



SAUGEEN MUNICIPAL AIRPORT

Agenda

Airport Commission Monthly Meeting
Wednesday February 17th 2021 | 1:30 p.m.

Zoom Room

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **DELEGATION(S): NONE**
5. **APPROVAL OF January 13th MINUTES**
6. **ACTION ITEM UPDATE FROM MINUTES**
 - a. **Revised Municipal Agreement Review**
7. **CORRESPONDENCE REQUIRING ACTION**
8. **PUBLIC NOTIFICATION: none**
9. **January 13 REPORTS**
 - a. **Financial Reports**
 - i. **Municipal Budget Updates**
 - b. **APM's Report**
 - c. **COPA 54 Update**
 - i. **Snowbirds Update / Municipal Requirements**
10. **NEW BUSINESS**
11. **IN CAMERA: That the Commissioners of the Saugeen Municipal Airport enter into Closed Session in order to address a matter pertaining to:**
 - Security of property of the Saugeen Municipal Airport
 - Personal matters about an identifiable individual, including employees/contractors
 - A proposed or pending acquisition or disposition of land
 - Litigation or potential litigation, including matters before administrative tribunals

- **X** Advice that is subject to solicitor/client privilege, including communications necessary for that purpose
- Information explicitly supplied in confidence by Canada, a province or territory or a Crown agency of any of them
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group of persons, or organization
- A trade secret or scientific, technical, commercial, financial information that belongs to Saugeen Municipal Airport and has monetary value or potential monetary value
- **X** A position, plan, procedure, criteria or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the Saugeen Municipal Airport
- The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Saugeen Municipal Airport.

12. DIRECTION COMING OUT OF IN CAMERA

That the Commissioners of the Saugeen Municipal Airport hereby approve the direction provided to staff in Closed Session and further

13. ADJOURNMENT

- a. **Next meeting: Wednesday March 17th 1:30pm.**



SAUGEEN MUNICIPAL AIRPORT

THE SAUGEEN MUNICIPAL AIRPORT COMMISSION REGULAR MONTHLY MEETING MINUTES

Wednesday, January 13, 2021, 1:30 p.m.

Commissioners Present: Dan Gieruszak, Chair
Dave Hocking, Vice Chair
Tom Hutchinson
Bill Roseborough
Jack Zeinstra

Commissioners Absent: Moe Hanif
Kelani Stam, Secretary

Guests: Filomena McDonald, Airport Manager
Catherine McKay, Recording Secretary
David Rumsey, Tech360

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

The Chair called the meeting to order at 1:35 p.m.

2. Approval of the Agenda

Motion Moved by D. Hocking

Seconded by B. Roseborough

That the agenda for January 13, 2021 be amended to include an In Camera Session to review an item of a legal nature and that the agenda be accepted as amended.

Carried

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

None declared.

4. Delegations

There were no delegations.

5. Approval of December 16, 2020 Minutes

Motion Moved by D. Hocking

Seconded by B. Roseborough

That the minutes of the December 16, 2020 meeting of the Commission be approved as circulated.

Carried

6. Action Item Update from Minutes

A. Revised Municipal Agreement Review

The Chair asked Commissioners for their opinion as to how this matter should be dealt with. It was decided that the first step should be to submit the agreement to the CAOs/Clerks for their recommendations. The issue of participation in the agreement was raised and referred to the closed session.

B. Insurance

The APM provided an update on the Commission's insurance, noting that the renewal date is January 16. Last year, the premium was approximately \$11,000 for property and liability coverage. The current broker went out to get quotes, but a block was put in place such that other brokers could not quote on the liability insurance. Such a block can occur when several quotes are requested, resulting in other companies being prevented from providing quotes. Another broker advised that if the value for the terminal building was reduced from \$1.5M to \$797,000, the premium would be reduced. The APM noted that the deductible for turbine aircraft is \$15,000 and she will contact other brokers for quotes.

It was suggested that the Owen Sound Airport be contacted to see if they have run into the same problem. The Chair noted that that airport may be covered by the City's insurance, since it is not an individual corporation like the SMA.

