



SAUGREEN MUNICIPAL AIRPORT

THE SAUGREEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, January 19, 2022, 7:00 p.m., via Zoom

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

Absent: None

Guests: Filomena McDonald, Airport Manager (at 7:15 p.m.)
Catherine McKay, Recording Secretary

1. Call to Order

The Chair called the meeting to order at 7:00 p.m. and wished those attending a Happy New Year. Two guests were admitted to the meeting.

2. Approval of the Agenda

Motion Moved by D. Hocking

Seconded by M. Hanif

That the agenda for January 19, 2022 be amended to add item 10 B Notice of Motion to Amend the Respect in the Workplace Policy 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 December 15 and 22, 2021 Minutes

Motion Moved by T. Hutchinson

Seconded by B. Roseborough

That the second sentence in item 9 E of the minutes of the December 15, 2021 be amended to read "... and needs to conform to current legislation ..." and that the Minutes be approved as so amended, and that the minutes of the December 22, 2021 meeting be approved as circulated.

Carried

6. Action Item Update from Minutes

There were no action item updates from the minutes.

7. Correspondence Requiring Action

A. Email from Municipality of Brockton

The Chair referred to the correspondence advising that the Commission refer its governing documents such as Letters Patent, By-laws, etc. to legal counsel to ensure that they comply with the new Not-For-Profit Corporations Act, noting that some may be more than 10 years old. Accordingly, a quote will be sought from legal counsel for the cost of bringing them into compliance with the Not-For-Profit-Corporations Act and the Municipal Act. Commissioner Hocking reminded the Commission that the CAO of the Town of Hanover had previously suggested that the three municipal partners share the cost of legal fees to review the municipal agreement. He suggested that the quotes for work on the governing documents be sent to the three municipalities so they can see the costs and that the quotes be broken down into two components, one for ensuring compliance with the Not-For-Profit Corporations Act, and a second

for work on the municipal agreement. The Chair requested that the Airport Manager spearhead the work of an ad hoc committee to put together a Request for Quote from three or four legal firms.

Commissioner Hutchinson advised that after one more meeting of the Ad Hoc Business Plan Committee, a first draft of the Plan will be ready for Commissioners to review and will then be sent out to the municipal partners. The Chair asked Commissioner Hutchinson to schedule the meeting of the Ad Hoc Committee for the following week if possible.

Commissioner Hocking noted that he had been asked at the Town of Hanover's Economic Development Committee meeting when input on the Business Plan might be sought from the municipal Economic Development Managers. Commissioner Hutchinson advised that input from pilots is scheduled to be heard in January or February, followed by input from Economic Development staff.

B. Trespass, Code of Conduct, Respect in the Workplace

The Chair informed the Commission of an incident which occurred on December 31, 2021, but which did not lead to the issuing of trespass notices. The Commission may send out a reminder regarding the policy to ensure a common understanding of expected behaviour.

8. Public Notification

There were no public notifications.

9. Reports

A. Financial Reports

The Chair noted that the levy to municipalities increased by 2% in the 2022 budget and that the Commission's efforts for the year will focus on generating revenue and establishing a program to celebrate the airport's 60th anniversary which will be a significant contribution to the budget.

Commissioner Hocking asked about events planned for the anniversary and whether a committee will be established regarding the naming program. He suggested that there should be public recognition and events with guests invited including past pilots and others. The Chair noted that discussion has taken place about a series of events and it is important to ensure that local media is aware.

In response to a question from Commissioner Roseborough, the Chair noted that a committee has been established for the street naming and he asked the Airport Manager to review minutes from November and December of 2021 to clarify the members.

Dave Hocking noted that he has in the past been involved in setting up community events and fundraising and it is important to take a professional and systematic approach including starting early with appropriate criteria, deciding who needs to be approached, and setting up a workplan by focusing on the end date and planning backwards to establish the actions to be taken.

Commissioner Roseborough noted that at a past meeting, Commissioner Hocking was to bring forward a document from the Town of Hanover regarding naming rights. Commissioner Hocking confirmed that he obtained this document and forwarded it to the Airport Manager who is awaiting similar documents from Brockton and West Grey.

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the financial reports, including the 2022 budget, be accepted as circulated.

Carried

B. APM's Report

i. Insurance Policy Quotes

The Airport Manager reviewed the quotes, noting that due to increased fuel sales, \$5,550 has increased to \$5,750 as a result of increased fuel sales. Commissioner Zeinstra explained that the liability insurance does not cover air shows, and additional insurance is purchased for such events.

ii. Crop Prices

The Airport Manager explained that two quotes had been received, one from Sprucedale Agromart, which did the work in the past, for \$5,607.00, and one from Lang Farms which ranged from \$4,700.00 to \$5,100. On another matter relating to crops, the Airport Manager clarified that tenders are to be put out for the purchase of hay bales if negotiations for bales are unsuccessful with the current farmer.

Motion Moved by J. Zeinstra

Seconded by M. Hanif

That the Commission accept: the Airport Manager's report; the 2022 insurance policy quotes from National Aviation Insurance Brokers Ltd. in the amount of \$5,750 and Unica Insurance in the amount of \$6,261.84; and the Lang Farms quote to a maximum of \$5,100 plus HST.

