



SAUGEEN MUNICIPAL AIRPORT

Agenda

**Airport Commission Regular Meeting
Wednesday, March 20, 2024, 1:00 p.m.
Boardroom, Saugeen Municipal Airport**

1. Call To Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest
4. Delegation - Draft Concepts for the Airport Lands, Steve Furness, Manager of Economic Development, & Tourism, Grey County
5. Adoption of Minutes of January 17, 2024
6. Business Arising from Minutes
 - A. Fuel Purchases and Prepaid Fuel Cards
 - B. Pilots Meeting, January 17, 2024
 - C. Clarification of Property Taxes
 - D. Friends of the Saugeen Municipal Airport to Mayor Peabody
 - E. Confirmation re West Grey's Contribution
7. Reports
 - A. APM's Report
 - B. COPA 54/Friends of the Saugeen Municipal Airport Update
8. Accounts
 - A. Financial Reports
 - i. Statements as of March 11, 2024
 - ii. Five Year Financial Summary
9. New Business
 - A. Correspondence from Cedar Crest Trout Farms
 - B. Tri-Council Airport Meeting, April 17, 2024
 - i. Brockton Correspondence, September 8, 2023
 - ii. Brockton Report, March 5, 2024
 - iii. SMA Chair Email, March 13, 2024
 - C. Asset Retirement Obligations
9. Closed Session to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals and advice that is subject to solicitor/client privilege, including communications necessary for that purpose under s. 239 (2) (e) and (f) of the Municipal Act
10. Direction Coming out of Closed Session
11. Confirmation of Proceedings Resolution

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 *date* 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 March 20, 2024 Confirmation of Proceedings Resolution.

12. Adjournment

Dates to Remember

Tri-Council Airport Meeting, Wednesday, April 17, 2024, 9:00 a.m. – Noon, Elmwood Community Centre

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

First Responder Day, Saturday, June 8, 2024, Saugeen Municipal Airport

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



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MEETING MINUTES

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

Commissioners Present: Dave Hocking, Chair
Tom Hutchinson, Vice Chair (via Zoom)
Victor Danielli
Moe Hanif (via Zoom)

Absent: Carl Kuhnke

Others: Tim Olds, Airport Manager
Catherine McKay, Secretary

1. Call to Order

The Chair called the meeting to order at 1:10 p.m..

2. Approval of the Agenda

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That the agenda for January 17, 2024, 2023 be approved as circulated.

Carried

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

4. Delegations - None

5. Adoption of Minutes

Motion Moved by V. Danielli

Seconded by M. Hanif

That the minutes of the December 20, 2023 meeting be approved as circulated.

Carried

6. Action Items Arising from Minutes

A. Airport Manager Presentation on Costs Of Fuel

Motion Moved by T. Hutchinson

Seconded by M. Hanif

That the Airport Manager's presentation on the costs of fuel be received for information.

Carried

The Chair introduced the issue by reporting that profit from fuel dropped from \$41,000 in 2022 to \$17,000 in 2023. In 2022, there was a discount of \$0.10 per litre for those who purchased prepaid fuel cards, but the cards and the discount were discontinued in 2023. The Airport Manager explained that annual fees for the fuel pedestal are \$1,195 for the pod and \$480 for the cell plan to enable electronic payment for a total of \$165 per month which reduces profit on fuel. There are also fees ranging from 1.2% to 3.9% of the purchase price on credit card payments and which amounts to about \$300 per year. Fees paid by the airport on fuel purchases amount to \$1975 annually or \$165 per month. The Airport Manager noted that prepaid cards avoid these fees which reduce profit. He explained that a fuel price of \$2.58 per litre would generate \$0.23 profit per litre with a prepaid card compared to \$0.15 profit per litre if paid by credit card.

The Commission discussed prepaid fuel cards and discounts on fuel, and the implications for the Airport and pilots. The QTpod which allows fuel to be purchased on a self-serve basis is a capital investment and the Commission should get a return on the investment while being mindful that an increase in prices generally leads to a drop in sales, although there is some flexibility in fuel pricing.

The Airport Manager will contact the fuel supplier to confirm the purchases and prepare a report for the next meeting on prepaid fuel cards. The Chair will inform pilots at the January 17, 2024 meeting following the Commission meeting, about fuel pricing, costs to the Airport and prepaid fuel cards.

B. Clarification of Property Taxes

This item was deferred to the next meeting.

C. Web Site Management

The Chair provided an update regarding the transfer of the management of its web site to Deja View Video and Digital Media Solutions, adding that the transition was smooth and the site continues to be available.

D. CPI Increases in SMA Agreements

The Chair explained the reasoning behind the need for cost of living increases in lease and access agreements, and agreed to inform pilots at their meeting on January 17, 2024.

Motion Moved by T. Hutchinson

Seconded by V. Danielli

That all current and future annual increases in lease agreements be based on the Consumer Price Index (cost of living index) 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%.

Carried

Motion Moved by M. Hanif

Seconded by V. Danielli

That all future new and renewal access agreements include a provision for an annual increase in the fee based on the Consumer Price Index (cost of living index) 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%.

Carried

7. Correspondence Requiring Action - None

8. Public Notifications - None

9. Reports

A. Financial Reports

Motion Moved by V. Danielli

Seconded by T. Hutchinson

That the financial reports be approved as presented.

Carried

The Chair reviewed the municipal contributions and Commissioner Hutchinson agreed to clarify if West Grey's contribution was included in its approved budget.

B. APM's Report

Motion Moved by M. Hanif

Seconded by V. Danielli

That the APM's report be approved as presented.

Carried

The Airport Manager reviewed his report, highlighting December fuel sales of \$13,327.61. He noted that the Airport's Facebook presence has been well received and Christmas parties generated revenue. Completed maintenance included lighting repairs on the ramp area with new LED bulbs installed which will provide better performance and last longer, repairs to exit lighting in the terminal and the application of sand/grit. Drywall repairs were completed in the basement and hallway, along with painting and carpet cleaning.

With respect to concern in the Airport community about the Municipality of Brockton's position that the Airport should be sold, it was suggested that those who are Brockton ratepayers should get together to request a meeting with the Mayor, and find an individual or group to champion the cause of the Airport. It was felt that a delegation to Brockton Council would not be effective and that Mayor Peabody should be invited to the next meeting of the Friends of the Saugeen Municipal Airport.

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

Motion Moved by M. Hanif

Seconded by T. Hutchinson

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

Carried

Commissioner Danielli reported on the January 13, 2024 meeting, which was well attended. The group continues to promote the Airport and events for 2024 include Kids Fly SMA on June 22. The Rust Remover which was a major event before COVID remains undecided since officials at Transport Canada could not be reached over the holidays. A new event was proposed that would showcase first responders and demonstrate the importance of the Airport for these services. This would be a one day event with participation of helicopters from Ornge, OPP, and Hydro One plus vehicles from services such as Fire Departments, EMS, Search and Rescue, St. John Ambulance and Police which would allow the public the opportunity to see and appreciate these vehicles and the lifesaving equipment provided. Literature and other items promoting safety will be displayed in hangars and contacts will be made to secure corporate sponsorship for the event. The Airport Manager noted that 800 military members will be in Bruce County in May which might provide a further opportunity for the Airport.

Commissioners noted productive changes in support of the Airport as an asset and Commissioner Hanif stated that he has received encouraging feedback about the positive atmosphere.

10. New Business

A. News Articles

A series of articles will be submitted to local newspapers about every two months beginning in February to increase the profile of the Airport and ensure that the public is well informed about its activities and value as an asset.

11. Confirmation of Proceedings Resolution

Resolution Moved by T. Hutchinson

Seconded by M. Hanif

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 January 17, 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 January 17, 2023 Confirmation of Proceedings Resolution.

