



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, November 9, 2022, 1:00 p.m., Airport Boardroom & 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  
Catherine McKay, Recording Secretary

### 1. Call to Order

The Chair called the meeting to order at 1:07 p.m.. One guest attending via Zoom was admitted at 1:12 p.m..

### 2. Approval of the Agenda

**Motion** Moved by D. Hocking

Seconded by J. Zeinstra

That the agenda for November 9, 2022 be amended to add items 6E Prepayment of Fuel with Discount, 7A Email from Mr. Englishman re Access to this Meeting, 7B Ombudsman Email and 10D Appointment of Municipal Representatives to the Commission, 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. Adoption of October 25, 2022 Minutes

**Motion** Moved by B. Roseborough

Seconded by M. Hanif

That the minutes of the October 25, 2022 meeting be approved as circulated.

**Carried**

### 6. Action Items Arising from Minutes

#### A. Hydro Extension at South End of Airport

There was no update on this item.

#### B. Rental Contract Revision

The Airport Manager explained that some renters do not like certain provisions in the contracts, especially those involving insurance. She is working with the insurance provider on resolving these issues and will circulate information to Commissioners. One of the issues relates to the situation if a hangar burns down. Commissioner Hanif noted that a fire at another airport spread from one hangar to another, and it is important to make sure that such situations are covered. The Airport Manager agreed to keep this in mind.

#### C. Revised By-law Number 2 – Addressing ONCA Compliance

The Chair has not yet had a chance to review the by-law with the Vice Chair and Commissioner Hutchinson, but will do so.

#### D. Fee for Use of a Hanger as a Wedding Venue

There was no update on this item.

### **E. Prepayment of Fuel with Discount**

Commissioner Jack Zeinstra said that he had been approached by a number of people who said that because of the decision to cancel the 10% fuel discount, they no longer intend to buy fuel from the airport. He circulated to the Commission a survey he did on November 7, 2022 of fuel prices in the region which shows the price at the Saugeen Municipal Airport of \$3.20 per litre including HST as higher than other airports, with the lowest price being \$2.68. The Airport Manager noted that the price of fuel fluctuates as stated in her last report and the size of the fuel tank and the frequency of filling affects the price and can cause a 20 – 30% variation.

Commissioner Zeinstra also noted that he had received objections from people about the airport charging for the card to purchase fuel from the fuel pedestal since it amounts to having to pay \$10 to access fuel that has already been paid for. The Airport Manager noted that the airport has to pay for the cards and so it is reasonable to pass that cost on to customers. It was noted that if a pilot puts \$1,000 worth of fuel on a card for example, once that money is used up, more money can be added to the card. Various opinions were expressed, including the importance of keeping customers satisfied, pilots should perhaps be expected to contribute to the cost of the new fuel pedestal technology by paying for the cards, SMA could buy a card printer like those used in hotels to minimize the cost of cards and there is possibly a disconnect between what pilots think and what SMA is doing. The Chair suggested a meeting with pilots to review the strategic plan and efforts to be cost effective.

The Airport Manager said that there are 20 fuel cards on file, and 10 or 12 of 50 pilots have cards, 3 of whom have complained about the situation. She noted that there are two issues: the requirement to pay \$10 for a new card and the \$0.10/litre discount.

The Commission discussed issuing a tender for fuel providers. The Airport Manager said that she always calls around to get the best price on fuel and sometimes gets a discount. She said that it is possible to issue a tender for bulk fuel based on yearly usage, but the Airport might have to pay in advance. The Chair suggested that if the municipal contributions are in the bank, it might make sense to use that money to prepay fuel. Commissioner Hanif noted that with a lower price, more volume could be purchased and he suggested a \$0.05 reduction for purchases on Saturday or Sunday. The Airport Manager noted that \$125,000 was budgeted for fuel in 2022 and as of October 31, \$123,301 had been spent.

The Airport Manager will do a detailed study of fuel prices based on tank size, contact fuel suppliers to request written submissions on prices with a bigger tank and report back to the Commission. Commissioner Zeinstra noted that commitments on price do not necessarily materialize.

The Commission decided that until any prepaid fuel is used up, pilots will not be charged \$10 for a fuel pedestal card and will continue to receive the \$0.10/litre discount.

The Commission decided that pilots will not be charged \$10 for a fuel pedestal card and will continue to receive the \$0.10/litre discount, until funds are used up from their 2022 fuel account contribution. If pilots continue to use the fuel card after their funds are used up, a \$10.00 fee will apply.