The APM said she is happy to get other quotes and contact Owen Sound, although the difference in price is less than \$1,000/year. She also questioned whether the terminal building could be rebuilt for \$797,000, and whether it is worthwhile to reduce the insured value for savings of \$1,000.

The amount budgeted for insurance in 2021 is \$11,066 based on an insured value for the terminal of \$1.53M. The Chair asked if the insurance should be lower due to the kitchen not operating. The APM said that the amount for the kitchen is about \$1,000/year and she received an invoice which she sent back. The current rate reflects the reduction with the kitchen not operating. The question was also asked whether there might be a reduction as virtually no one is entering the building as a result of COVID. The APM noted that ground school is operating and the odd person does come into the terminal building, so it might not be worth following this up.

Motion Moved by D. Hocking

Seconded by J. Zeinstra

That the APM renew the insurance policy with the current provider.

Carried

7. Correspondence Requiring Action

A. Snowmobile Users' MOU

The Chair noted that there has never been a formal snowmobile users' agreement and this document formalizes what has been in practice. The Commission gave the Chair approval to sign the agreement.

8. Public Notification

There were no public notifications.

9. January 13 Reports

A. Financial Reports

Dave Hocking suggested setting up a sub-committee or dedicating time to ensuring that the SMA remains financially viable. He noted the projected 2020 year end deficit of \$14,000, adding that the Town of Hanover has advised that there are still about \$4,000 in invoices remaining outstanding. Over the last five or six years, municipal contributions have gone up with an increase of 16% over the last four years. It is not a good approach to expect that every year the contribution will increase and ways must be found to increase revenue and decrease expenses to ensure the airport runs on an even keel. Of the recent years, only two have shown a balanced budget, with a deficit usually being the case. In light of the financial situation, Town of Hanover staff has asked the three municipalities to pay their contributions now. He emphasized the need for more viable opportunities to balance the budget and possibly make some money. He added that the revenue from farmland was a disappointment in 2020 and an examination is required into how to ensure its long term viability. Bill Roseborough noted that the municipalities should understand that it is very difficult to make money given COVID.

The Chair suggested that the Commission begin discussions even though in the short term there may not be opportunities to make money, but longer term strategies need to be developed. Dave Hocking suggested that it is not necessary to implement such a strategy right away, and once his term on the Commission is over, he would like the organization to be in a break even or surplus situation rather than a deficit. He emphasized the need for accountability and transparency to ensure financial viability, and added that the last Commission minutes that went to his Council provided a good description of what SMA is doing in terms of events such as the Snowbirds.

The Chair believes that firming up the strategic plan, a revised municipal agreement and setting up a sub-committee to address the shortfall, will keep the Commission busy in 2021. Dave Hocking believes this is a

good strategy and suggested inviting other members of the community such as those from COPA to participate.

The Chair noted that the focus for the first six months of 2021 will be on the Snowbirds visit, which he will be discussing with the APM as part of their regular weekly meetings.

The Chair said that it is important that the municipalities know that SMA is concerned about the shortfall and he feels some urgency to start discussions about maximizing assets and turning over every stone to ensure SMA's viability.

B. APM's Report

The Chair thanked the APM for doing the survey. Tom Hutchinson asked about the possibility of advertising or sponsorships that might bring in revenue to help in getting through COVID. David Rumsey said it is possible to have advertising on the SMA web site, but it should be neat looking, respectful and professional so it does not put people off the site and cause them not to go there.

C. COPA 54 Update

Jack Zeinstra said that there was no COPA meeting but a meeting was held of the group organizing the Snowbirds event. That group is considering rebranding the event, has asked some questions of the RCAF, and is looking for people to chair sub-committees as well as for volunteers from the community. They now have a manual to guide them in organizing the event.

David Rumsey suggested that the media relations and advertising should begin soon and he asked for Tech360 to be allowed access to the SMA web site and the SMA Facebook feed to put a banner up on behalf of COPA 54.

The rebranding is proposed to develop a name that is long term and includes the location for the event that hopefully could be held on a regular basis, every year or every two years. The Snowbirds organizing group voted in favour of "SMA Air Expo" as the name for the event and the call sign CHYS for the airport will be used also. Jack Zeinstra said that using the word "show" in the name might suggest only planes, and could have a negative connotation given past accidents. Calling the event an "expo" would allow it to be many things with room to grow in the future. Possible features could be RCMP motorcycles, classic cars and vendors selling aviation items.