11. Adjournment

Motion Moved by M. Hanif

Seconded by V. Danielli

That the Commission adjourn at 2:32 p.m..

Carried

Next Meetings: Wednesday, February 21, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport
Wednesday, March 20, 2024, 1:00 p.m. Boardroom, Saugeen Municipal Airport

David Hocking, Chair

Catherine McKay, Recording Secretary

Mayor Chris Peabody

January 29, 2024

Municipality of Brockton

100 Scott Street

P O Box 68

Walkerton

Ontario

N0G 2V0

Mayor Peabody

Friends of the Saugeen Municipal Airport and COPA 54 (Canadian Owners and Pilots Association Flight 54) members are seeking clarity on the position of Brockton Council regarding the Saugeen Municipal Airport. Most of our membership are taxpayers in the Municipality of Brockton. Some own hangars, and some own other properties in your municipality.

Our group of concerned stakeholders and taxpayers are questioning the dubious rhetoric emanating from members of your council. There are cases of our representative on the Saugeen Municipal Airport Commission stating blatant mistruths during council meetings. These have not been challenged by yourself as chair of the council meetings. The result is the council is taking decisions based on very faulty information. Brockton council must have accurate information to make decisions on or we see inexplicable decisions such as an attempt to sell assets for short-term gains.

Comparing a public airport to a private gun club or hockey team is ridiculous. I do not ever recall a medivac flight coming or going to a hockey game or to our local gun club. I have, however, seen lots of them at the airport. Any municipal airport serves as vital infrastructure to a community that is trying to keep its citizens safe. Remember if you will the important role of the airport during the Walkerton Water Crisis. Does critical infrastructure cost money? Of course, it does. We all expect to pay our share of taxes to support roads and bridges, as well as recreation centres and libraries etc..

Any municipal council should be looking forward to a growing and prosperous future. We are certain that a viable airport is crucial to our regional growth and prosperity. We do not wish our council to squander the opportunity it has to support our airport. It will be almost impossible for a future council to establish an airport to correct a short-sighted decision made today.

In the spirit of working together to improve our community we ask that you attend our regular monthly meeting on Saturday February 10 at 9:30 am to answer questions that we may have and to work cooperatively going forward. We are planning for you to make a presentation to us followed by a short question and answer session. We will place this on our agenda for the meeting. Meetings are held in the boardroom at Saugeen Municipal Airport.

Please confirm that you will be able to attend on February 10, if not, we can accommodate any other time before or shortly after that date on a day that better fits your schedule.

Best regards.

Friends of the Saugeen Municipal Airport

President Jack Zeinstra

519 509 2847

zeinstra@wightman.ca

COPA 54

Captain Barry Tschirhart

519 881 6020

barrytschirhart@wightman.ca

Cc: Walkerton Herald-Times

Cc: Dave Hocking

Chair Saugeen Municipal Airport



SAUGEEN
MUNICIPAL AIRPORT

Manager's Report

March 20, 2024

Sales

- Fuel Sales for January and February \$22196.26

Maintenance

- Ongoing repairs to lighting for runway.
- Painting completed in terminal, office, pilots lounge and Board room
- Maintenance on tractor
- Ongoing snow removal throughout the season, grit for runways, apron and taxiways

Other points of interest

- Medivac has used the facility and the LPV approach multiple times this past month as well as fuel facilities. OPP, Versa Bank, Danzer Group.
- Checked into fuel pod pricing, for replacement. At this time there are no cost effective options. There will be options available in the future.
- Plans for the First Responder's Day are well under way with many of the potential visitors confirmed.
- This will be advertised in Brockton's calendar.
- Correspondence is ongoing with Lake Rosalind owners association with bird control. A collaborative approach is underway to deter seagulls from the area.

34 Saugeen Airport Road, R.R.#1, Walkerton, ON N0G 2V0
(519) 364-3220

www.saugeenmunicipalairport.com mgr@saugeenmunicipalairport.com

General Ledger

Balance Sheet for Period Ending 2024-01-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	(28,511.99)
71-0001-0001	Petty Cash	200.00
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(8,276.01)
71-0003-0014	HST Federal Rebate	5,438.58
71-0003-0015	HST Provincial Rebate	8,701.62
71-0003-0021	Accounts Receivable	76,118.37
71-0012-0455	Inventory - Jet A	6,882.12
71-0012-0456	Inventory - 100L	17,183.40
71-0012-0458	Inventory - Merchandise for Resale	2,048.24
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(11,777.20)
71-0029-6430	Capital - Buildings	448,535.00
71-0029-6431	Buildings - Accumulated Amortization	(271,642.94)
71-0029-6440	Capital - Equipment & Machinery	232,197.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(152,689.40)
71-0029-6480	Capital - Infrastructure	1,970,979.72
71-0029-6481	Infrastructure - Accumulated Amortization	(1,887,552.18)
TOTAL ASSETS		836,857.33
71-0131-0081	Accounts Payable Control	15,326.50
71-0133-0150	Accrued Expenses	6,200.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	12,946.91
71-0135-0080	Loan - Hangar (Meridian)	52,516.36
71-0135-0081	Loan - Tractor (Brockton)	33,274.66
71-0160-0149	Amounts to be Recovered - Long Term Debt	(85,791.02)
71-0199-9998	Investment in TCA's	757,072.00
TOTAL LIABILITIES		791,545.41
71-0199-9999	Surplus/(Deficit)	(12,775.89)
Excess Revenue over (under) Expenditures		58,087.81
Total Fund Balance		45,311.92
Total Liabilities and Fund Balance		836,857.33

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
Fund: 71 Saugeen Municipal Airport								
Category: 3???								
3800 Saugeen Municipal Airport								
Revenue								
71-3800-0518	Donations	310.00	2,813.00	60,000.00	0.00	19,856.55	60,000.00	33.09
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	1,229.15	49,787.20	24,000.00	3,725.20	36,382.88	45,000.00	80.85
71-3800-0561	Sales - Aircraft 100LL	3,585.99	145,403.88	125,000.00	12,628.67	141,419.38	140,000.00	101.01
71-3800-0562	Sales - Aircraft Oil	0.00	203.00	100.00	15.00	70.65	100.00	70.65
71-3800-0563	Fees - Tie Down	0.00	1,255.00	700.00	30.00	260.00	500.00	52.00
71-3800-0564	Fees - Commercial Landing	150.00	375.00	900.00	150.00	3,600.00	1,000.00	360.00
71-3800-0565	Fees - Access	0.00	2,805.74	2,400.00	0.00	2,197.95	2,100.00	104.66
71-3800-0579	Misc Fees	5,136.63	19,592.09	12,700.00	21,611.43	43,803.73	12,700.00	344.91
71-3800-0610	Rentals - Rooms	1,510.00	5,049.65	3,300.00	499.50	3,844.00	5,000.00	76.88
71-3800-0611	Rentals - Kitchen	442.50	5,122.51	5,400.00	442.50	5,310.00	5,000.00	106.20
71-3800-0741	Lease - Hangars	0.00	13,953.68	13,600.00	0.00	16,221.44	17,000.00	95.42
71-3800-0742	Rentals - Hangars	0.00	19,100.40	22,000.00	0.00	20,932.80	22,000.00	95.15
71-3800-0747	Rentals - Farmland	0.00	30,607.96	20,000.00	0.00	16,395.24	25,000.00	65.58
71-3800-0881	A/R Penalty/Interest Charges	8.26	(81.82)	170.00	2.12	56.97	100.00	56.97
71-3800-0922	Bank Interest	55.21	822.31	400.00	1.48	765.72	500.00	153.14
71-3800-0934	Transfer from Reserves	0.00	10,063.69	0.00	0.00	14,429.36	14,400.00	100.20
71-3800-0945	Municipal Contributions	0.00	154,530.00	154,530.00	0.00	154,530.00	154,500.00	100.02
71-3800-0999	Proceeds on TCA Disposals	0.00	0.00	0.00	0.00	3,214.53	0.00	0.00
Total Revenue		12,427.74	461,403.29	445,200.00	39,105.90	483,291.20	504,900.00	95.72
Expense								
71-3800-2130	Supplies - Office	366.59	1,703.30	1,900.00	55.09	930.87	1,400.00	66.49
71-3800-2415	Purchases - Aircraft Jet A	(673.14)	30,948.16	19,000.00	1,925.69	30,189.24	30,000.00	100.63
71-3800-2416	Purchases - Aircraft 100LL	(1,505.99)	112,872.12	100,000.00	14,492.48	129,419.60	110,000.00	117.65
71-3800-2417	Purchases - Oil	127.75	127.75	0.00	89.52	89.52	0.00	0.00
71-3800-2418	Purchases - Diesel	100.35	8,134.31	6,000.00	2,070.09	6,849.79	7,000.00	97.85
71-3800-3005	Misc. Expenses	328.11	1,103.15	500.00	0.00	2,637.56	500.00	527.51
71-3800-3008	Service Agreements	15,005.49	112,477.21	113,500.00	9,790.92	114,537.28	124,100.00	92.29
71-3800-3128	Memberships	0.00	0.00	500.00	0.00	155.00	0.00	0.00
71-3800-3212	Telephone	266.26	1,417.00	1,500.00	86.40	1,385.12	1,000.00	138.51
71-3800-3213	Internet	84.94	899.69	1,100.00	59.90	642.40	1,000.00	64.24

