Commission that the maintenance staff have done a lot of work “in house”, resulting in only a portion of the maintenance budget for the year being used so far.

The Chair noted that in his presentation to West Grey Council on November 16, 2021 he highlighted the Airport’s revenue and expense management which resulted in revenue being up 8% over a 12 month period. He commended the Airport Manager’s attention to detail and her results in cost containment, managing access agreements and timely collection of fees. Additional positive developments include new restaurant management, a new flight operations school, acquisition of the Canadian In-Flight Information Broadcasting System, and record donations. He added that the Airport’s commitment to the municipalities in 2021 recognized the difficulties created by COVID and therefore requested a 0.7% increase in the levy for 2021. Overall, he said that the Airport has had a tremendous year.

B. APM’s Report

The Commission received the report.

C. COPA 54 Update

Barry Tschirhart reported that COPA 54 has been busy with the In Flight Broadcasting System which will provide an extra level of aviation safety. Agreements have been made with Stratford and Burlington and work continues to set up the system at SMA. Brantland has paid the capital expense for the system, and operational expenses will be covered by fundraising, although a radio licence is still needed to set up the system. COPA 54 will be meeting via Zoom on Saturday, November 20, 2021, and its Christmas party will be held on Saturday, December 18, 2021 at the Airport restaurant by invitation only. Invitations will be sent out by email and vaccination certificates will be required. Depending on COVID restrictions, COPA 54 hopes to hold a “Rust Remover” event next year for pilots to ensure that their aviation knowledge is current. This event would include presentations by NavCanada and Transport Canada, with more than 50 planes expected to attend. Depending on the status of COVID vaccinations for kids, COPA hopes to establish a COPA for Kids event.

D. Business Plan Development

Commissioner Hutchinson provided an overview, noting that the subcommittee held a productive working session on November 10, 2021 which generated ideas for the business plan in terms of where SMA is now and where it hopes to be in five years. The subcommittee hopes to complete a draft plan at its next meeting, present it to stakeholders and then to the three municipalities. The Chair noted that the plan is tactical rather than strategic and will cover the next 12/24/60 months with revenue and expense targets to set a clear understanding of the future direction.

Motion Moved by T. Hutchinson

Seconded by B. Roseborough

That the Commission accept the Financial Reports, the APM’s Report, the COPA 54 Update and the Business Plan Development update as presented.

Carried

11. New Business

A. Update on Easement for Hydro Line Crossing Rob Old's Property

The Airport Manager advised that since the easement has been in place for more than 10 years, a survey is required and the SMA has to contact a lawyer to express its interest in the easement. The Chair noted the possibility of decades of old agreements.

B. Odour in Terminal Building

The Airport Manager reported that the sewage odour which had been noticeable for some time in the basement has become stronger, and since there have been more people recently, it required investigation. As a result, the vent pipes on the roof have been extended and caps removed from the pipes. The septic lines were examined by video and found to be clear with the exception of one which was cleared, although it was not contributing to the odour. A smoke test was done when the restaurant was closed and through holes in the basement bulk head, it revealed toilet seals were leaking. All toilet seals were replaced. The Airport Manager noted that the toilets in the building are water saving which she feels are not appropriate for a commercial building. It was important to do this work as the airport anticipated a busy weekend and holiday events are currently being booked. No odour has been detected since the work was completed. Commissioner Roseborough asked if the basement is well ventilated. The Airport Manager explained that the basement had been rented out in the past and the tenant finished a portion of it which prevents necessary access to the ceiling. The Manager also explained that the basement has radon alarms and Commissioner Roseborough suggested obtaining a free radon test kit, which monitors for radon for six months, after which the kit is sent away and a report is then provided.

C. Naming of Access Roads in Recognition of Canadian and SMA Aviation History

The Chair explained that a number of donations have been received this year, with others pending. Some donors have expressed concern about what would happen to their donation in the event of privatization of the airport since they do not want to donate to a private enterprise. The Chair and the Airport Manager have discussed the issue of naming the access roads in light of the upcoming 60th anniversary of the airport. An ad hoc committee was suggested to handle donor recognition, with naming of roads being one element of such recognition, along with an event to be held in December as a kick off for the 60th anniversary year in 2022. Commissioner Roseborough noted that one donor has given a significant amount and should be recognized appropriately. The Chair noted that it is important to identify those who have been involved over the past 60 years, and ways to acknowledge their contributions should be explored, including holding a media event.

The ad hoc committee will consist of Dave Hocking, Tom Hutchinson, Bill Roseborough and Barry Tschirhart. Any other Commission members are welcome to participate.

Tom Hutchinson asked if the SMA has an asset naming policy. He agreed to reach out to the Clerk of the Municipality of West Grey which has such a policy. He also asked about a policy covering the airport's flags. The Airport Manager stated that the airport follows the policies of the municipalities and she will provide more information on this at the next meeting. The Chair noted that municipalities have flag policies and the airport should be proactive on this issue.

12. In Camera

There were no items for an in camera session.

13. Direction Coming Out of In Camera

There was no direction coming out of in camera.

In a matter of Other Business, Commissioner Hutchinson thanked the Chair for his delegation to West Grey Council, noting that he had done a superior job in his presentation. The Chair said that it was a pleasure to present to West Grey Council.

In response to a question from Commissioner Hanif, the Chair noted that the Integrity Commissioner's report is a public document which was included in the meeting package and the Integrity Commissioner's presentation is available on YouTube.

14. Adjournment

Motion Moved by K. Stam

Seconded by B. Roseborough

That the Commission adjourn at 7:40 p.m..

Carried

The Chair noted that there were six guests who watched the meeting on Zoom and he thanked them for attending.

Next Meeting: Wednesday, December 15, 2021 at 7:00 p.m., Airport Boardroom and/or via Zoom at the discretion of the Chair.



Dan Gieruszak, Chair



Catherine McKay, Recording Secretary