



**Parry Sound Area Municipal Airport**  
**Agenda for the Regular Commission Meeting**  
**To be held on Tuesday April 14<sup>th</sup>, 2026**  
**in the Council Chambers**

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1. Land Acknowledgement. 09:00 a.m.
2. Call to Order and Approval of Agenda ®
3. Declaration of Pecuniary Interest of Agenda Items and the general nature thereof
4. Adoption of Minutes
  - a) Minutes of the Regular and Closed Session Commission Meeting held February 10<sup>th</sup>, 2026 ®
  - b) Minutes of the Regular and Closed Session Special Commission Meeting held March 31<sup>st</sup>, 2026 ®
5. Staff Reports: Resolution to receive Reports. ®
  - a) Man-2026-008 - Stakeholder Preferred Pricing Policy ®
  - b) Man-2026-009 - Asset Management Plan - 2026 ®
  - c) Admin-2026-001 - Budget - Q1 Year to Date Report
6. Commission/ Manager Reports.
7. Business:
  - a) Horseshoe Lake Association Letter to Commission
8. Adjournment. ®



## **The Commissioners of the Parry Sound Area Municipal Airport Commission**

### **Draft Minutes of the OPEN Commission Meeting**

**held on February 10th, 2026, at 09:10 a.m.**

in the Council Chambers and by Virtual Participation

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The following Members were present:

Ingrid Muller  
Ann MacDiarmid  
Bill Attwell  
Bob Fisher  
Bruce Hatherley

Regrets: Peter Kropf  
Paul Borneman

Visitors: Jason Inwood CAO Seguin Township  
Michele Fraser CFO Seguin Township

Staff: Neil Pirie  
Hilary Metcalfe

The Commission appointed Bill Attwell as Secretary/Treasurer for this meeting.

The following resolutions were considered.

## **Resolution No. 2026-001**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby Call to Order and approve the Agenda for this meeting as circulated at 09:10 a.m.”

**CARRIED**

## **DISCLOSURE OF PECUNIARY INTEREST.**

The Chair requested that any disclosures of pecuniary interest be declared for the record.  
(None to Declare)

## **Resolution No. 2026-002**

**Moved by: Bruce Hatherley**

**Seconded by: Bob Fisher**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby approve the Regular and Closed Minutes of the Commission Meeting of **December 12<sup>th</sup>, 2025**, as circulated.”

**CARRIED**

## **Resolution No. 2026-003**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby receive all reports.

Manager:

- Man-2026-001 – 2025 Year End Budget
- Man-2026-002 – 2025 Year End Reserve Transfer
- Man-2026-003 – Operating Budget 2026 – Corrections
- Man-2026-004 – Asset Management Plan
- Man-2026-005 – IMRF Asset Management Plan
- Man-2026-006 – Climate Action Plan

Business:

- 2024 Audited Financial Statements
- Annual Strategic Plan Review

**CARRIED**

## **Resolution No. 2026-004**

**Moved by: Bruce Hatherley**

**Seconded by: Bob Fisher**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby approve the Infrastructure Maintenance & Repair Fee (IMRF) net income of \$16,546.00 to be transferred to the IMRF Reserves and the net revenue of \$96,369.00 be transferred to the Long Term Capital Reserves subject to the auditor’s report.”

**CARRIED**

## **Resolution No. 2026-005**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby adopt the 2026 Operating Budget with corrections as described.”

**CARRIED**

## **Resolution No. 2026-006**

**Moved by: Bruce Hatherley**

**Seconded by: Bob Fisher**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby approve the expenditure of \$20,343.13 to have Generation Effect develop a Climate Action for the Airport subject to the approval of external funding,  
AND that the Commission endorse an application to FCM for this project.”

**CARRIED**

## **Resolution No. 2026-007**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby accept 2024 audited financial statements as circulated.”

