



# SAUGEEN MUNICIPAL AIRPORT

## THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, April 17, 2024, 1:00 p.m., Boardroom, Saugeen Municipal Airport

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

**Absent:** None

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

### 1. Call to Order

The Chair called the meeting to order at 1:01 p.m..

### 2. Approval of the Agenda

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the agenda for April 17, 2024 be amended to delete items 9. Closed Session and 10 Direction Coming Out of Closed Session that the agenda be approved as so amended.

**Carried**

### 3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest - None declared.

### 4. Adoption of Minutes

**Motion** Moved by V. Danielli

Seconded by C. Kuhnke

That the minutes of the March 20, 2024 meeting be approved as circulated.

**Carried**

### 5. Business Arising from Minutes

#### A. Visioning Session Follow Up

The Chair will contact April Marshall, Economic Development Officer, Town of Hanover, to request that she contact the facilitators from the November 8, 2023 visioning session to determine if they are available for a follow up meeting on Monday, June 3, 2024 at 9:00 a.m. at the Airport.

#### B. First Responders' Day

Keith MacArthur presented details about First Responders' Day on June 8, 2024 from 9:00 a.m. to 3:00 p.m. to celebrate the services provided by first responders and provide the public with opportunities to learn more about these services. Advertising and media presence have been planned and a poster will be ready in the next few weeks to circulate to municipal councils, and post on the internet as well as in locations such as schools. Mr. MacArthur will present further details at the Commission's next meeting.

#### C. Hanover Hospital Foundation Event

The Chair explained that the Foundation selected a location for its event that more fully meets its needs.

### 6. Reports

#### A. APM's Report

The Airport Manager reviewed his report, noting that Fuel Sales for January - March totaled \$32,788.94. A lower than usual amount of diesel fuel was used this winter due to lower than average snow fall. A T Hangar will come available for rent in April and he will contact potential clients. One of the oldest hangars is empty at the moment and the Manager proposed exploring options to upgrade it since its use is limited because it will only fit a certain type of aircraft. He noted that several positive comments have been received from the public about the interior improvements

of the terminal building. The cost for runway crack sealing is expected to be in the range of \$16,000 but is based on product used. The budget included \$10,000.00 for crack sealing which is a capital expense, so the Chair agreed to clarify with Town of Hanover finance staff whether reserve funds or proceeds from the fundraising initiative could be used.

**Motion** Moved by C. Kuhnke

Seconded by V. Danielli

That the APM's report for the period January – March 2024 be received for information..

**Carried**

B. COPA 54/Friends of the Saugeen Municipal Airport Update

Victor Danielli reported that the Friends of the Saugeen Municipal Airport met on April 13, 2024 and that the meeting was well attended. Most of the meeting focused on the First Responders Day in June, and many members have volunteered, but more are needed to help with the event. Pilots will be recruited for the Kids Fly event, and there will be a fundraising dinner with live music on August 24, 2024. The Rust Remover event has been cancelled for 2024. The next Friends meeting will be held on June 1, 2024.

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhnke

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

**Carried**

7. **Accounts**

A. Financial Reports as of March 31, 2024

**Motion** Moved by V. Danielli

Seconded by C. Kuhnke

That the financial statements dated March 31, 2024 be approved as presented.

**Carried**

8. **New Business**

A. Correspondence from Cedar Crest Trout Farms

The three municipal representatives confirmed that this correspondence had been circulated to their Councils.

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the letter of March 6, 2024 from the Cedar Crest Trout Farms be received for information.

**Carried**

B. Asset Retirement Obligations

**Motion** Moved by T. Hutchinson

Seconded by V. Danielli

That the Commission receive for information the report on Asset Retirement Obligations.

**Carried**

C. Fundraising

The Chair noted that in light of uncertainty surrounding the airport's future, the fundraising initiative has been put on hold.

D. Federal Funding

The Airport Manager said that the airport does not meet the requirements for much of the available federal funding which can be considerable in some cases. As an example, he noted that in order to receive some types of federal funding, an airport has to have scheduled purchased air travel. This would be provided by an airline, a charter service, or a helicopter service for example, but based on Transport Canada regulations, it must be scheduled, i.e. regular. He also added that the Saugeen Municipal Airport is technically classified as an aerodrome and to qualify as an airport it would have to meet additional criteria which can be stringent, such as having 10 foot fences and security.

- E. Joint Council Meeting Agenda - Municipality of Brockton, Town of Hanover and Municipality of West Grey, April 17, 2024

Commissioners agreed that the meeting which took place earlier in the day at the Elmwood Community Centre beginning at 9:00 a.m. was beneficial and helped to clarify a number of issues. At the meeting, Brockton put forward three options: renegotiating the agreement between the member municipalities, maintaining the status quo, or selling the airport. Commissioners agreed that they need to work together in the interests of the airport based on a shared purpose and vision. The Chair noted that the outcome of the meeting was that each municipality will prepare a report for its Council on the three options within 10 weeks, and those reports will be circulated to the three Councils for consideration as to what the next steps will be.

## 11. Confirmation of Proceedings Resolution

**Resolution** Moved by C. Kuhkne

Seconded by V. Danielli

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 April 17, 2024 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 April 17, 2024 Confirmation of Proceedings Resolution.

**Carried**

## 12. Adjournment

**Motion** Moved by T. Hutchinson

Seconded by C. Kuhkne

That the Commission adjourn at 3:10 p.m..

**Carried**

## Dates to Remember

Special SMA Meeting, Sunday April 21, 2024, 1:00 p.m., Boardroom, Saugeen Municipal Airport

Regular SMA Meeting, Wednesday, May 15, 2024, 1:00 p.m., Boardroom, Saugeen Municipal Airport

First Responders' Day, Saturday, June 8, 2024, Saugeen Municipal Airport

Kids Fly at SMA, Saturday, June 22, 2024, Saugeen Municipal Airport

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David Hocking, Chair

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Catherine McKay, Recording Secretary