



SAUGEEN MUNICIPAL AIRPORT

Agenda

Airport Commission Special Meeting
Saturday April 30th 2022 | 2:00 p.m.
ZOOM ROOM

1. Call To Order
2. Approval Of Agenda
3. Declaration of Pecuniary Interest
4. Delegation(s): None
5. Adoption of April 20th Minutes
6. Action Items Arising from Minutes
7. Correspondence Requiring Action
8. Public Notifications: None
9. Reports: None
10. New Business
11. **In Camera Session Scheduled:** That the Commissioners of the Saugeen Municipal Airport enter into Closed Session in accordance with Section 239(1) of the Municipal Act in order to address a matter pertaining to:
 - Security of property of the Saugeen Municipal Airport
 - **XPersonal matters about an identifiable individual, including employees/contractors specifically regarding Code of Conduct and Respect in the Workplace Policy**
 - A proposed or pending acquisition or disposition of land
 - **XLitigation or potential litigation, including matters before administrative tribunals, specifically regarding Code of Conduct and Respect in the Workplace Policy**
 - 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 on behalf of the Saugeen Municipal Airport
- The meeting is held for the purpose of educating or training the members (Section 239 93.1) of the Act) 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

Rise and report that the Commissioners of the Saugeen Municipal Airport hereby approve the direction provided to staff in Closed Session and further

13. Confirmation of Proceedings Resolution

Made by _____ Second by _____

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 _____, in respect to each report, motion, resolution or other actions recorded and taken 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 This Resolution may be cited as the _____ Confirmatory Resolution.

14. Adjournment

Next Meeting: May 18th 7:00 pm.

Join Zoom Meeting

<https://us06web.zoom.us/j/89732424204?pwd=ZU53WjViY1B3MkE1Vm5TYUdGZE1DUT09>

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SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, April 20, 2022, 7:00 p.m., via Zoom

Commissioners Present: Dan Gieruszak, Chair
Moe Hanif
Bill Roseborough
Jack Zeinstra

Absent: Dave Hocking, Vice Chair

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

Absent: Tom Hutchinson

1. Call to Order

The Chair called the meeting to order at 7:01 p.m. and admitted one guest.

2. Approval of the Agenda

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the agenda for April 20, 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 April 6, 2022 Minutes

Motion Moved by B. Roseborough

Seconded by D. Hocking

That the minutes of the April 6, 2022 meeting be approved as circulated.

Carried

6. Action Items Arising from Minutes

There were no action items arising from the minutes.

7. Correspondence Requiring Action

There was no correspondence requiring action.

8. Public Notification

There were no public notifications.

9. Reports

A. Financial Reports

The Airport Manager advised the Commission that as of the meeting date, the balance on Accounts Receivable was less than shown in the financial statement since \$4,903 had been paid off.

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Financial Reports be approved as circulated.

Carried

B. Airport Manager's Report

Commissioner Hocking inquired about whether the Airport Manager had approached the Hanover Chamber of Commerce to promote rental of the Terminal Building as suggested at the last meeting. The Airport Manager explained that she had stopped in at the Chamber's office, but the Manager was busy, and so she will stop in again. She added that promotions have been done with Wightman TV and Bluewater Radio, with the Wightman interview being shown on Wednesday nights. Commissioner Hocking said that the airport is an excellent rental facility and should be promoted as much as possible. He added that more marketing is always better and it was noted that posts on the Airport's Facebook page are being shared. The Airport Manager said that she will post links to the Wightman and Bluewater Radio ads on the Facebook page.

Commissioner Roseborough informed the Commission that a beer tasting has been scheduled for the airport restaurant in the first or second week of May and 40 – 50 people are expected to attend. Commissioner Hocking noted that an event connected with the Plein Air Painting Festival taking place in Hanover from July 20 to 24, 2022 will be held in the terminal building, and the restaurant will be open for anyone wanting to purchase food. The Airport Manager noted that there will be a fly-in this Saturday, April 23, with fly-ins taking place once a month on Saturday, with Sunday as the rain date.

Commissioner Hanif thanked the Airport Manager and others responsible for bringing events to the airport and ensuring that it has positive exposure.

Motion Moved by D. Hocking

Seconded by B. Roseborough

That the Airport Manager's report be approved as circulated.

Carried

C. COPA 54

Commissioner Zeinstra reported on COPA 54, noting that no events are currently planned, and the meeting scheduled for last month had a low turnout as a result of poor weather. As a result, decisions were deferred to the April meeting which took place one and a half weeks prior to the Commission meeting. At that meeting, a motion was made to explore forming a chapter of the Recreational Aircraft Association (RAA) or a local flying club organization, and then disbanding the local branch of COPA. The next COPA 54 meeting will decide whether to go with the RAA or an independent organization. Most members favour the RAA due to other benefits provided by that organization, although the vote may be close. Commissioner Zeinstra added that support for the airport will continue but will simply be under another banner. The Chair noted that this is a significant change in the history of the airport, as COPA has been involved with it for a considerable time.

10. New Business

There was no new business.

11. In Camera

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission convene in closed session at 7:12 p.m. in accordance with Section 239(1) of the Municipal Act in order to address matters pertaining to security of property of the Saugeen Municipal Airport, information explicitly supplied in confidence by Canada, a province or territory or a Crown agency of any of them, a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, and in accordance with Section 239(3)(b) of the Municipal Act to consider an ongoing investigation by the Ombudsman.

Carried

The Airport Manager and the Recording Secretary remained for the in camera portion. One guest attending the meeting by Zoom was moved to a waiting room for the closed session.

The Saugeen Municipal Airport Commission reconvened in open session at 8:34 p.m. and the Chair confirmed that the Board had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed matters pertaining to security of property of the Saugeen Municipal Airport, information explicitly supplied in confidence by Canada, a province or territory or a Crown agency of any of them, a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, and in accordance with Section 239(3)(b) of the Municipal Act and considered an ongoing investigation by the Ombudsman and that no other matters were discussed.

The guest was readmitted to the open session.

12. Direction Coming Out of In Camera

Motion Moved by D. Hocking

Seconded by J. Zeinstra

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

Carried

13. Confirmation of Proceedings Resolution

Resolution Moved by M. Hanif

Seconded by D. Hocking

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 April 20, 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 April 20, 2022 Confirmatory Resolution.

Carried

14. Adjournment

Motion Moved by D. Hocking

Seconded by M. Hanif

That the Commission adjourn at 8:37 p.m..

Carried

Next Meeting: Wednesday, May 18, 2022 at 7:00 p.m., via Zoom, or at the discretion of the Chair.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary