



# SAUGREEN MUNICIPAL AIRPORT

## THE SAUGREEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, June 21, 2023, Noon, Airport Boardroom

**Commissioners Present:** Dave Hocking, Chair  
Tom Hutchinson, Vice Chair  
Moe Hanif  
Carl Kuhnke

**Absent:** None

**Others:** Catherine McKay, Secretary

### 1. Call to Order

The Chair called the meeting to order at noon.

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the agenda for June 21, 2023 be amended to place the closed session at 1:00 p.m. followed by Direction Coming out of Closed Session, to add "Management Letter from BDO Canada" as an Action Item Arising from Minutes and "Rental Increase for Hangar T4" as an item of New Business and that the agenda be approved 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 Minutes of May 17, May 25 and June 7, 2023

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the minutes of the May 17, May 25 and June 7, 2023 meetings be approved as circulated.

**Carried**

### 6. Action Items Arising from Minutes

#### A. Follow up with Brockton Councillors

The Chair reported that he had contacted Brockton Councillors by email offering to familiarize them with the airport and received two responses.

#### B. ONCA Compliance

The Chair informed the Commission that he had met with representatives of Pooran Law regarding their work regarding compliance with the new Ontario Not-for-Profit Corporations Act. Since the Act does not apply to municipal boards such as the Commission, Pooran Law will instead update the Commission's bylaws for its July meeting, and the bylaws will then be circulated to the municipal partners to ensure compliance. Pooran Law has agreed to do this work for \$5,000.

#### C. Quote for the Cost of Registering an Easement

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the Commission accept the proposed cost from Culbert Surveys to survey the property in question for the hydro line easement.

**Carried**

**D. Economic Development Opportunities**

The Manager of Economic Development for the Town of Hanover has distributed the agenda for a visioning session to be held from 9:00 a.m. to noon on June 28, 2023.

**E. Fundraising Program**

It has been agreed to put the fundraising campaign on hold in light of the resignation of the Airport Manager. Any donations have been deposited in a fund created for the purpose in accordance with the terms of the program.

**F. Proposal with Gateway Casinos**

Casino officials visited the Airport and provided the Airport Manager with casino coupons to be distributed to incoming pilots.

**G. Future Meeting Schedule**

It was agreed that beginning with the Commission's September 20, 2023 meeting, the start time will be changed to 7:00 p.m. The location will remain unchanged.

**H. Management Letter from BDO Canada**

With respect to Appendix 1 to the Management Letter, it was clarified that all minutes of closed meetings are now in one location at the airport. It remains to be clarified whether all signed agreements are on record at the Town.

**7. Correspondence Requiring Action**

There was no correspondence.

**8. Public Notifications**

There were no public notifications.

**9. Reports**

**A. Financial Reports**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the financial reports be approved as presented

**Carried**

**B. APM's Report**

It was noted that fuel sales are down from 2022, the result of the price being reduced to be more competitive. The Airport Manager has been asked to look into measures to reduce carrying charges and sources of income such as fuel sales will be explored in the visioning session on June 28, 2023.

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the Airport Manager's Report be approved as presented.

**Carried**

**10. New Business**

**A. Airport Management Services**

The Chair provided an update on efforts to recruit an Airport Manager, noting that information had been posted in with various organizations. Three expressions of interest have been received so far and the Chair has met with two companies interested in providing only property/landscaping services.

**B. Rental Increase for Hangar T4**

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Commission approve a rental increase for hangar T4 to \$300.00 per month plus an annual increase based on the Consumer Price Index, plus HST and shared hydro but excluding snowplowing.

**Carried**

**11. In Camera Session**

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the Commission convene in closed session at 12:57 p.m. in accordance with Section 239(1) of the Municipal Act in order to address personal matters about an identifiable individual, including employees/contractors, a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, and litigation or potential litigation, including matters before administrative tribunals.

**Carried**

The Secretary remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 1:50 p.m. and the Chair confirmed that the Commission had gone in closed session in accordance with Section 239(1) of the Municipal Act and discussed personal matters about an identifiable individual, including employees/contractors, a position, plan, procedure, criteria or instruction to be applied to any negotiation on behalf of the Saugeen Municipal Airport, and litigation or potential litigation, including matters before administrative tribunals.

**12. Direction Coming Out of Closed Session**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

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

**Carried**

**13. Confirmation of Proceedings Resolution**

**Resolution** Moved by T. Hutchinson

Seconded by C. Kuhnke

The Saugeen Municipal Airport Commission By-law 2021-01 requires that there shall be enacted a resolution at the end of each Commission meeting to confirm every decision of the Commission at the meeting, except where the prior approval of another body or agency is required.

Now therefore the Saugeen Municipal Airport Commission enacts as follows:

That the decisions of the Commission made at its meeting held on June 21, 2023 are hereby confirmed and;

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 decisions referred to in the proceeding, and;

This Resolution may be cited as the June 21, 2023 Confirmation of Proceedings Resolution.

**14. Adjournment**

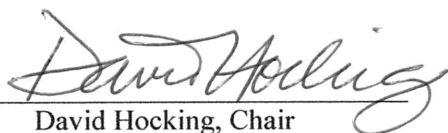
**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission adjourn at 1:55 p.m..

**Carried**

**Next Meetings:** Wednesday, June 28, 2023, at 8:45 a.m., boardroom, Saugeen Municipal Airport  
Wednesday, July 12, 2023 at 1:00 p.m., Boardroom Saugeen Municipal Airport.  
Wednesday, August 16, 2023 at 1:00 p.m., Boardroom Saugeen Municipal Airport  
Wednesday, September 20, 2023 at 7:00 p.m., Boardroom Saugeen Municipal Airport (note time change from 1:00 p.m.)

  
David Hocking, Chair

  
Catherine McKay, Recording Secretary