Discussion occurred about the name, and whether it would include "Saugeen Municipal Airport" or "SMA" and how the municipal owners of the airport would be recognized in the name.

The Airport Manager will ensure that David Rumsey is given access to the SMA Facebook page. He agreed to contact economic development staff including April Marshall and Paulette Peirol, as well as Jonathan Zettel or Laura Johnston, CAO of West Grey. Jack Zeinstra advised that there will be a meeting on Saturday morning, January 16, adding that they are looking for people to chair various committees. Bill Roseborough asked that an invitation to the meeting be sent to him.

The question of greeting the Snowbirds when they land in Waterloo was raised. Jack Zeinstra explained that it would be nice to have a representative to meet and greet the Snowbirds and ensure that they are given their car keys, room keys, etc. However, the person who does this will not be able to see the show, as they would not be able to drive back in time. The question was raised of having a pilot fly the person to Waterloo and back. Jack Zeinstra said that this could be done, weather permitting. He added that there will be air restrictions in place one hour before and after the event. He added that it would take him 20 minutes to fly to Waterloo and a Cessna would take 30 – 35 minutes.

The Chair congratulated Jack Zeinstra, the APM and David Rumsey, adding that it is good to have something positive to look forward to.

Motion Moved by T. Hutchison
That the Commission accept the January 13 Financial Reports, the APM's Report and the COPS 54 Update for information.
Carried Seconded by D. Hocking

10. New Business

There was no new business.

11. In Camera

Motion Moved by B. Roseborough
That the Commission convene in closed session at 2:30 p.m. to review an item of a legal nature.
Carried Seconded by J. Zeinstra

The APM and the Recording Secretary remained for the in camera portion. The other guests left the meeting.

Motion Moved by J. Zeinstra
That the Commission reconvene in open session at 2:50 p.m.
Carried Seconded by T. Hutchinson

12. Direction Coming Out of In Camera

Motion Moved by D. Hocking
That the Commission invest in its agricultural activity by authorizing the expenditure of \$4,424 plus tax to fertilize the field.
Carried Seconded by T. Hutchinson

13. Adjournment

Motion Moved by B. Roseborough
That the Commission adjourn at 2:55 p.m..
Carried Seconded by T. Hutchinson

Next Meeting: Wednesday, February 17, 2021 at 1:30 p.m.

Dan Gieruszak, Chair

Catherine McKay, Recording Secretary

From: [Christine Walker](#)
To: [Dave Hocking](#); [Dan Gieruszak](#); cmckay@wightman.ca
Cc: [Airport Manager](#)
Subject: SMA Financials - January 2021
Date: February 12, 2021 12:32:20 PM
Attachments: [01.31.2020 - SMA Balance Sheet.pdf](#)
[01.31.2021 - SMA Budget vs Actual.pdf](#)

Attached is the SMA January 2021 financial reports for your information. Please note that the 2020 SMA financials are not fully completed therefore some of the information on the January 2021 balance sheet will change with regards to the opening deficits, tangible capital assets etc. Currently shows an opening deficit of (\$22,237.24) which is carried forward from 2020. As noted, the 2020 information is not fully completed and this figure will change.

Please ensure the board members review the balance sheet as this provides some very detailed information – money in the bank, outstanding receivables to be collected, list of the reserves set up etc. This should provide SMA members a snapshot of the current financial situation of SMA.