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used
			Actual	Budget	Period	Actual	Budget	
71-3800-3214	Web Maintenance	212.50	3,618.82	1,500.00	90.00	2,372.48	1,500.00	158.17
71-3800-3234	Advertising & Promotions	30.91	229.73	600.00	0.00	1,632.50	2,000.00	81.63
71-3800-3300	Services - Bookkeeping	11,000.00	11,000.00	11,000.00	0.00	11,200.00	11,200.00	100.00
71-3800-3310	Services - Audit	6,179.25	6,179.25	5,500.00	0.00	7,466.43	6,200.00	120.43
71-3800-3311	Legal Services	1,612.50	25,887.50	15,000.00	1,053.00	6,441.00	9,000.00	71.57
71-3800-3312	Services - RNAV Maintenance	0.00	9,500.00	5,000.00	0.00	3,500.00	3,500.00	100.00
71-3800-3316	Consultant Fees	0.00	8,905.92	0.00	0.00	0.00	0.00	0.00
71-3800-3400	Maintenance - Grounds	456.71	3,020.66	3,000.00	4,540.62	8,878.24	9,800.00	90.59
71-3800-3405	Maintenance - Farmlands	0.00	5,409.31	5,100.00	0.00	0.00	5,500.00	0.00
71-3800-3410	Maintenance - SMA Building	0.00	2,236.61	2,000.00	331.27	3,654.44	3,000.00	121.81
71-3800-3411	Maintenance - Runways	0.00	1,107.60	15,000.00	61.96	61.96	20,000.00	0.31
71-3800-3413	Maintenance - Equipment	1,101.71	8,546.94	5,000.00	0.00	3,610.02	8,000.00	45.13
71-3800-3415	Maintenance - SMA Shop	239.21	890.01	1,300.00	744.08	931.07	2,500.00	37.24
71-3800-3627	Property Development	0.00	0.00	22,000.00	0.00	0.00	20,000.00	0.00
71-3800-3710	Insurance	0.00	12,471.84	13,000.00	0.00	12,849.84	13,000.00	98.84
71-3800-3712	Utilities - Water	81.95	383.45	400.00	12.90	195.26	400.00	48.82
71-3800-3713	Utilities - Gas - Terminal (0616)	162.41	1,738.58	3,000.00	259.29	917.49	2,200.00	41.70
71-3800-3714	Utilities - Gas - Garage (7504)	585.59	1,515.49	1,000.00	161.60	1,280.41	1,300.00	98.49
71-3800-3715	Utilities - Gas - Hangar (8140)	778.15	2,397.60	1,600.00	336.00	1,414.54	2,000.00	70.73
71-3800-3716	Utilities - Hydro Terminal (64112)	1,461.87	5,124.23	4,800.00	273.10	2,309.65	4,000.00	57.74
71-3800-3717	Utilities - Hydro Hangar (15965)	289.80	1,722.02	1,300.00	259.36	1,976.43	1,500.00	131.76
71-3800-3726	Property Taxes	0.00	19,247.77	19,000.00	0.00	24,066.80	19,300.00	124.70
71-3800-4110	Service Charges - Bank and Global	1,619.08	10,497.44	7,300.00	1,478.34	8,031.43	8,000.00	100.39
71-3800-4220	Interest Expense - Hangar & Tractor	410.88	3,932.12	3,100.00	398.72	5,077.97	4,800.00	105.79
71-3800-4410	Cashier (Over)/Short	0.01	0.10	0.00	(0.02)	0.45	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	37,455.70	49,000.00	13,000.00	0.00	38,250.00	7,000.00	546.43
71-3800-5213	Transfer to Reserve	0.00	0.00	22,000.00	(43,107.33)	0.00	44,200.00	0.00
71-3800-5230	Principal Payments on Loan	2,364.14	19,698.58	19,700.00	1,678.99	20,004.97	20,000.00	100.02
71-3800-6000	Amortization Expense - TCA	40,361.36	40,361.36	0.00	32,241.29	32,241.29	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	(40,361.36)	(40,361.36)	0.00	(32,241.29)	(32,241.29)	0.00	0.00
Total Expense		80,142.73	483,944.26	445,200.00	(2,858.03)	452,959.76	504,900.00	89.71
Dept Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	41,963.93	30,331.44	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	41,963.93	30,331.44	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Period	Previous Year Total		Current Year To Date			Budget Pct Used	
			Actual	Budget	Period	Actual	Budget		
REPORT SUMMARY									
71-3800	Saugeen Municipal Airport		12,427.74	461,403.29	445,200.00	39,105.90	483,291.20	504,900.00	95.72
	Fund 71 Total Revenue		12,427.74	461,403.29	445,200.00	39,105.90	483,291.20	504,900.00	95.72
71-3800	Saugeen Municipal Airport		80,142.73	483,944.26	445,200.00	(2,858.03)	452,959.76	504,900.00	89.71
	Fund 71 Total Expenditure		80,142.73	483,944.26	445,200.00	(2,858.03)	452,959.76	504,900.00	89.71
	Fund 71 Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	41,963.93	30,331.44	0.00	0.00
	Report Total Revenue		12,427.74	461,403.29	445,200.00	39,105.90	483,291.20	504,900.00	95.72
	Report Total Expenditure		80,142.73	483,944.26	445,200.00	(2,858.03)	452,959.76	504,900.00	89.71
	Report Excess Revenue Over (Under) Expenditures		(67,714.99)	(22,540.97)	0.00	41,963.93	30,331.44	0.00	0.00

