



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

Wednesday, November 20, 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 1:00 p.m..

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the agenda for November 20, 2024 be approved as presented.

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 M. Hanif

That the minutes of the October 9, 2024 meeting be approved as circulated.

Carried

5. Business Arising from Minutes - There was no business arising from minutes.

6. Reports

A. APM's Report

The Airport Manager noted that any additional hangar would require a new transformer at a cost of approximately \$5,000. He has explored various options with a party potentially interested in building and emphasized the importance of having a relatively easy process to facilitate development at the airport.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the APM's report for October 2024 be received for information.

Carried

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

Victor Danielli reported on the meeting of Saturday, November 9, 2024 which was well attended. Stephen Wilcox, COPA Director for Southern Ontario attended and spoke on the importance and structure of COPA and its programs and supports. Additional programs are anticipated for the future, along with events such as the Rust Remover, which it hopes to put on in 2025. It was noted at the meeting that the Province of Ontario is considering allocating \$40 million for capital upgrades at airports as other provinces do.

The COPA/Friends of the Airport Christmas party will be held on Saturday, December 21, 2024 and an invitation was extended to Commissioners and the Secretary as well as to the Mayors and Councillors of Brockton, Hanover and West Grey. The Secretary will forward an invitation to the three municipal clerks.

Motion Moved by M. Hanif

Seconded by V. Danielli

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

Carried

7. Accounts

A. Financial Statements as of September 30, 2024

The Chair highlighted the positive financial situation showing a projected surplus of about \$20,000 after a \$10,800 transfer to reserves, \$6,000 more spent on crack sealing than was budgeted and revenue yet to come in from leases. The runways are the airport's main asset and crack sealing must be done regularly to maintain them. Fuel sales are up and will continue to increase once the new 35,000 litre tank is operational. SMA is becoming known as a good place to buy fuel. The Chair reported that the COPA representative commented that the SMA facility is in very good condition.

Motion Moved by C. Kuhnke

Seconded by T. Hutchinson

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

Carried

8. New Business

A. 2025 Increases to Leases and Access Agreements

The Commission's resolution from January 17, 2024 stipulated that annual lease increases will be based on the Consumer Price Index (CPI) for Ontario as of September of the previous year and that the annual increase be set at 2% if the Consumer Price Index is less than 2%. The applicable CPI was 1.9% and therefore the 2025 lease increase will be 2%. It was confirmed that leases are now standardized contracts.

B. 2025 Meeting Schedule

Motion Moved by C. Kuhnke

Seconded by V. Danielli

That the meeting schedule for 2025 be received for information.

Carried

C. 2025 Budget

The Chair reviewed the budget highlighting that there were no donations included. Miscellaneous Fees consist of funds recovered from hangar tenants for utilities paid during the year by the Commission. The budget has been unchanged for the last three years and municipalities are facing difficult financial situations. It was noted that revenue from Jet A fuel is projected to increase by 36% but the expense for it is shown as increasing by 11%. The Airport Manager explained that this is due to anticipated fluctuations in the price of fuel which cannot be accurately predicted. The Commission discussed adjusting the budget in light of the municipalities' financial situation or presenting it "as is". As a proactive measure, the Chair will contact the Clerks to request that he be included on an upcoming agenda as a delegation to present the 2025 SMA budget. The Airport Manager will attend as well to highlight the features and benefits of the airport.

Motion Moved by T. Hutchinson

Seconded by C. Kuhnke

That the Saugeen Municipal Airport Commission approve the 2025 draft budget as circulated, to be presented to the municipal partners for consideration.

Carried

9. Adjournment and Next Meeting

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Saugeen Municipal Airport Commission adjourn at 1:55 p.m.

Carried

Dates to Remember

SMA Regular Meeting, Wednesday December 18, 2024, Saugeen Municipal Airport, 1:00 p.m.

SMA Regular Meeting, Wednesday January 15, 2025, Saugeen Municipal Airport, 1:00 p.m.

David Hocking, Chair

Catherine McKay, Recording Secretary