(Some examples:

- Under Assets: Negative balance in the bank (\$7,268.12); Filomena is provided a copy of the monthly bank statement for her information.
- O/S Accounts Receivables (\$56,155.25 – as of Jan 31/21 – West Grey & Brockton had not provided their payment {revenue however does show on the Budget vs Actual summary as \$75,000 in municipal contributions – if actual money has not been received it is reflected in the o/s AR vs being in the bank account}. As of today – money from Brockton was received so this amount of A/R on the balance sheet would be reduced in February (you should notice this being reduced on the February balance sheet next month). A listing of the A/R is provided to Filomena monthly to follow-up with o/s accounts.
- Under liabilities: 3 Separate Reserves – Contingencies - \$3,166.74, Runway - \$16,656.39; Legal - \$12,869.92 (as part of the 2021 budget, \$5,700 from the runway reserves and \$2,500 from the legal reserves is proposed to be used to offset some of these expenses in 2021).
- Tangible Capital Assets -- \$799,325.33 (shows on the liability as 1 line entry; shows on the assets as 8 separate entries Starting at Capital-Land/Land Improvements down to Infrastructure – Accumulated Amortization – These 8 lines show you the original cost of the asset type less the amortization to date of the asset type – the combination of these 8 entries equals the 1 line entry on the liability side).
- Shows the outstanding loan balances for each loan – hangar (\$78,823.36); tractor (\$66,858.25).

The excess Revenue over (under) Expenditures) – should equal the balance on the actual vs budget report.

Hopefully this helps to understand the balance sheet and the detailed information it provides for the committee's review.

As for the Budget vs Actual – Filomena is provided a detailed listing each month of the entries that go into each account (column that is labelled Period under the Current Year to Date), in case the committee requires any back-up to the numbers noted in that column.

Thanks,

Christine (Chris) Walker, CMO
Director of Corporate Services/Treasurer
Town of Hanover
341 10th St. Hanover ON N4N 1P5
t 519.364.2780 x 1225 | f 519.364.6456
e cwalker@hanover.ca | hanover.ca

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General Ledger

Balance Sheet for Period Ending 2021-01-31

Account	Description	Current Yr. Balance
71	Saugeen Municipal Airport	
71-0000-0011	Main Operating Bank Account	(7,268.12)
71-0001-0001	Petty Cash	188.50
71-0001-0007	Meridian Membership Shares	1.00
71-0003-0013	HST Collected	(3,834.70)
71-0003-0014	HST Federal Rebate	4,714.30
71-0003-0015	HST Provincial Rebate	7,542.69
71-0003-0021	Accounts Receivable	56,155.25
71-0012-0455	Inventory - Jet A	3,601.13
71-0012-0456	Inventory - 100L	11,121.48
71-0012-0457	Inventory - for Consumption (own use)	303.18
71-0012-0458	Inventory - Merchandise for Resale	2,124.41
71-0029-6420	Capital - Land/Land Improvements	429,022.00
71-0029-6421	Land Improvements - Accumulated Amortization	(8,146.60)
71-0029-6430	Capital - Buildings	456,353.00
71-0029-6431	Buildings - Accumulated Amortization	(232,914.21)
71-0029-6440	Capital - Equipment & Machinery	185,031.00
71-0029-6441	Equipment & Machinery - Accumulated Amortization	(84,660.70)
71-0029-6480	Capital - Infrastructure	2,007,164.00
71-0029-6481	Infrastructure - Accumulated Amortization	(1,952,523.16)
TOTAL ASSETS		873,974.45
71-0131-0081	Accounts Payable Control	(1,907.17)
71-0133-0150	Accrued Expenses	4,800.00
71-0134-0061	Prepayments on Fuel Accounts (Def Rev)	9,125.65
71-0135-0080	Loan - Hangar (Meridian)	78,823.36
71-0135-0081	Loan - Tractor (Brockton)	66,858.25
71-0142-0261	Reserves - Contingencies	3,166.74
71-0142-0263	Reserves - Runway	16,656.39
71-0142-0264	Reserves - Legal	12,869.92
71-0160-0149	Amounts to be Recovered - Long Term Debt	(145,681.61)
71-0199-9998	Investment in TCA's	799,325.33
TOTAL LIABILITIES		844,036.86
71-0199-9999	Surplus/(Deficit)	(22,237.24)
Excess Revenue over (under) Expenditures		52,174.83
Total Fund Balance		29,937.59
Total Liabilities and Fund Balance		873,974.45

General Ledger
Annual Department Budget vs. Actual Comparison Report
Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 1 Ending JAN 31,2021