**CARRIED**

## **Commission/Manager Reports**

- UGV Ltd. Account not in good standing, as of Feb 3 the lease has been terminated
- Milford Bay SmokeHaus has sold, the new owners are looking are looking to grow the business.

## **Resolution No. 2026-008**

**Moved by: Bruce Hatherley**

**Seconded by: Bob Fisher**

**"THAT** the Parry Sound Area Municipal Airport Commission does hereby proceed to a closed meeting at 09:50 a.m. in order to address matter (s) pertaining to:

- Litigation or potential litigation, including matters for administrative tribunals affecting the Airport related to:
  - Project No. 0216561-02
  
- A Closed Meeting is held for the purpose of educating or training the Members:
  - Closed Session Etiquette

**CARRIED**

## **Resolution No. 2026- 009**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

**"THAT** the Parry Sound Area Municipal Airport Commission now returns to its open session."

**CARRIED**

## **Resolution No. 2026-010**

**Moved by: Bruce Hatherley**

**Seconded by: Bob Fisher**

**"THAT** the Parry Sound Area Municipal Airport Commission does hereby approve the expenditure of up to \$45,000.00 as agreed in CLOSED Session."

**CARRIED**

**Resolution No. 2026- 011**

**Moved by: Bob Fisher**

**Seconded by: Bruce Hatherley**

**“THAT** the Parry Sound Area Municipal Airport Commission does hereby adjourn at 10:05 a.m. to meet again **April 14th, 2026**, at 09:00 a.m. or at the call of the Chair.

**CARRIED**

X

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Chair

X

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Secretary Treasurer



## **The Commissioners of the Parry Sound Area Municipal Airport Commission**

### **Draft Minutes of the OPEN Special Commission Meeting**

**held on March 31st, 2026, at 09:30 a.m.**

in the Seguin Council Chambers

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The following Members were present:

Ingrid Muller  
Ann MacDiarmid  
Bill Attwell  
Bob Fisher  
Bruce Hatherley  
Peter Kropf

Regrets: Paul Borneman

Visitors: Jason Inwood CAO Seguin Township  
Michele Fraser CFO Seguin Township

Staff: Neil Pirie  
Hilary Metcalfe

The Commission appointed Bob Fisher as Secretary/Treasurer for this meeting.

The following resolutions were considered.

**Resolution No. 2026-012**

**Moved by: Bob Fisher**

**Seconded by: Ann MacDiarmid**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby Call to Order and approve the agenda for this meeting as circulated at 09:30 a.m.”

**CARRIED**

**DISCLOSURE OF PECUNIARY INTEREST.**

The Chair requested that any disclosures of pecuniary interest be declared for the record.

(None to Declare)

**Resolution No. 2026-013**

**Moved by: Ann MacDiarmid**

**Seconded by: Bob Fisher**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby proceed to a closed meeting at 09:30 a.m. in order to address matter (s) pertaining to:

- Litigation or potential litigation, including matters for administrative tribunals affecting the Airport related to:
  - Project No. 0216561-02

**CARRIED**

**Resolution No. 2026- 014**

**Moved by: Bill Attwell**

**Seconded by: Ann MacDiarmid**

“**THAT** the Parry Sound Area Municipal Airport Commission now returns to its open session.”

**CARRIED**

**Resolution No. 2026-015**

**Moved by: Bruce Hatherley**

**Seconded by: Peter Kropf**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby direct to pay out the entire holdback to Wayne Hall Construction Inc as per the confidential memorandum provided by Borden, Ladner and Gervais on March 27, 2026 without prejudice.”

**CARRIED**

**Resolution No. 2026- 016**

**Moved by: Bob Fisher**

**Seconded by: Bill Attwell**

“**THAT** the Parry Sound Area Municipal Airport Commission does hereby adjourn at 09:48 a.m. to meet again **April 14th, 2026**, at 09:00 a.m. or at the call of the Chair.