General Ledger

5 Year Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Yr Ending 2019-12-31		Yr Ending 2020-12-31		Yr Ending 2021-12-31		Yr Ending 2022-12-31		Yr Ending 2023-12-31	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Fund: 71 Saugeen Municipal Airport											
Category: 3???											
3800 Saugeen Municipal Airport											
Revenue											
71-3800-0518	Donations	0.00	0.00	4,000.00	0.00	3,769.00	0.00	2,813.00	60,000.00	19,856.55	60,000.00
71-3800-0559	Sales - Diesel Fuel	45.41	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	30,678.86	24,000.00	20,288.61	30,000.00	22,991.81	30,000.00	49,787.20	24,000.00	36,382.88	45,000.00
71-3800-0561	Sales - Aircraft 100LL	103,521.85	110,000.00	83,871.15	92,000.00	111,610.67	92,000.00	145,403.88	125,000.00	141,419.38	140,000.00
71-3800-0562	Sales - Aircraft Oil	1,719.42	1,500.00	459.42	1,500.00	199.83	1,500.00	203.00	100.00	70.65	100.00
71-3800-0563	Fees - Tie Down	798.27	1,600.00	793.68	1,600.00	979.09	700.00	1,255.00	700.00	260.00	500.00
71-3800-0564	Fees - Commercial Landing	0.00	0.00	150.00	0.00	750.00	0.00	375.00	900.00	3,600.00	1,000.00
71-3800-0565	Fees - Access	2,595.00	2,500.00	2,800.00	2,800.00	2,343.02	2,400.00	2,805.74	2,400.00	2,197.95	2,100.00
71-3800-0579	Misc Fees	17,627.07	11,600.00	15,874.48	3,000.00	19,050.34	12,700.00	19,592.09	12,700.00	43,803.73	12,700.00
71-3800-0610	Rentals - Rooms	159.29	1,000.00	904.15	1,000.00	2,175.00	1,000.00	5,049.65	3,300.00	3,844.00	5,000.00
71-3800-0611	Rentals - Kitchen	2,864.22	8,000.00	0.00	3,500.00	1,566.78	2,000.00	5,122.51	5,400.00	5,310.00	5,000.00
71-3800-0741	Lease - Hangars	10,810.27	11,000.00	10,946.06	11,200.00	12,552.37	12,200.00	13,953.68	13,600.00	16,221.44	17,000.00
71-3800-0742	Rentals - Hangars	18,900.00	19,000.00	21,400.00	21,600.00	19,649.60	22,000.00	19,100.40	22,000.00	20,932.80	22,000.00
71-3800-0747	Rentals - Farmland	14,029.19	4,600.00	14,012.85	35,700.00	22,947.25	15,000.00	30,607.96	20,000.00	16,395.24	25,000.00
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	0.00	225.76	0.00	(81.82)	170.00	56.97	100.00
71-3800-0922	Bank Interest	513.48	850.00	338.97	500.00	280.98	500.00	822.31	400.00	765.72	500.00
71-3800-0934	Transfer from Reserves	1,228.07	0.00	0.00	0.00	8,200.00	8,200.00	10,063.69	0.00	14,429.36	14,400.00
71-3800-0945	Municipal Contributions	138,373.00	138,373.00	150,000.00	150,000.00	151,500.00	151,500.00	154,530.00	154,530.00	154,530.00	154,500.00
71-3800-0999	Proceeds on TCA Disposals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,214.53	0.00
Total Revenue		343,863.40	334,123.00	325,839.37	354,500.00	380,791.50	351,700.00	461,403.29	445,200.00	483,291.20	504,900.00
Expense											
71-3800-2130	Supplies - Office	1,075.94	2,200.00	1,335.44	1,500.00	548.63	500.00	1,703.30	1,900.00	930.87	1,400.00
71-3800-2415	Purchases - Aircraft Jet A	19,747.58	18,000.00	14,814.78	18,000.00	18,442.75	18,000.00	30,948.16	19,000.00	30,189.24	30,000.00
71-3800-2416	Purchases - Aircraft 100LL	81,870.73	75,000.00	68,320.97	75,000.00	95,342.77	75,000.00	112,872.12	100,000.00	129,419.60	110,000.00
71-3800-2417	Purchases - Oil	1,492.11	1,500.00	228.49	1,500.00	273.33	500.00	127.75	0.00	89.52	0.00
71-3800-2418	Purchases - Diesel	6,060.46	7,000.00	6,289.66	7,000.00	5,924.73	7,000.00	8,134.31	6,000.00	6,849.79	7,000.00
71-3800-3005	Misc. Expenses	0.00	2,500.00	141.26	1,000.00	334.99	1,000.00	1,103.15	500.00	2,637.56	500.00
71-3800-3008	Service Agreements	106,250.00	111,000.00	115,128.90	111,000.00	113,077.22	113,500.00	112,477.21	113,500.00	114,537.28	124,100.00
71-3800-3128	Memberships	641.00	700.00	41.90	700.00	125.00	700.00	0.00	500.00	155.00	0.00
71-3800-3212	Telephone	1,445.01	1,100.00	1,535.04	1,500.00	1,638.05	1,500.00	1,417.00	1,500.00	1,385.12	1,000.00
71-3800-3213	Internet	959.88	1,500.00	959.88	1,200.00	959.88	1,200.00	899.69	1,100.00	642.40	1,000.00
71-3800-3214	Web Maintenance	4,213.12	2,500.00	1,683.46	1,000.00	1,675.86	1,500.00	3,618.82	1,500.00	2,372.48	1,500.00
71-3800-3234	Advertising & Promotions	1,067.50	1,000.00	152.45	2,000.00	2,647.04	2,100.00	229.73	600.00	1,632.50	2,000.00
71-3800-3300	Services - Bookkeeping	6,660.00	9,078.00	0.00	0.00	0.00	0.00	11,000.00	11,000.00	11,200.00	11,200.00
71-3800-3310	Services - Audit	4,200.00	4,500.00	6,000.00	4,800.00	6,265.00	5,000.00	6,179.25	5,500.00	7,466.43	6,200.00
71-3800-3311	Legal Services	7,832.20	500.00	16,588.65	4,500.00	31,159.24	2,500.00	25,887.50	15,000.00	6,441.00	9,000.00

