



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, May 17, 2023, 1:00 p.m., Airport Boardroom

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

**Absent:** None

**Others:** Filomena McDonald, Airport Manager  
Murray McDonald, Maintenance Manager  
Catherine McKay, Secretary

**Guests:** Kelsey Wepler, BDO  
Chris Walker, Director of Corporate  
Services/Treasurer, Town of Hanover  
April Marshall, Manager, Economic Development,  
Town of Hanover

### 1. Call to Order

The Chair called the meeting to order at 12.58 p.m. and introduced guests Kelsey Wepler, Chris Walker and April Marshall. He informed the Commission that following the meeting of April 19, 2023, Jack Zeinstra resigned as Commissioner. The Chair thanked Mr. Zeinstra for his service to the Commission.

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the agenda for May 17, 2023 be accepted as circulated.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

### 4. Auditor's Report

Ms. Wepler noted that the report reflects a "clean audit" opinion. She reviewed the statements in the report including the Statement of Financial Position, Statement of Operations, Statement of Change in Net Debt and Statement of Cash Flows. SMA is not a registered charity, although the Town of Hanover and the Municipality of West Grey have agreed to receive donations on its behalf and issue charitable tax receipts. The Municipality of Brockton has not made a similar agreement. Ms. Wepler informed the Commission that the Management Letter will be forwarded to the Airport Manager for distribution to the Commission. Ms. Walker informed the Commission that the Town of Hanover does the Commission's accounting and the term of the appointment of the Commission's auditor is tied to the term of the Town's auditor, and the Town goes through a bidding process every five years to determine who will be appointed as auditor.

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That the auditor's report from BDO Canada be accepted as presented.

**Carried**

### 5. April Marshall, Economic Development Manager, Town of Hanover

In early March 2023, the Chair and Ms. Marshall met with Steve Furness, Manager of Economic Development for Grey County, Luigi Presta, Managing Partner at ThinkCompass, a consulting and marketing company, and Murray McDonald from the Airport. ThinkCompass has been retained by Grey County to target investment, and one of the investment opportunities is the airport which is a valuable asset. At a follow up meeting with Mr. Presta and Mr. Furness, many ideas emerged which need to be narrowed in focus. Once there is a sense from the SMAC of what it would like in terms of investment, a visioning session could be held. First,

however, details of the property need to be examined including the site plan, the zoning, the buildings, etc., so that a map can be created of what the land could be used for. Ms. Marshall has reached out to Brockton, West Grey and Bruce and Grey Counties which are all on board. She said that there is enormous investment capacity at the airport and interest could come from many different parties, both private and public. Commissioner Hanif stated that anything that promotes the airport in a positive light and as an integral part of the community would be welcome.

The visioning session was scheduled for Wednesday, June 28, 2023 beginning at 9:00 a.m. in the Airport Restaurant. In advance of the session, Ms. Marshall suggested exploring what other airports are doing and inviting a guest speaker with a success story to relate. Names of various participants were suggested and the Airport Manager will issue invitations. The Chair thanked Ms. Marshall for her participation and ideas.

**6. Delegations**

There were no delegations.

**7. Adoption of Minutes of April 19, 2023**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the minutes of the April 19, 2023 meeting be approved as circulated.

**Carried**

**8. Action Items Arising from Minutes**

**A. Tenders for Sale of Hangar**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Saugeen Municipal Airport sell Hangar T1, located at 34 Saugeen Airport Road, Municipality of Brockton to Kuhl Aero Academy and that the Airport Manager be directed to ensure that the transactions required to complete the sale are carried out.

**Carried**

**B. Evaluation of Event for Municipal Officials, May 13, 2023**

It was agreed that the event was very successful. Comments from guests were overwhelmingly positive and illustrated a new understanding of the airport as a regional asset. The Chair read a thank you note received from Sue Paterson, Mayor of Hanover. Any suggestions for future events should be directed to the Friends of the Saugeen Municipal Airport/COPA 54 which organized the event. The Chair commended the Airport Manager and the restaurant owner for their contributions to the event, and stated that full participation from all three municipal partners would be desirable. Discussion ensued about how to generate more involvement from Brockton Council, although they were reminded multiple times about the event and a special invitation was sent to the Clerk. The Chair agreed to personally call Brockton Councillors to ensure that they are well informed about the airport.

