



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, February 16, 2022, 7:00 p.m., via Zoom

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

Absent: Moe Hanif

Guests: Filomena McDonald, Airport Manager
Catherine McKay, Recording Secretary

1. Call to Order

The Chair called the meeting to order at 7:00 p.m.. One guest was admitted at 7:01 p.m..

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by D. Hocking

That the agenda for February 16, 2022 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. Adoption of January 19, 2022 Minutes

Motion Moved by J. Zeinstra

Seconded by D. Hocking

That the minutes of the January 19, 2022 meeting be approved as circulated.

Carried

It was clarified that the minutes of the December 15, 2021 meeting were corrected to show that the Town of Hanover does in fact have the required Confirmation of Proceedings on its Council agendas, and it was further noted that the Municipality of West Grey likely does as well.

6. Action Items Arising from Minutes

A. Amendment to Procedural By-law (To Permit Virtual/Hybrid Meetings – And Delegation Request Form)

Motion Moved by T. Hutchinson

Seconded by D. Hocking

That By-law No. 2022-01, Being a by-law of the Saugeen Municipal Airport Commission to amend By-law 2021-01, being a By-Law to govern the proceedings of the Commission and the conduct of its members and the calling of the meetings of the Saugeen Municipal Airport and its Committees and Boards be amended and that it be taken as read a first, second, and third time, finally passed, and signed by the Chair and the Recording Secretary, and that the Delegation Request Form be approved as presented at the January 19, 2022 meeting.

Carried

7. Correspondence Requiring Action

A. Email from Concerned Pilot

The Chair noted that the Airport Manager had looked into this situation in which a pilot expressed concern about vehicles being parked too close to a hangar and that the issue has been resolved.

8. Public Notification

There were no public notifications.

9. Reports

A. Financial Reports

Motion Moved by B. Roseborough

Seconded by D. Hocking

That the financial reports be accepted as presented.

Carried

B. APM's Report

Motion Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission accept the Airport Manager's report and approve the SMA Flag Policy as presented.

Carried

C. COPA 54 Update

Commissioner Zeinstra reported that COPA 54 will not be meeting until next month and is awaiting the installation of the In-Flight Broadcasting Information System.

D. SMA Business Plan

The Chair noted that the Business Plan is close to being in final draft form. The Airport Manager added that she expects the draft to be ready for the meeting of the Ad Hoc Business Plan Committee on February 23, 2022, to be attended by Mayors and CAOs. Commissioner Zeinstra asked about the response to the plan from the pilot community and the Airport Manager noted that 15 pilots will be attending a meeting on the plan, also scheduled for February 23, 2022. The Chair added that following these meetings, the plan will be refined and brought forward for Commission approval.

E. 2022 60th Anniversary

The Chair advised that there were no updates on this item, but it is important to move ahead with plans for events, as it is now February. He suggested that a meeting of the Ad Hoc Committee on the Anniversary should be scheduled.

10. New Business

A. Rental and Lease Agreements

The Airport Manager advised that the agreements need to be looked at with respect to services and cost. She will bring forward a more comprehensive report at next month's meeting.

B. Block/Barrier Relocation

The Chair noted that there are three concrete blocks at the end of an airport access road and the Airport Manager advised that they are on airport property and have been vandalized with paint. She advised that given the weather and wet ground, it is best to leave them where they are until they can be moved without damaging the ground.

C. Other

The Chair advised that the Commission had received a recommendation from the Municipality of Brockton that its letters patent, and by-law be updated, and that it ensure compliance with the Ontario Not-for-Profit Corporations Act. A request for quote has gone out to four legal firms with a request to respond by March 1, 2022 for legal work in two parts, one to cover updating of letters patent, the by-law and policies, and a second for updating of the Municipal Agreement to ensure compliance with the Not-for-Profit Corporations Act.

Commissioner Hocking reminded the Commission that it had previously been suggested that the cost of this legal work be shared amongst the three municipalities. He clarified that Hanover is agreeable to this, but he does not speak for Brockton or West Grey.

In an additional item of new business, Commissioner Hocking asked the Airport Manager if the airport is suitability as a wedding venue. She responded that it is suitable and two weddings are already booked for later in the year. Weddings could be held in the Terminal Building, and there are grassed areas where a tent could be erected. Anyone holding a wedding at the airport would have to use the restaurant's catering services. Commissioner Zeinstra said that in the past weddings have been held in hangars and pilots were asked to avoid the area for two hours. He added that hangar owners are responsible for their guests' behaviour, and that the events were successful. The Chair noted that it is important to ensure safety at all airport events.

The Airport Manager said that in the fall, after the two weddings have been held, she will bring proposals forward to cover weddings at the airport.

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 T. Hutchinson

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 the Commission at its meeting held on February 16, 2022 in respect to each report, motion, resolution or other actions recorded and taken by the Commission at said meeting, are 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 actions 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, are 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 February 16, 2022 Confirmatory Resolution.

Carried

14. Adjournment

Motion Moved by D. Hocking

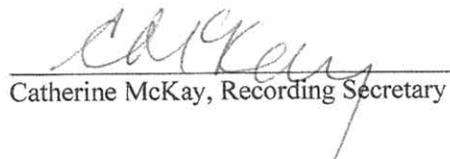
Seconded by J. Zeinstra

That the Commission adjourn at 7:21 p.m..

Carried

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


Dan Gieruszak, Chair


Catherine McKay, Recording Secretary