



# SAUGREEN MUNICIPAL AIRPORT

## THE SAUGREEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, October 11, 2023, 7:00 p.m., Airport Boardroom

**Commissioners Present:** Dave Hocking, Chair  
Carl Kuhnke  
Victor Danielli  
Moe Hanif

**Absent:** Tom Hutchinson, Vice Chair

**Others:** Tim Olds, Airport Manager  
Catherine McKay, Secretary

**Guests:** Carol Hudson, Councillor, Town of Hanover

### 1. Call to Order

The Chair called the meeting to order at 7:01 p.m. and introduced Councillor Hudson who serves as his alternate on the Commission, and Tim Olds, Airport Manager.

### 2. Approval of the Agenda

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the agenda for October 11, 2023 be accepted as circulated.

**Carried**

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

None declared.

### 4. Delegations

None

### 5. Adoption of Minutes of September 13, 2023

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the September 13, 2023 meetings be approved as circulated.

**Carried**

### 6. Action Items Arising from Minutes

#### A. Review of Airport Fees & Measures to Reduce Carrying Charges

Commissioner Danielli advised that he visited an additional airport and noted that if an airport has a larger tank, it can buy fuel when the price is low. Even with a small markup, sales volume can result in more revenue, particularly if the sales are for jets and turboprops. The airport in question uses a different fuel supplier than SMA and prices vary amongst suppliers. The question of an airport owned tanker truck was raised, but this would be a large investment and not economical in the long run. Commissioner Danielli's inquiries are close to completion and he will report further at the next meeting. Commissioner Hanif expressed concern about SMA acquiring a larger fuel tank, although the Chair noted that it would be more economical, and it was noted that SMA used to have a larger fiberglass underground tank which was removed some time ago.

#### B. Administrator for SMA Facebook Page

The Airport Manager informed the Commission that he is managing the Airport's Facebook page. The Chair noted that challenges in the transitions from previous airport managers have been overcome and the Airport is running smoothly. Commissioner Hanif suggested that incoming and exit checklists should be prepared to ensure effective future transitions. An exit checklist has been prepared and the Airport Manager has begun documenting procedures and information for incoming personnel.

**7. Correspondence**

There was no correspondence.

**8. Public Notifications**

There were no public notifications.

**9. Reports**

**A. Financial Reports**

**Motion** Moved by M. Hanif

Seconded by C. Kuhnke

That the financial reports be approved as presented.

**Carried**

The General Ledger shows \$2,488.26 in year-to-date miscellaneous expenses, when \$500 was budgeted for that purpose. The Chair will clarify this figure.

The Chair noted that \$60,000 had been budgeted for donations but since the Municipality of Brockton called into question the future of the Airport by stating that a public process should be undertaken to consider authorizing its sale, donations have ceased. The second cut of hay brought in \$4,000, less than expected and the only option for generating revenue for the rest of 2023 is through fuel sales. A deficit is likely at the end of 2023, but will be less than in 2022, and so close attention must be paid to expenses.

The Chair also noted that the purchase of the fuel pedestal was mandated by Measurements Canada and the Airport had no choice but to purchase this equipment. Commissioner Hanif stated that he has received expressions of concern about SMA's finances, particularly the expenses for legal fees and the fuel pedestal. Some of these and other concerns are based on incorrect information and may result from a lack of communication. The possibility of issuing a press release was raised and the Chair noted that the Commission will do what it can to correct any misinformation and move ahead with its business. He added that Commission minutes are emailed to pilots who have his cell phone number in case they have questions or concerns. He hopes to see a new positive atmosphere in the future, and a focus on customer service, which the Airport Manager is providing.

The Airport Manager explained that the fuel pedestal was not user friendly and he has posted information, including pictures taken with his cell phone, that walks customers through each step of the process. He is also building a shelter for the fuel pedestal which will include motion activated lighting to make it easier to use at night.

**B. APM's Report**

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That the APM's report be approved as presented.

**Carried**

The Airport Manager indicated that future reports will include social media data on an exception basis only. He has discussed with the Walkerton and Hanover Fire Departments the fire hydrant located in the shed on airport property. The busiest flying day was Saturday, September 30 with more than 20 recorded aircraft during office hours and the recorded activity for September was more than 178 visits during business hours. The Ornge helicopter made two stops within a few days, and the Airport Manager plans to ensure that SMA is an inviting place for organizations like Ornge, the O.P.P. and Hydro One, which are the Airport's biggest commercial clients. The terminal building is now open seven days a week, whereas it had been previously closed on Mondays and Tuesdays when the restaurant was closed.

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

**Motion** Moved by C. Kuhnke

Seconded by M. Hanif

That the COPA54/Friends of the Saugeen Municipal report be received for information.

**Carried**

Commissioner Danielli reported that the most recent meeting took place on September 16, 2023. The Kids Can Fly SMA event was discussed and it was agreed to make some improvements for next year, such as ensuring that event officials wear vests so they are recognizable. The date for the 2024 event has not yet been set. Representatives visited the Buttonville Airport to deliver flyers about SMA since there are still some planes without a “home” following the closure of Buttonville and whose owners may want to bring them to SMA. Pilots have been notified about the Economic Development session on Wednesday, November 8, 2023, at 9:00 a.m. in the Saugeen Room at the Hanover Civic Centre, and several have indicated that they will attend. The Airport Manager will attend future meetings which are open to anyone, and future events will hopefully include the first Rust Remover since COVID for 125 – 150 pilots. Commissioner Danielli agreed to clarify for COPA 54/Friends of the Saugeen Municipal Airport members that the purchase of the fuel pedestal was mandated by the federal government.

The next meeting will take place on Saturday, October 14, 2023, when the election of officers will be on the agenda. The Christmas party will be held on December 16, 2023 at the terminal building and Commissioners are invited.

**10. New Business**

**A. Correspondence from Brockton to the Town of Hanover and the Municipality of West Grey**

The Chair explained the background to this item adding that both the Town of Hanover and the Municipality of West Grey will prepare reports on the airport.

**11. Closed Session**

**Motion** Moved by M. Hanif

Seconded by V. Danielli

That the Commission convene in closed session at 8:15 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 and the Airport Manager remained for the closed session, and the Chair invited Councillor Hudson to remain as well.

The Saugeen Municipal Airport Commission reconvened in open session at 8:25 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.

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

**Motion** Moved by M. Hanif

Seconded by V. Danielli

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

**Carried**

**11. Confirmation of Proceedings Resolution**

**Resolution** Moved by M. Hanif

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 October 11, 2023 are hereby confirmed and;

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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 October 11, 2023 Confirmation of Proceedings Resolution.

**12. Adjournment**

**Motion** Moved by V. Danielli

Seconded by M. Hanif

That the Commission adjourn at 8:26 p.m..

**Carried**

**Next Meetings:** Wednesday, November 8, 2023, 9:00 a.m. Economic Development Session followed by Regular Monthly Meeting at 1:00 p.m., Saugeen Room, Hanover Civic Centre  
Wednesday, December 20, 2023 7:00 p.m. Boardroom, Saugeen Municipal Airport

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David Hocking, Chair

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Catherine McKay, Recording Secretary