**C. Fundraising Program**

The Chair said that the most recent Wings Night was a success and the fundraising campaign could allow the airport to pay off its debt.

**D. ONCA Compliance**

There was no update on this item.

**E. Code of Conduct and Harassment and Discrimination Policy Review**

The SMA By-law requires a review of the Code of Conduct within the first six (6) months of the first year of each term of The Commission.

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That the Saugeen Municipal Airport create a Committee comprised of Tom Hutchinson and Moe Hanif to review the Code of Conduct and the Harassment and Discrimination Policy and report back to the Commission with any recommendations.

**Carried**

**9. Correspondence**

**A. Municipal Property Assessment Corporation, April 10, 2023**

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That the notice dated April 10, 2023 from the Municipal Property Assessment Corporation be received for information.

**Carried**

**10. Public Notifications**

There were no public notifications.

**11. Reports**

**A. Financial Reports**

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the financial reports be approved as presented

**Carried**

**B. APM's Report**

The Airport Manager highlighted the radio interviews she had done, as well as the radio ads which have resulted in an increase in visitors reporting that they heard about the airport on the radio. The Airport Manager also noted that in the previous week there were 9 billable commercial landings at the airport.

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

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

**Carried**

**C. Friends of the Saugeen Municipal Airport/COPA 54**

There was no report available.

**12. New Business**

**A. Designating a "Head" under the Municipal Freedom of Information and Protection of Privacy Act**

The Chair noted that a request had been submitted to the Commission under this legislation which requires certain administrative steps to be taken.

**Motion** Moved by C. Kuhnke

Seconded by T. Hutchinson

That the Saugeen Municipal Airport Commission designate the Chair of the Commission to act as the "Head" for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.

**Carried**

**B. Delegation of Powers under the Municipal Freedom of Information and Protection of Privacy Act**

**Motion** Moved by M. Hanif

Seconded by T. Hutchinson

That the Chair of the Saugeen Municipal Airport Commission delegate the powers of the "Head" for the purposes of the Municipal Freedom of Information and Protection of Privacy Act to the Secretary of the Commission.

**Carried**

**C. Wings Night Update**

The Chair provided an update on the event noting that it was a success.

**D. Lions Club Fundraiser**

The Airport Manager described a project she is working on with the Lions Club, and which will be brought before the Commission for approval once an insurance issue is clarified.

**E. Advertising of Commissioner Vacancy**

The Chair noted that there is a vacancy on the Commission as a result of Mr. Zeinstra's resignation and an advertisement will be placed in the Post newspaper soliciting expressions of interest.

**Motion** Moved by T. Hutchinson  
That the Airport Manager be directed to place an advertisement in the Post newspaper notifying the public of the vacancy on the Commission.  
**Carried**

Seconded by M. Hanif

**F. Request for Proposal Regarding SMA Web Site**

The Chair outlined the desirability of issuing a Request for Proposal for management of the web site to ensure that the Commission is getting the best possible service at the best price. Discussions ensued about who owns the domain name of the site which will be clarified by the Airport Manager.

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the Airport Manager be directed to issue the Request for Proposal with a closing date of June 1, 2023.  
**Carried**

Prior to moving into an in camera session, Commissioner Hanif extended thanks to Dan Gieruszak, who was in attendance, for his contributions and leadership during his tenure as Commission Chair.

**13. In Camera Session**

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Commission convene in closed session at 2:30 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.

**Carried**

The Secretary, the Airport Manager and the Maintenance Manager remained for the in camera portion.

The Saugeen Municipal Airport Commission reconvened in open session at 3:00 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, and that no other matters were discussed.

**14. Direction Coming Out of In Camera**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

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

**Carried**

**15. July and August Meetings**

The meeting scheduled for July 19, 2023 will be rescheduled to July 12, 2023. The August 16, 2023 meeting will remain unchanged.

**10. Adjournment**

**Motion** Moved by T. Hutchinson

Seconded by M. Hanif

That the Commission adjourn at 3:05 p.m..

**Carried**

**Next Meetings:** Wednesday, June 21, 2023 at 1:00 p.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 1:00 p.m., Boardroom Saugeen Municipal Airport.

  
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David Hocking, Chair

  
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Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the Chair and the Recording Secretary.