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	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
71-3800-0559	Sales - Diesel Fuel	0.00	0.00	100.00	0.00	0.00	0.00	0.00
71-3800-0560	Sales - Aircraft Jet A	1,843.89	20,288.61	30,000.00	0.00	0.00	30,000.00	0.00
71-3800-0561	Sales - Aircraft 100LL	1,564.74	87,414.20	92,000.00	4,072.85	4,072.85	92,000.00	4.43
71-3800-0562	Sales - Aircraft Oil	150.00	459.42	1,500.00	0.00	0.00	1,500.00	0.00
71-3800-0563	Fees - Tie Down	0.00	793.68	1,600.00	0.00	0.00	700.00	0.00
71-3800-0564	Fees - Commercial Landing	0.00	150.00	0.00	0.00	0.00	0.00	0.00
71-3800-0565	Fees - Access	0.00	2,800.00	2,800.00	0.00	0.00	2,400.00	0.00
71-3800-0579	Misc Fees	10.00	3,316.90	3,000.00	0.00	0.00	12,700.00	0.00
71-3800-0610	Rentals - Rooms	152.66	904.15	1,000.00	113.00	113.00	1,000.00	11.30
71-3800-0611	Rentals - Kitchen	0.00	0.00	3,500.00	0.00	0.00	2,000.00	0.00
71-3800-0741	Lease - Hangars	0.00	10,946.06	11,200.00	0.00	0.00	12,200.00	0.00
71-3800-0742	Rentals - Hangars	0.00	21,600.00	21,600.00	0.00	0.00	22,000.00	0.00
71-3800-0747	Rentals - Farmland	0.00	14,012.85	35,700.00	0.00	0.00	15,000.00	0.00
71-3800-0881	A/R Penalty/Interest Charges	0.00	0.00	0.00	54.39	54.39	0.00	0.00
71-3800-0922	Bank Interest	16.16	338.97	500.00	0.38	0.38	500.00	0.08
71-3800-0934	Transfer from Reserves	0.00	0.00	0.00	0.00	0.00	8,200.00	0.00
71-3800-0945	Municipal Contributions	75,000.00	150,000.00	150,000.00	75,000.00	75,000.00	151,500.00	49.50
Total Revenue		78,737.45	317,024.84	354,500.00	79,240.62	79,240.62	351,700.00	22.53
Expense								
71-3800-2130	Supplies - Office	0.00	1,032.26	1,500.00	0.00	0.00	500.00	0.00
71-3800-2415	Purchases - Aircraft Jet A	0.00	14,119.16	18,000.00	0.00	0.00	18,000.00	0.00
71-3800-2416	Purchases - Aircraft 100LL	0.00	61,602.97	75,000.00	8,451.28	8,451.28	75,000.00	11.27
71-3800-2417	Purchases - Oil	313.67	313.67	1,500.00	0.00	0.00	500.00	0.00
71-3800-2418	Purchases - Diesel	2,147.45	5,597.39	7,000.00	883.28	883.28	7,000.00	12.62
71-3800-3005	Misc. Expenses	0.00	141.26	1,000.00	0.00	30.15	1,000.00	3.02
71-3800-3008	Service Agreements	8,538.48	115,128.90	111,000.00	7,252.75	7,252.75	113,500.00	6.39
71-3800-3128	Memberships	0.00	41.90	700.00	0.00	0.00	700.00	0.00
71-3800-3212	Telephone	0.00	1,535.04	1,500.00	0.00	0.00	1,500.00	0.00
71-3800-3213	Internet	79.99	959.88	1,200.00	79.99	79.99	1,200.00	6.67
71-3800-3214	Web Maintenance	0.00	1,683.46	1,000.00	154.00	154.00	1,500.00	10.27