General Ledger

5 Year Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Yr Ending 2019-12-31		Yr Ending 2020-12-31		Yr Ending 2021-12-31		Yr Ending 2022-12-31		Yr Ending 2023-12-31	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
71-3800-3312	Services - RNAV Maintenanc	3,670.88	4,500.00	1,500.00	500.00	3,000.00	3,000.00	9,500.00	5,000.00	3,500.00	3,500.00
71-3800-3316	Consultant Fees	0.00	0.00	0.00	0.00	0.00	0.00	8,905.92	0.00	0.00	0.00
71-3800-3400	Maintenance - Grounds	5,167.71	6,200.00	9,911.76	5,000.00	1,740.79	5,000.00	3,020.66	3,000.00	8,878.24	9,800.00
71-3800-3405	Maintenance - Farmlands	0.00	0.00	180.00	0.00	4,340.43	7,000.00	5,409.31	5,100.00	0.00	5,500.00
71-3800-3410	Maintenance - SMA Building	5,500.38	6,000.00	4,477.65	6,000.00	3,752.34	2,000.00	2,236.61	2,000.00	3,654.44	3,000.00
71-3800-3411	Maintenance - Runways	1,548.99	10,000.00	2,133.27	10,000.00	8,477.44	15,000.00	1,107.60	15,000.00	61.96	20,000.00
71-3800-3413	Maintenance - Equipment	10,191.24	11,000.00	9,720.39	10,000.00	2,100.27	8,500.00	8,546.94	5,000.00	3,610.02	8,000.00
71-3800-3415	Maintenance - SMA Shop	0.00	0.00	55.97	0.00	441.91	6,000.00	890.01	1,300.00	931.07	2,500.00
71-3800-3627	Property Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	0.00	20,000.00
71-3800-3710	Insurance	10,250.28	10,000.00	11,065.68	10,300.00	11,710.44	13,300.00	12,471.84	13,000.00	12,849.84	13,000.00
71-3800-3712	Utilities - Water	315.76	400.00	196.12	400.00	318.60	400.00	383.45	400.00	195.26	400.00
71-3800-3713	Utilities - Gas - Terminal (061	3,400.13	4,000.00	2,627.41	4,000.00	772.10	3,000.00	1,738.58	3,000.00	917.49	2,200.00
71-3800-3714	Utilities - Gas - Garage (7504	1,045.63	1,500.00	1,063.90	1,300.00	964.41	1,300.00	1,515.49	1,000.00	1,280.41	1,300.00
71-3800-3715	Utilities - Gas - Hangar (8140	1,521.18	1,200.00	1,150.87	1,200.00	1,949.75	1,200.00	2,397.60	1,600.00	1,414.54	2,000.00
71-3800-3716	Utilities - Hydro Terminal (64	7,225.63	10,000.00	3,620.22	10,000.00	3,521.05	5,000.00	5,124.23	4,800.00	2,309.65	4,000.00
71-3800-3717	Utilities - Hydro Hangar (1590	1,602.67	2,000.00	1,319.37	2,000.00	1,514.13	1,200.00	1,722.02	1,300.00	1,976.43	1,500.00
71-3800-3726	Property Taxes	23,988.60	14,000.00	18,402.34	24,000.00	18,578.56	19,000.00	19,247.77	19,000.00	24,066.80	19,300.00
71-3800-4110	Service Charges - Bank and	8,020.36	8,000.00	7,299.61	8,000.00	8,169.28	7,000.00	10,497.44	7,300.00	8,031.43	8,000.00
71-3800-4220	Interest Expense - Hangar &	6,141.84	6,000.00	4,457.15	6,000.00	3,537.00	4,400.00	3,932.12	3,100.00	5,077.97	4,800.00
71-3800-4410	Cashier (Over)/Short	14.86	0.00	6.14	0.00	0.05	0.00	0.10	0.00	0.45	0.00
71-3800-5210	Tangible Capital Asset - Purc	9,809.00	0.00	13,760.00	0.00	6,140.72	0.00	49,000.00	13,000.00	38,250.00	7,000.00
71-3800-5213	Transfer to Reserve	0.00	0.00	0.00	6,600.00	0.00	0.00	0.00	22,000.00	0.00	44,200.00
71-3800-5230	Principal Payments on Loan	18,962.21	18,500.00	19,143.77	18,500.00	19,400.37	19,400.00	19,698.58	19,700.00	20,004.97	20,000.00
71-3800-6000	Amortization Expense - TCA	41,241.59	0.00	34,668.97	0.00	38,918.87	0.00	40,361.36	0.00	32,241.29	0.00
71-3800-6100	Change in Investment of Cap	(41,241.59)	0.00	(34,668.97)	0.00	(38,918.87)	0.00	(40,361.36)	0.00	(32,241.29)	0.00
Total Expense		361,892.88	351,378.00	345,312.50	354,500.00	378,844.13	351,700.00	483,944.26	445,200.00	452,959.76	504,900.00
Dept Revenue Over (Under) Expenditures		(18,029.48)	(17,255.00)	(19,473.13)	0.00	1,947.37	0.00	(22,540.97)	0.00	30,331.44	0.00
Category Revenue Over (Under) Expenditures		(18,029.48)	(17,255.00)	(19,473.13)	0.00	1,947.37	0.00	(22,540.97)	0.00	30,331.44	0.00

General Ledger

5 Year Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2023 - From Period 1 To Period 12 Ending DEC 31,2023

Account	Description	Yr Ending 2019-12-31		Yr Ending 2020-12-31		Yr Ending 2021-12-31		Yr Ending 2022-12-31		Yr Ending 2023-12-31	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
REPORT SUMMARY											
71-3800	Saugeen Municipal Airport	343,863.40	334,123.00	325,839.37	354,500.00	380,791.50	351,700.00	461,403.29	445,200.00	483,291.20	504,900.00
	Fund 71 Total Revenue	343,863.40	334,123.00	325,839.37	354,500.00	380,791.50	351,700.00	461,403.29	445,200.00	483,291.20	504,900.00
71-3800	Saugeen Municipal Airport	361,892.88	351,378.00	345,312.50	354,500.00	378,844.13	351,700.00	483,944.26	445,200.00	452,959.76	504,900.00
	Fund 71 Total Expenditure	361,892.88	351,378.00	345,312.50	354,500.00	378,844.13	351,700.00	483,944.26	445,200.00	452,959.76	504,900.00
	Fund 71 Excess Revenue Over (Under) Expendi	(18,029.48)	(17,255.00)	(19,473.13)	0.00	1,947.37	0.00	(22,540.97)	0.00	30,331.44	0.00
	Report Total Revenue	343,863.40	334,123.00	325,839.37	354,500.00	380,791.50	351,700.00	461,403.29	445,200.00	483,291.20	504,900.00
	Report Total Expenditure	361,892.88	351,378.00	345,312.50	354,500.00	378,844.13	351,700.00	483,944.26	445,200.00	452,959.76	504,900.00
	Report Revenue Over (Under) Expenditures	(18,029.48)	(17,255.00)	(19,473.13)	0.00	1,947.37	0.00	(22,540.97)	0.00	30,331.44	0.00



springhills

March 6, 2024

To Whom It May Concern,

I am writing this letter to share how important the Saugeen Municipal Airport is to the future of our business here in the Hanover, Walkerton and West Grey area because of a recent business expansion into northern Ontario.

Cedar Crest Trout Farms, also known as Springhills Fish, is a second-generation family fish farming business in Grey-Bruce. We raise rainbow trout, Arctic char and coho salmon with a focus on eco-friendly and humane farming methods.

We grow fish at five land-based fish farms out of Hanover and West Grey, a processing plant near Chatsworth, and we recently started a partnership with Sheshegwaning First Nation for a new farm on Manitoulin Island. We hatch the majority of rainbow trout that all fish farms in Ontario grow out, supply most major Canadian grocery stores with fillets, and also deliver fish directly to 1,500 homes every month across the province. Furthermore, the Ontario Aquaculture Association operates out of our "home farm" in Allan Park.

The expansion to Manitoulin Island was a significant step for our business. To stay competitive, we needed to venture further afield and open our own grow-out facility in Lake Huron. After a province-wide search, the best way to do this was a long-term joint-equity partnership with Sheshegwaning First Nation.

It only took one season of farming up north to realize the distance is going to be a challenge. First, it is hard for quick decision-making and long-term planning when leadership's boots are not consistently on the ground. Second, it can be hard for staff training, team building and morale when team members are isolated in the north.

Furthermore, and perhaps the spark for this letter, is the distance can be a strain on building new relationships and forging community ties with our friends at Sheshegwaning First Nation. Our partnership is about more than economics, it is about "joining families" and being part of their community through ceremonies, pow-wows, education events, Pride parades, tours, and regular management meetings. In return, for members of Sheshegwaning to participate in activities down here in the Hanover, Walkerton and West Grey community.

To ensure this expansion will be successful, my co-owners Arlen and Mike, as well as many staff members and myself, have done a lot of “burn and turns”, which means driving the 8 hours up to the activity, then the next day driving the 8 hours home.

It was during one of these grueling drives that we discovered our home community supports an airport in our backyard. And we were even more excited to hear it was fantastically equipped with a flight school, storage, a restaurant and was super conveniently located.

Shortly after, we met with Marohl Kuhl of Kuhl Flight Academy who was more than happy to run the numbers and see if it was feasible for us to operate a small plane between the Saugeen Municipal Airport and the far end of Manitoulin Island.

Shockingly, it was not as extravagant of an idea as you would think: the flight would only be one hour; it would use a third of the fuel compared to driving our farm vehicles; and planes can cost less than some of our heavier farm trucks and machinery.