Carried

C. COPA 54 Update

Jack Zeinstra reported that COPA 54 did not meet. Meetings have been suspended until COVID restrictions allow in person meetings. He said that the In-Flight Broadcasting Information System should be in place in February.

10. New Business

A. Notice of Amendment to Procedural By-law

The Chair advised that the purpose of this item is to provide notice that an amendment to the by-law to permit virtual/hybrid meetings and adopt a delegation request form will be put forward at the Commission's next meeting.

B. Notice of Motion to Amend the Respect in the Workplace Policy

The Chair advised that the purpose of this item is to provide notice that an amendment to the policy will be put forward at a future meeting of the Commission. The amendment will serve to reduce dangers in the workplace by including more detail in the policy to cover violence and harassment issues such as bullying. He added that the Occupational Health and Safety Act requires employers to have a policy on Harassment & Violence and that other organizations' policies include such provisions.

In a matter of Other Business, the Commission discussed quotes received for paving at the new hangars at the south end of the airport. Quotes were requested from four firms: MEI of Chesley, Schmidt's Paving the Murray Group, and Sutherland (now Walker Industries) which declined to submit a quote due to the size of the job and distance. The quotes received were for the following amounts: \$16,717.00 from MEI, \$19,711.00 from Schmidt's Paving and \$21,325.74 from the Murray Group. The Airport Manager explained that the Airport's portion of the paving cost will be approximately \$5,000 and the remainder of the expense is to be shared between the two hangar owners, with one paying about \$1,000 and the other about \$10,000. The Airport might have an additional cost for extra gravel if needed. With respect to apportioning the cost, Commissioner Zeinstra said that when paving was done for his hangar, the company billed him directly for his portion.

Motion Moved by M. Hanif

Seconded by T. Hutchinson

That the Commission accept the quote for paving submitted by MEI in the amount of \$16,717.00, and that approval be given for the airport to pay approximately \$5,000 of the cost.

Carried

In a further matter, the Airport Manager was not available at the beginning of the meeting due to difficulties connecting via the internet, and since she was not present for comments relating to the Business Plan, Commissioner Hutchinson reiterated that one additional meeting is required to wrap up the plan. The Airport Manager noted that she is currently working on the Plan which will be submitted to the Ad Hoc Committee and then to pilots. She added that the plan is almost complete and looks very good. The Chair confirmed that one more meeting of the Ad Hoc Committee will be held to review a final draft of the plan. Commissioner Hutchinson said that he will be attending the Rural Ontario Municipal Association meeting next week but will be able to connect with the Airport Manager regarding the Business Plan.

Commissioner Hutchinson raised the possibility of changing the time of Commission meetings to the afternoon, as 7:00 p.m. meetings conflict with several other of his obligations. It was noted that the change to 7:00 p.m. was at the request of a member who is no longer on the Commission. Commissioner Hanif said that afternoon meetings are not possible for him due to work obligations, however after June 2022, he will have more flexibility. It was agreed that meetings would continue to be held at 7:00 p.m. and Commissioner Hutchinson offered to ask the other organizations he is involved with to adjust their schedules if possible.

11. In Camera

There were no items requiring an in camera session.

12. Direction Coming Out of In Camera

There was no direction coming out of in camera.

13. Confirmation of Proceedings Resolution

Resolution Made by D. Hocking

Seconded by J. Zeinstra

Whereas the Saugeen Municipal Airport Commission deems it expedient that the proceedings of meetings be confirmed and adopted;

Now Therefore the Saugeen Municipal Airport Commission Enacts as Follows:

- 1.0 That the actions of Commission at its meeting held on January 19, 2022 in respect to each report, motion, resolution or other actions recorded and taken by at said meeting, is hereby adopted, ratified and confirmed, and furthermore;
- 2.0 That the Chair and appropriate representatives are hereby authorized and directed to do all things necessary to give effect to the said action referred to in the proceeding, and;
- 3.0 That the Chair and Secretary, and their designates, are hereby authorized and directed to execute all documents as may be necessary on behalf of the Commission and to affix the corporate seal to all such documents as necessary;
- 4.0 That the Treasurer, or their designates, is hereby directed to execute any documents necessary on behalf of the Saugeen Municipal Airport Commission, and to affix the corporate seal to all such documents, as may be necessary;
- 5.0 That this resolution shall come into effect upon final passage;
- 6.0 This Resolution may be cited as the January 19, 2022 Confirmatory Resolution.

14. Adjournment

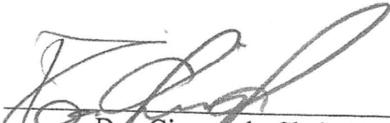
Motion Moved by D. Hocking

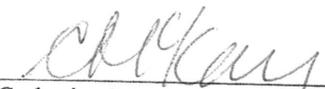
Seconded by M. Hanif

That the Commission adjourn at 7:45 p.m..

Carried

Next Meeting: Wednesday, February 16, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair.


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.