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 1 Ending JAN 31,2021

Account	Description	Period	Previous Year Total		Current Year To Date			
			Actual	Budget	Period	Actual	Budget	Budget Pct Used
71-3800-3234	Advertising & Promotions	0.00	152.45	2,000.00	0.00	0.00	2,100.00	0.00
71-3800-3300	Services - Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-3310	Services - Audit	0.00	5,300.00	4,800.00	0.00	0.00	5,000.00	0.00
71-3800-3311	Legal Services	0.00	16,588.65	4,500.00	0.00	0.00	2,500.00	0.00
71-3800-3312	Services - RNAV Maintenance	0.00	1,500.00	500.00	0.00	0.00	3,000.00	0.00
71-3800-3400	Maintenance - Grounds	0.00	9,911.76	5,000.00	0.00	0.00	5,000.00	0.00
71-3800-3405	Maintenance - Farmlands	0.00	180.00	0.00	3,672.50	3,672.50	7,000.00	52.46
71-3800-3410	Maintenance - SMA Building	129.38	4,477.65	6,000.00	0.00	0.00	2,000.00	0.00
71-3800-3411	Maintenance - Runways	0.00	11,856.29	10,000.00	0.00	0.00	15,000.00	0.00
71-3800-3413	Maintenance - Equipment	113.71	9,720.39	10,000.00	0.00	0.00	8,500.00	0.00
71-3800-3415	Maintenance - SMA Shop	0.00	55.97	0.00	11.94	11.94	6,000.00	0.20
71-3800-3710	Insurance	11,065.68	11,065.68	10,300.00	5,448.60	5,448.60	13,300.00	40.97
71-3800-3712	Utilities - Water	0.00	196.12	400.00	0.00	0.00	400.00	0.00
71-3800-3713	Utilities - Gas - Terminal (0211)	0.00	2,627.41	4,000.00	0.00	0.00	3,000.00	0.00
71-3800-3714	Utilities - Gas - Garage (0212)	0.00	1,063.90	1,300.00	0.00	0.00	1,300.00	0.00
71-3800-3715	Utilities - Gas - Hangar (4032)	0.00	1,150.87	1,200.00	0.00	0.00	1,200.00	0.00
71-3800-3716	Utilities - Hydro Terminal (64112)	0.00	3,620.22	10,000.00	0.00	0.00	5,000.00	0.00
71-3800-3717	Utilities - Hydro Hangar (15965)	0.00	1,319.37	2,000.00	0.00	0.00	1,200.00	0.00
71-3800-3726	Property Taxes	0.00	18,402.34	24,000.00	0.00	0.00	19,000.00	0.00
71-3800-4110	Service Charges - Bank and Global	25.00	7,299.61	8,000.00	33.79	33.79	7,000.00	0.48
71-3800-4220	Interest Expense - Hangar & Tractor	663.56	4,457.15	6,000.00	153.01	153.01	4,400.00	3.48
71-3800-4410	Cashier (Over)/Short	0.00	6.14	0.00	0.00	0.00	0.00	0.00
71-3800-5210	Tangible Capital Asset - Purchases	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
71-3800-5213	Transfer to Reserve	0.00	0.00	6,600.00	0.00	0.00	0.00	0.00
71-3800-5230	Principal Payments on Loan	2,465.41	19,143.77	18,500.00	894.50	894.50	19,400.00	4.61
71-3800-6000	Amortization Expense - TCA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-3800-6100	Change in Investment of Capital Ass	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense		25,542.33	336,251.63	354,500.00	27,035.64	27,065.79	351,700.00	7.70
Dept Excess Revenue Over (Under) Expenditures		53,195.12	(19,226.79)	0.00	52,204.98	52,174.83	0.00	0.00
Category Excess Revenue Over (Under) Expenditures		53,195.12	(19,226.79)	0.00	52,204.98	52,174.83	0.00	0.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2021 - From Period 1 To Period 1 Ending JAN 31,2021

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	78,737.45	317,024.84	354,500.00	79,240.62	79,240.62	351,700.00	22.53
Fund 71 Total Revenue		78,737.45	317,024.84	354,500.00	79,240.62	79,240.62	351,700.00	22.53
71-3800	Saugeen Municipal Airport	25,542.33	336,251.63	354,500.00	27,035.64	27,065.79	351,700.00	7.70
Fund 71 Total Expenditure		25,542.33	336,251.63	354,500.00	27,035.64	27,065.79	351,700.00	7.70
Fund 71 Excess Revenue Over (Under) Expenditures		53,195.12	(19,226.79)	0.00	52,204.98	52,174.83	0.00	0.00
Report Total Revenue		78,737.45	317,024.84	354,500.00	79,240.62	79,240.62	351,700.00	22.53
Report Total Expenditure		25,542.33	336,251.63	354,500.00	27,035.64	27,065.79	351,700.00	7.70
Report Excess Revenue Over (Under) Expenditures		53,195.12	(19,226.79)	0.00	52,204.98	52,174.83	0.00	0.00