The benefits are numerous, including more efficient farm management, better work-life balance, lower carbon footprint, and being able to extend our community ties and relationships more easily with our Manitoulin friends. Furthermore, we do a lot of advocacy and education through the Ontario Aquaculture Association, and flying opens up even more opportunities to advance our sector.

Thus, in June 2023, my co-owner Mike and I started flight lessons — something neither of us could have ever pursued if the flight school was not nearby. I have already finished ground school, written all three exams, and am taking solo flights.

Over the last 9 months, I have learned that we have so much more than a fantastically equipped airport here — we have a welcoming and encouraging community of flyers in Grey-Bruce. It is made up of experienced pilots and aviation enthusiasts who can talk flying for hours, as well as newbies like me struggling to get our “air legs” beneath us.

If you are wondering what types of people a place like Saugeen Municipal Airport attracts, you only have to look at my cohort of 14 students from Ground School in the fall. It was not the wealthy 1%-ers, it was a diverse group that included:

- One construction fellow who found it less expensive to own a plane and a cottage in northern Ontario, than try and afford a cottage within driving distance;
- A local young woman with dreams of flying for Air Canada one day;
- A retired tradesman looking for a hobby and an easier way to visit his kids who live across the province;
- A nurse hoping to practice more medicine in remote and fly-in communities;
- And me, a fish farmer looking to get some time back and ensure his business expansion succeeds.

Furthermore, my many hours at the Saugeen Municipal Airport have shown me the immense practical value that the airport provides to our community. There are regular visits from Ornge for emergency healthcare services, who rely on our airport for fuel and fast access to people's care. There are crop dusters up and down all day protecting our farmers' crops. And there are so many visits from families, old folks' homes, or groups of individuals with development disabilities who just have fun watching the planes.

When we distill the Saugeen Municipal Airport's value down to simple metrics like tourism, we miss out on the contributions of our immense community of pilots, wannabe pilots, and aviation enthusiasts that call this airport home. We miss out on visitors who enjoy a meal at the Landing Gear and swap stories with the locals. And we also shut out the economic potential of having such a convenient transportation in and out of Hanover, Walkerton and West Grey.

When I lived in Toronto in my twenties, I found it so odd that politicians were pushing for more public transportation across Ontario using trains and high-speed rail. It was strange because I grew up finding old railway spikes along the driveway at our home farm in Allan Park, as it was the abandoned railway bed for a train that used to run from Hanover into the GTA.

If only politicians had the foresight in the 1980s to keep those rail lines, the geography of this province would feel drastically different, and the carbon emissions and ease from transport would feel drastically different.

I would encourage today's politicians to celebrate the Saugeen Municipal Airport and not close off this community to what the airport offers today — but also not close it off to the amazingly unknown future coming with electrically-fueled aviation and new aviation technologies that could change transportation of people and goods forever.

Thank you for taking the time to hear about what the Saugeen Municipal Airport means to our family and our community here in Hanover, Walkerton and West Grey.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RJ Taylor', written over a horizontal line.

RJ Taylor
Owner,
Cedar Crest Trout Farms & Springhills Fish
rj@cedarcrestfish.ca
springhillfish.ca



Town of Hanover c/o Clerk
341 10th Street, Hanover, ON N4N 1P5

Municipality of West Grey c/o Clerk
402813 Grey County Road 4, RR2 Durham, ON N0G 1R0

September 8, 2023

To the Council of the Town of Hanover and the Council of the Municipality of West Grey,

The Saugeen Municipal Airport has been in operation since 1990 because of the dedication of the volunteers and pilots. The efforts of these individuals in providing this service while keeping costs low should be lauded.

The past few years have been financially challenging for many municipalities that have faced high inflation, rising interest rates and a delay in updated property tax assessment cycle. It is imperative that municipal councils consider their role as stewards for the municipality and balance the services provided with the economic impacts of those services to all residents within the municipality. As the main financial contributor, it is incumbent on the Municipality of Brockton to consider the long-term viability of this service and its benefits to all Brockton residents.

In light of the current economic conditions, Council of the Municipality of Brockton believes that now is the time for the Municipality of Brockton to consider the future of the Saugeen Municipal Airport, and whether it should continue as a municipally subsidized organization, particularly given the jurisdictional challenges associated with the competing provincial and federal regulations. As such this will also be a consideration for the Municipality of West-Grey and the Town of Hanover as a partner in the SMA.

Specifically, Council of the Municipality of Brockton is inviting the Municipality of West-Grey and the Town of Hanover to undertake a public process to consider authorizing a sale of the Saugeen Municipal Airport assets, potentially to an entity that would allow the facility to continue as an airport, or by undertaking a voluntary winding up in accordance with section 230 (1) of the *Corporation Act*, R.S.O. 1990, c. 38.

If you are interested in considering this process we anticipate the first step being a staff report either prepared jointly or separately by Municipal staff on all aspects of the airport with a comprehensive evaluation of the service and the potential implications of a sale or dissolution of the organization. Following this we anticipated a motion would be passed by each Council related to their intent on the future of the SMA.

In the alternative, if neither the Municipality of West-Grey or the Town of Hanover is willing to undertake the process described above, Council of the Municipality of Brockton is of the opinion that the cost-sharing agreement that was put in place in 2005 should be reviewed and renegotiated in the near future as Arran-Elderslie is still mentioned as a party to the agreement among other updates requiring due attention.

Council of the Municipality of Brockton acknowledges the many shared services and agreements that exist between the Municipality of Brockton, the Municipality of West-Grey and the Town of Hanover and looks forward to continuing to find collaborative solutions to common challenges in the best interest of the residents of our communities.

Sincerely,

Fiona Hamilton, Director of Legislative and Legal Services (Clerk)
Municipality of Brockton

or

Sonya Watson, Chief Administrative Officer
Municipality of Brockton

or

CC: Dave Hocking, Saugeen Municipal Airport Commission

Report to Council

Report Title: Saugeen Municipal Airport Member Municipal Meeting
Prepared By: Fiona Hamilton, Director of Legislative and Legal Services (Clerk)
Department: Clerk's
Date: March 5, 2024
Report Number: CLK2024-06 **File Number:** C11CL

Attachments:

Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CLK2024-06 – Saugeen Municipal Airport Member Municipal Meeting, prepared by Fiona Hamilton, Director of Legislative and Legal Services (Clerk) for information purposes, approves the meeting date, location, Chairperson, and draft Agenda for the meeting with the Municipality of Brockton, the Municipality of West Grey, and the Town of Hanover to discuss the Saugeen Municipal Airport;

And further authorizes sharing the cost of inviting the auditor to provide a brief overview of the finances of the Saugeen Municipal Airport.

Report:

Background:

At the meeting on January 9, 2024, Brockton Council received correspondence from both the Municipality of West Grey and the Town of Hanover requesting a meeting with all three Councils and senior staff to engage in a comprehensive discussion about the Saugeen Municipal Airport. Brockton Council authorized proceeding with this meeting.

Staff from all three municipalities have met and discussed a plan for this meeting. The proposed date for the meeting is Wednesday, April 17, 2024, from 9:00 a.m. to 12:00 at the Elmwood Community Centre. The Owl Cameras will be used to ensure there is an option for remote participation in the meeting.

Dean Leifso is a resident of Elmwood who has operated a law practice in Hanover for many decades, is the Chairperson for the Brockton Heritage Committee and was a member of Brockton Council from 2014 to 2022. Mr. Leifso has agreed to act as the Chairperson for the meeting.

Analysis:

Staff from all three municipalities have discussed and recommend the following Agenda for the meeting:

- Acceptance of the Chairperson
- Acceptance of the Agenda
- Financial Overview from the Auditor
- Statement from each Mayor
- General Discussion about Future Options
- Summary of any additional information to be provided (if applicable)
- Discussion of next steps.