### **7. Correspondence Requiring Action**

The Chair explained that in response to an email he received from Mr. Englishman about access to SMA meetings via Zoom, he informed him that the Commission has no obligation to ensure Zoom access to meetings, and had done so in the past as a courtesy. He added that earlier in the day, Ms. McKay had received an email from the Ombudsman regarding access to the June 20, 2022 meeting. It was agreed that she would respond to this email.

### **8. Public Notifications**

There were no public notifications.

## 9. Reports

### A. Financial Reports

The Vice Chair noted that the financial situation looks good for the end of October and exceeds expectations with \$409,000 in revenue and \$60,000 in donations. He added that the Airport is \$57,000 ahead on the expenditure side. The Airport Manager will meet with the Vice Chair if needed to prepare the 2023 budget.

**Motion** Moved by J. Zeinstra

Seconded by T. Hutchinson

That the Commission accept the Financial Reports as presented.

**Carried**

### B. APM's Report

The Airport Manager highlighted a few items in her report, noting Date Night to be held on November 18. Tickets are \$50 with \$20 going to SMA and \$30 to the restaurant. On the flight activity, the Chair noted 230 flights, which the Airport Manager explained is only what is tracked during office hours, and there were 127 the previous year.

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission accept the APM's Report as presented.

**Carried**

### C. Friends of Saugeen Municipal Airport

Commissioner Zeinstra reported that there had been no meeting since the last Commission meeting, and the next meeting will take place on November 12, 2022. After discussion, it was decided that if the fuel issue comes up at the meeting, Commission Zeinstra will address it.

## 10. New Business

### A. Time Frames on Leases & Access Agreements

The Chair advised that the Airport Manager had raised the issue of shorter leases which she clarified would be for new agreements only. The price per square foot is written into the agreements and goes up annually by CPI. The only time the price can be increased otherwise is when a new agreement is entered into. During the discussion, various options were put forward as to price and terms, with it being noted that shorter terms lead to more administrative work since agreements will be renewed more often. Commissioner Hutchinson suggested rates should start at \$475 or \$500 plus annual increases based on CPI, with the term remaining at 5 years. Commissioner Zeinstra suggested that agreements should not be transferable and if the lease holder sells the hanger, the agreement expires and the new owner must enter into a new lease agreement. It was suggested that rentals remain on an annual basis.

It was agreed that the Airport Manager would bring back to the Commission a recommendation for five year leases with a price in the range of \$450 or \$500 plus an annual adjustment based on CPI and that leases be transferable.

### B. Meeting Format

The Vice Chair explained that the Town of Hanover will allow the Commission to use its Zoom account if a meeting cannot be held in person due to inclement weather. He informed Town staff that meetings are the third Wednesday of every month at 1:00 p.m.. The Chair advised that he reviewed the issue with Ombudsman staff and the integrity commissioner and there is no legal obligation for the Commission to provide public access to its Zoom meetings.

### C. Management Contract

The Chair noted that the Airport Manager has now been with the Airport for 2 years and is doing a tremendous job. He suggested that the new Commission review the job description and the contract early in the new year.

**D. Appointment of Municipal Representatives to the Commission**

The Chair noted that the Clerk of the Municipality of Brockton had informed him that once his Council term ends, he has no authority to remain on the Airport Commission. The Vice Chair said that Hanover Council meets on December 19, when it will confirm its appointment to the Commission. The three “at large” Commissioners will continue as members.

The next meeting will take place on December 21, 2022 with the main business being the election of the executive, although other items could be added to the agenda. The Commission would then maintain its practice of meeting on the third Wednesday of every month at 1:00 p.m. Commissioner Hutchinson noted that Brockton should be contacted to find out who their representative will be and he suggested that the December meeting be conducted by Zoom as it is a busy time. He agreed to confirm his availability to attend the December meeting one week before.

**11. In Camera Session**

There were no items for 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** Moved by M. Hanif

Seconded by B. Roseborough

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:

That the actions of the Commission at its meeting held on November 9, 2022 in respect to each report, motion, resolution or other actions recorded and taken at said meeting, are hereby adopted, ratified and confirmed, and furthermore;

That the Chair and Vice 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;

This Resolution may be cited as the November 9, 2022 Confirmatory Resolution.

**Carried**

**14. Adjournment**

**Motion** Moved by D. Hocking

Seconded by T. Hutchinson

That the Commission adjourn at 2:28 p.m..

**Carried**

**Next Meetings:** Wednesday, December 21, 2022 at 1:00 p.m. in the Airport Boardroom or via Zoom.  
Wednesday, January 18, 2023 at 1:00 p.m. in the Airport Boardroom or via Zoom.

” original signed by David Hocking”  
For Dan Gieruszak, Chair

“original signed by Catherine McKay”  
Catherine McKay, Recording Secretary