SAUGREEN MUNICIPAL AIRPORT

February 10, 2021

Airport Manager's Report

January 7-February 10

Managers Report Summary

Fuel

100 LL - current litres 6263.8L, no additional fuel required Price
1.72/L
Jet A - current litres 3896.8L, no additional fuel required Price
1.10/L
Died Diesel - approx.. ½ tank, will order soon

Special Events

- Snowbirds are performing at the airport on June 22, 2021. Committee meetings are ongoing.
- New Flight School to open soon. Updated information, coming soon!

Social Media

- Airport Facebook page update since last report:
Total of 10 posts with the following totalled results:

People Reached	Engagement	Likes	Wow	Love	HaHa
2633	435	178	13	9	17

- Google my Business- as of January we had 25,422 people find us on google. Top queries were:
(81 requests for directions, 57 visits to our website, 12 phone calls, 47,795 views of our photos) our star rating here is 4.7/5
- Bing Places for Business-our star rating is 4/5-this site is linked with our Google My Business page and Facebook page. In the last 12 weeks, we've had 41 views.

Maintenance

- Replacing and making new frangible taxiway and apron reflective markers, as per Standards....ongoing, getting ready to install in the spring.
- Snowplowing...ongoing.
- Regular maintenance on Tractor/Plow/Blower...ongoing.
- Repairs to Avgas fuel cabinet door.

Flight Activity

- We have sold \$4528.18 in fuel, from Jan 7-Feb 9. Poor weather conditions and COVID restrictions are contributing factors to low fuel sales.
- Ground school might re-open on Sat. Feb. 20th, to complete missed classes, depending on Health Unit's reopening plan. There are 3 classes remaining, extra classes might be added as refresher classes, due to long lapse in closure.

Some Terminal/Office Activities

- Attended Snowbirds Committee Meetings. Next meeting scheduled for Feb. 20.
- Insurance has been renewed for airport for 2021.
- Prepayment was completed for fertilizer.
- All Christmas decorations have been taken down. Valentines décor is up!
- All invoices for the Airport will have the late fee percentage in affect. A new revenue account has been opened to keep track of these charges.
- Spoke with Agricornp and MPAC to touch base for the 2021 farm tax year, and we are still in good standing. Will connect with them in May as requested, they may need information from us at that time.
- Notified airport users of the outcome of the Airport Survey. Positive response.
- Connected with a possible CO-OP student, from our local high school. Details to follow.
- Closure of RWY 09/27 and TWY Bravo, on Feb.5th, due to lack of use and cost to maintain. Closure will be lifted on April 1, depending on snowfall. Discussions with local flight schools that use our facilities, including our homebased pilots assured my decision. Cost savings of diesel could range from \$800-\$1000.00. This closure will be visited again in the winter of 2021-2022.
- Working on zoning options for Airport and areas of interest for future builds south of the Airport. Met with one of the builders who will be ready to commence hanger build, in May. When drawings get finalized, I will present it to commission. This particular hanger will be built across from Hanger B.
- Negotiated rates for our telephone services, and waste collection. As requested, garbage bins have been locked. We had one time where someone placed two garbage bags out front of bins. I was approached by an airport user that in the past hanger owners would pay \$5.00/month to use garbage bins. They want to know if this can be put back in place?
- Working on Airport Manuals-on going.
- Attending meeting on Feb.18th, held by the Loomix group, for the Wiarnton Keppel Airport. Will advise on outcome at a later date.
- Working with Jack to "fix" odour problem from basement, of terminal building.

Discussions with Chair on the following dates occurred: Jan 8, 26, 28, 29...the following points were discussed:

- Invoices that are in arrears
- Airport Insurance
- Ombudsman office phone call

- Snowbirds

This concludes my report,

Respectfully submitted,

Filomena McDonald
Airport Manager