While there may be a small cost associated with inviting the auditor to present an overview of the financial circumstances of the Saugeen Municipal Airport, staff highly recommend doing so to ensure all three Councils receive this critical information directly from an external and unbiased professional source as a baseline for further discussions.

The proposal would be that the Chairperson would adopt the procedural by-law for the municipality he is most familiar with, noting that most provisions of procedural by-laws tend to be very similar. The minutes will be taken by Fiona Hamilton, Director of Legislative and Legal Services (Clerk) and shared with the Municipality of West Grey and the Town of Hanover after the meeting.

Municipal staff are seeking Council’s authorization to proceed with the meeting as planned, and requesting any additions, changes, or alterations to the draft Agenda prior to it being finalized. The Mayor’s statement is intended to be a position representative of that particular Council on their views on the future direction of the SMA. Once the agenda is finalized it will be circulated to the public and the Saugeen Municipal Airport Commission.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- | | |
|---|-----|
| • Recommendations help move the Municipality closer to its Vision | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community | Yes |
| • Recommendations contribute to achieving Quality of Life | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | Yes |
| • Recommendations contribute to achieving Economic Development | Yes |
| • Recommendations contribute to achieving Municipal Governance | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

It is anticipated that the cost of the meeting will be limited due to cost sharing with the other municipalities and covered by funds already included in the 2024 Municipal budget.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Director of Legislative and Legal Services (Clerk)

Reviewed By:



Sonya Watson, Chief Administrative Officer

From: [Dave Hocking](#)
To: [Fiona Hamiton](#)
Cc: [Catherine McKay](#)
Subject: April 17th meeting
Date: March 13, 2024 9:12:12 AM

Hi Fiona - I received a copy of your report (CLK2024-06) about the upcoming meeting on April 17th. In that report, you state that "Brockton Council received correspondence from both the Municipality of West Grey and the Town of Hanover requesting a meeting with all three Councils and senior staff to engage in a comprehensive discussion about the Saugeen Municipal Airport".

I believe that this is misleading since it implies that it was West Grey and Hanover that requested the meeting. In fact, Brockton initiated the process through its letter of September 8, 2023 to Hanover and West Grey suggesting that it was time to consider the future of the Saugeen Municipal Airport. I also note that Brockton passed a resolution to sell the airport and your report has been forwarded to the other two partners (West Grey and Hanover) for comment.

Staff from each municipality have been involved in preparing for this meeting, but it has been set up wholly at the request of the Municipality of Brockton. As such, It will be an opportunity in a public meeting for Brockton officials to present reasons for wanting to sell the airport.

In light of the above, I hope that you will issue a revised report to correct the impression it left that the process was initiated by Hanover and West Grey, since that was not in fact the case.

Thank you.

Dave Hocking
Chair
Saugeen Municipal Airport Commission

Dave

“Quality comes from people who feel like quality”

Sent from my iPhone=



SAUGUEEN **MUNICIPAL AIRPORT**

STAFF REPORT TO SMA COMMISSION

FROM: Catherine McKay
DATE: March 20, 2024
SUBJECT: Asset Retirement Obligations

RECOMMENDATION

That the SMA Commission receive for information the attached information on Asset Retirement Obligations.

BACKGROUND and DISCUSSION

On February 1, 2024, Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover, emailed the Commission Chair to advise him that the auditors had recently brought to her attention that SMA will need to identify and account for any Asset Retirement Obligations (ARO) of their tangible capital assets on the balance sheet for its 2023 financial statements, in the same manner as all municipal governments. Asset Retirement Obligations arise from assets where there is some legal obligation to remediate it prior to removing it from service. As an example, a building built prior to 1990 could contain asbestos in the insulation or tile, although this is not the case for SMA. Ms. Walker advised that SMA would be required to identify if there are any ARO obligations related to its tangible capital assets and identify the remediation method to fix the asset and the costs that may be associated with remediation. Ms. Walker provided a listing of SMA's current Tangible Capital Assets (TCAs) that need to be identified for Asset Retirement Obligation (ARO) purposes and requested that SMA identify if the existing assets are still there.

The Chair, the Airport Manager and the Secretary reviewed the list of assets, updated it with assets that had not been initially identified. and determined that there are no asset retirement obligations connected with any of SMA's assets. The updated list was forwarded to Ms. Walker on February 18, 2024. The list of assets will be a useful starting point for SMA's asset management program to plan for the acquisition, maintenance and disposal of assets.

ATTACHMENT

The list as forwarded to Ms. Walker is attached.

FINANCIAL IMPLICATIONS

There are no financial implications.

From: Christine Walker [REDACTED]
Date: February 1, 2024 at 12:56:55 PM EST
To: tim olds [REDACTED]
Cc: Dave Hocking [REDACTED] Jennifer Tersteegen [REDACTED]
Subject: Asset Retirement Obligations at SMA as well as Assets for SMA Listing

Hi Tim/Dave,

When the auditors were in for our town interim audit, they brought to my attention that SMA will need to identify and account for any Asset Retirement Obligations of their tangible capital assets on their 2023 financial statements, in the same manner as all municipal governments.

Attached is a listing of your current Tangible Capital Assets (TCA's), that need to be identified for Asset Retirement Obligation (ARO) purposes. More than 90% of your assets will not require ARO's – most ARO's will be in the buildings, if any, as well as any legislated requirements (water, sewer, equipment, leased assets). You need to identify these within the spreadsheet attached. As we are the bookkeepers, we will not have any detailed information on the SMA assets, their uses, what is contained in each asset (asbestos etc.), that may warrant an ARO. That would be up to the SMA administration.

The spreadsheet contains 2 tabs at the bottom of the workbook –

1. Instructions and
2. Inventory (this information is as of December 31, 2022 with any 2023 assets that I am aware of being added).

There are 2 parts to this inventory information that is required from you.

1. Identify if any of the existing assets are still there (some may have been disposed of and were not relayed to us to remove from the inventory). I am aware of the tractor that was sold in 2023 (highlighted in yellow on the attached spreadsheet). Another one may be the previous fuel pod that was replaced at the end of 2022/early 2023. In the attached spreadsheet in the column I – can you identify any of the assets that should be disposed of. If they were disposed of, were any monies received. If they were disposed of in previous years and are still on the inventory, we will assume they were disposed of without any money. Identify only those assets that need to be disposed of in Column I. If there is nothing in column I, we will assume that the asset is still in operation/use at the SMA.
2. For the remaining assets that are not being disposed of, under Column J (highlighted in blue), you are to identify if any of those assets listed require an Asset Retirement Obligation (ARO). There is a drop down menu to choose Yes or No. That means that the asset may have some legal obligation to remediate it prior to removing it from service. Most of the ARO's would be contained within the buildings, especially for those buildings that were built prior to 1990 – there could be asbestos in the insulation, tile etc. We need SMA to identify if there is any ARO obligation as this information needs to be recorded on the SMA balance sheet (similar to recording the assets on the balance sheet). At this time, you are just identifying which of your assets may have an ARO obligation so that it can then be examined for possible ARO estimates. Any that have been identified, I will need to follow up with you on the remediation method to fix the asset and the costs that may be associated with it, when SMA goes to remediate the asset.

This information needs to be returned to me by February 16, 2024 at the latest so that we can complete the SMA ARO requirements for the financial statements for 2023.

If you have any questions, please let me know. Thanks,

Christine (Chris) Walker, CMO
Director of Corporate Services/Treasurer

Town of Hanover

341 10th St. Hanover ON N4N 1P5



This communication is confidential and may contain information protected by privacy legislation. Unauthorized use is strictly prohibited. If you have received this communication in error, please notify sender immediately by telephone.

