



SAUGREEN

MUNICIPAL AIRPORT

Date March 21, 2018
Time 2:00 pm
Location Airport Terminal Boardroom

Commission Members Present

Dave Inglis – Chair
Ed King
Jim Leon
Dave Schmidt

Also Present Dave Kennedy – Airport Manager
Susan Kirkpatrick – Airport Assistant / Bookkeeper

Guest Phil Englishman

Absent Carol Lawrence

1. Call to order – Chair called the meeting to order at 2:00 pm
2. Approval of Agenda – Motion (18-12) to accept Agenda – (Leon / King) Carried
3. Declaration of Pecuniary Interest – None
4. Delegations
Phil Englishman – reported on how the \$600 budget could be used for advertising specifically to use consistently updated social media.
5. Approval of minutes from last meeting held February 21, 2018
Motion (18-13) to accept Minutes – (Schmidt / King) Carried
6. Business arising from Minutes – None
7. Correspondence
Dave Inglis received a letter from Brockton Council indicating “airport management of the SMA provide quarterly statistics of airport flights and visitors in order to understand its current economic impact to the region”. It was determined it is not possible to get consistent, reliable information unless there was someone dedicated to this purpose. In addition, for a multitude of reasons, the idea was not feasible for privacy reasons. Dave Inglis will report back to the Brockton Council.
8. Financial Report & Cheque List
Reports were distributed.
The on-site audit will take place April 4.

Motion (18-14) to accept Financial Report – (Schmidt / Leon) Carried

9. Management Report

Reports were distributed

New Furnace – Quotes have been received on the new furnace.

Action – Shupe will come in when the weather improves to determine if it can be repaired.

Advertising – Tech360 has given a very generous quotation on the upkeep and maintenance of the website and the SMA Facebook page. Future Air has agreed to participate to share the cost and Tilly's has agreed on a 4-month trial basis.

Action – Tech 360 will be advised to go ahead with this proposal of \$130 per month.

The breakdown is \$30 donated by Tech 360 / \$50 SMA / \$25 Future Air & \$25 Tillys.

Motion to go ahead with Tech360 proposal – Moved by Dave Schmidt / Seconded by Ed King.

Restaurant – Tilly's (Nick) has requested the contract signed by Tilly's (Todd Tilson) be revised slightly in order to clarify some of the content and to change the agreement to Tilly's Hanover (Nick).

Action – Meeting will be held with members of the Commission to review the requested changes. Susan will set up the meeting.

Mighton Request – John Mighton has requested the Airport give permission to him to resolve the beaver issue regarding the backup of the stream at the west edge of the property. We need to confirm that the property referred to does in fact belong to the Airport.

Action – Susan will send a letter to John Mighton and Dennis Emke with permission.

Student Outing – A Mildmay School has requested a dog and pony show for 65 5-6 year olds as an airport outing. Hanover Flying Club and Future Air are discussing arrangements with the Teacher for something in late April.

Action – no action required.

Terminal Repairs – Painting has started in the north wing. Ceiling crack is scheduled. Fans cleaned and blades to be painted. Boardroom blinds have been temporarily saved. Goal to be ready for spring weather.

Motion (18-15) to accept Manager's Report – (Leon / King) Carried

10. New Business

Strategic Plan – Ed inquired about the status of utilizing OMAFRA to facilitate strategic planning for the airport.

Action – Susan will contact April Marshall to get dates for and co-ordinate a meeting with SMA Commission, her counterparts in Brockton and West Grey and OMAFRA before the next meeting.

Phil Englishman inquired about additional changes to the gas discounting system. The current system recently implemented will not change.

11. In Camera Session – Not required

12. Next meeting April 18, 2 pm (or at the call of the Chair)

13. Adjournment

Meeting adjourned at 3:00 pm

Motion (18-16) to adjourn – (King / Leon) Carried

Minutes prepared by Susan Kirkpatrick.

Signed by D. Ingles