SMA ASSET INVENTORY

Reviewed by:	Catherine McKay
Date:	February 18, 2024

				2023 Entries	Disposals			
Assets #	Department	Sub-Dept	Description	Year Added	Opening Cost	Useful Life	Disposal	ARO Identified
1	Land	Land	Building Construction	1990	410,869.00	0		
2	Infrastructure	Other		1990	121,515.00	10		
3	Infrastructure	Run/Park	Construction of Runway	1990	429,344.00	20		
4	Infrastructure	Run/Park	Paving & Electrical of Runway	1991	620,723.00	20		
4	Infrastructure	Run/Park	Crack Sealing Addition	2020	7,320.00	5		
6	Infrastructure	Water Distribution	Waterline Installation	1991	11,303.00	80		
7	Infrastructure	Run/Park	Paving - Access Road & Parking Lot	1992	24,045.00	20		
8	Infrastructure	Other	Fencing / Culvert	1991	4,541.00	10		
9	Building	Interior	Basement Ceiling	1991	1,900.00	40		
10	M&E	Furn Fix	8 Picnic Tables	1995	14,792.00	10		
11	Building	Structure	Operations Garage Structure	1993	35,184.00	40		
11	Building	Site Elements	Garage Site Elements	1993	3,555.00	40		
11	Building	Exterior	Interior of Garage Structure	1993	211.00	40		
11	Building	Mechanical	Mechanical for Garage	1993	7,031.00	25		
12	Infrastructure	Run/Park	North Taxiway	1992	25,785.00	20		
12	Infrastructure	Run/Park	Crack Sealing Addition	2020	488.00	5		
13	Infrastructure	Water Distribution	South Drainage Project	1993	11,202.00	80		
14	Building	Structure	Airport Terminal Building Expansion	1994	261,384.00	40		
17	M&E	Operational	Norstar Telephone System	1995	3,314.00	10		
20	Building	Interior	Replace Flooring	1995	1,161.00	40		
21	Infrastructure	Run/Park	Crosswind Runway - Taxiway Construction	1995	562,289.00	20		
22	Infrastructure	Run/Park		1996	17,610.00	20		
24	Infrastructure	Other	Special Events Power Box	1998	1,648.00	10		
26	Infrastructure	Water Distribution	Tile Drainage	1998	3,000.00	80		
35	M&E	Misc	Lincoln K1297 Welder & Attachments	1999	654.00	10		
36	Infrastructure	Other	50 KV Pad Mount Transformer	1999	1,470.00	10		
37	Building	Mechanical	Electrical Connection - New Hangars	2000	888.00	25		
38	M&E	Furn Fix	Range (Magic Chef)-Kitchen Equipment	2000	1,834.00	10	Disposed of; not replaced; new restaurant owner purchased her own	

40	Infrastructure	Run/Park	Paving - Road acces btw airport ramp & taxiway #1; Road access beside terminal building; Road access btw south hangar taxiway and main airport access; Extension of south taxiway to access new hangar lots and existing hangar	2000 2023	13,754.00	20	
40	Infrastructure	Run/Park	Crack Sealing Addition	2020	1,952.00	5	
40	Infrastructure	Run/Park	Crack Sealing Addition	2021	3,510.72	5	
40	Infrastructure	Run/Park	Crack Sealing Addition	2023	19,450.00		
41	M&E	Furn Fix	Boardroom Table	2001	651.00	10	
43	M&E	Att Fix	Windsock Tower	2001	3,132.00	10	
44	Infrastructure	Run/Park	Runway Lighting - Strobe Light and Apapi	2002	11,063.00	20	
44	Infrastructure	Run/Park	Replacement of APAPI with new PAPI unit	2021	2,630.00	5	
46	M&E	Furn Fix	Transparent Smoke Shades	2004	650.00	10	
49	M&E	Operational	Altimeter (AOG)	2006	1,051.00	10	
50	M&E	Furn Fix	Holman Toaster (Kitchen)	2007	856.00	10	
51	Building	Structure	Roof of Terminal Building	2009	6,486.00	40	
52	Infrastructure	Fuel Storage & Distribution	Fuel System Site Preparation	2009	9,781.00	10	
53	Building	Interior	Washroom Renovations	2010	4,488.00	40	
54	Infrastructure	Fuel Storage & Distribution	Fuel System Installation	2010	88,336.00	10	
56	M&E	Operational	Crack Sealer / Melter Applicator	2011	1,425.00	10	
57	Land Improvements	Land Improve	Paving - New Hangar Also TCA# 58	2011	17,708.00	20	
59	Building	Mechanical	New Hangar (Schaus)	2011	883.00	25	
60	M&E	Furn Fix	Carpeting in Terminal Building	2012	3,683.00	10	
61	Land Improvements	Land Improve	Installation of Drains	2012	445.00	20	
62	Infrastructure	Run/Park	Prepare Taxi at new Hangar & Backfill	2012	1,239.00	20	
63	Infrastructure	Run/Park		2013	2,102.00	20	
64	Infrastructure	Run/Park	Gravel, Grade & Pave Roadway, Parking Lot to Hangar	2013	6,609.00	20	
65	Building	Mechanical	Draft Fan	2014	1,010.00	25	
66	Building	Structure	Hangar M & N	2014	98,000.00	40	
67	Infrastructure	Other	A & B Gravel	2014	513.00	10	
68	Infrastructure	Other	Underground Gas Pipe	2015	3,764.00	10	
69	Building	Mechanical	Reinstall Furnace from Farmhouse in Hangar	2015	2,653.00	25	
70	M&E	Furn Fix	300 Folding Stackable Chairs, Global	2015	9,600.00	10	
71	Buildings	Furn Fix	Four Hange Door	2015	1,130.00	40	
72	M&E	Misc	16' Weberlane Enclosed Trailer	2015	3,000.00	10	
73	Infrastructure	Run/Park	Paving - South Hangar Area	2015	4,257.00	20	
74	M&E	Att Fix	Stand-Up Cooler	2015	1,200.00	10	
75	Building	Exterior	"T" Hangar	2015	1,642.00	40	

Replaced by new Pod - See TCA #90? Yes

77	SMA Shop	Garage Doors	2 Garage Doors, 4 Windows	2016	5,100.00	40		
78	M&E	Misc	Raptor Lawn Tractor/Mower	2017	5,913.00	10		
79	Building	Exterior	??	1999	2,180.00	40		
80	Building	Mechanical	House?	1999	7,818.00	25	Demolished	
81	Building	Mechanical	Hot Water Tank	2017	3,840.00	25		
82	M&E	Unlicensed Equipment	HD 108 Snowblower	2016	13,276.00	10		
83	Infrastructure	Run/Park	South Driveway/Roadway	2017	5,146.00	20		
84	Infrastructure	Water Distribution	New Waterline	2017	5,126.00	80		
85	Infrastructure	Other	LPV Approach	2017	19,000.00	10		
86	M&E	Operational	New Holland Tractor	2016	120,000.00	10		
87	Building	Mechanical	Furnance Installed at Terminal Bldg	2019	9,809.00	25		
88	M&E	Operational	Snowplow (donated from Tof H)	2019	4,000.00	0	Sold tractor	
89	M&E	Operational	Snowplow - HLA Snowwing	2021	13,000.00	10		
90	M&E	Operational	Fuel Pod	2022	36,000.00	10		
91	Infrastructure	Run/Park	Paving - Access Road	2023	18,800.00	20		
92	Infrastructure	Operational	Fuel Pod Kiosk	2023	450.00			
93	Infrastructure	Mechanical	Septic System Pump	2023	5,898.00			
94	Infrastructure	Mechanical	Septic Tank	1990				
					3,189,069.72			

Please review all assets to advise if they are still in effect or have they been disposed of? If disposed, were they sold, amount received. If previous inventory and no longer there, just advise to dispose of