**CARRIED**

X

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Chair

X

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Secretary Treasurer



**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Stakeholder Preferred Pricing Policy

**From:** Neil Pirie, Airport Manager

**Agenda Date:** April 14, 2026

**Report No:** Man-2026-008

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**Executive Summary:**

The Stakeholder Preferred Pricing Policy for the Parry Sound Area Municipal Airport establishes a preferred fuel price for eligible airport stakeholders at \$0.05 per litre below the posted fuel price. The preferred price applies only when payment is made by cash, e-transfer, or cheque. Fuel purchases paid by credit card are charged at the posted fuel price and are not eligible for stakeholder preferred pricing. The purpose of the policy is to provide a clear, consistent, and transparent pricing structure that recognizes the airport's stakeholders while encouraging lower-cost payment methods that will support the cost containment of credit card transaction fees.



**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Stakeholder Preferred Pricing Policy

**From:** Neil Pirie, Airport Manager

**Agenda Date:** April 14, 2026

**Report No:** Man-2026-008

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**Recommendation:**

That the Parry Sound Area Municipal Airport Commission approve the Stakeholder Preferred Fuel Pricing Policy, providing a preferred fuel price for eligible airport stakeholders at \$0.05 per litre below the posted fuel price and establishing payment methods that better align with financial responsibilities and cost containment.

**Background & Analysis:**

Currently the Airport offers a \$0.05 per litre discount to Airport stakeholders without any formal policy in place for both the discount and payment. This has worked in the past but with increasing volumes, it is evident that the credit card processing fees must be controlled. The proposed Stakeholder Preferred Fuel Pricing Policy is intended to recognize airport stakeholders while also encouraging lower-cost payment methods and improve administrative and financial efficiency.

**Financial Impact:**

The actual impact will need to be tracked and measured throughout the year as there are many variables that will affect the outcome.

**Alternatives/Options:**

The Commission can amend the policy prior to approving.

The Commission can decide not to approve the policy.

**Strategic Plan Alignment:**

Goal 5- Promote Sustainability, Fiscal Prudence & Financial Solvency  
Focus on Fiscal Responsibility & Cost Containment

**Conclusion:**

It is recommended that The Parry Sound Area Municipal Airport Commission approve the Stakeholder Preferred Fuel Pricing Policy.



**Prepared by:**

Neil Pirie, Airport Manager

**Attachments:**

Schedule A- Draft Stakeholder Preferred Fuel Pricing Policy.



**Schedule A**  
Stakeholder Preferred Fuel Pricing Policy



Policy No. 2026-001

Effective Date: May 1, 2026

Review date: January 3, 2027

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## Stakeholder Preferred Fuel Pricing Policy

### 1. Purpose

The purpose of this policy is to establish a preferred fuel pricing program for eligible airport stakeholders at Parry Sound Area Municipal Airport. This program recognizes the ongoing operational relationship between the airport and its stakeholders by providing eligible users with fuel pricing that is **\$0.05 per litre less than the posted fuel price**, subject to the payment terms outlined in this policy.

### 2. Scope

This policy applies to aviation fuel purchased at Parry Sound Area Municipal Airport by eligible airport stakeholders.

### 3. Definitions

For the purpose of this policy:

- **Posted Fuel Price** means the retail fuel price per litre established by the airport and made available to airport users.
- **Stakeholder Preferred Price** means the posted fuel price less **\$0.05 per litre**.
- **Airport Stakeholders** means tenants, annual parking aircraft owners, on field operators, aviation businesses, flight schools, and other users approved by the airport as having an ongoing operational relationship with the airport.
- **Eligible Payment Methods** means cash, e-transfer, or cheque.
- **Ineligible Payment Method** means credit card.
- **Aviation Fuel** means 100LL and Jet A-1

### 4. Policy Statement

Eligible airport stakeholders shall be entitled to purchase aviation fuel at the Stakeholder Preferred Price, being \$0.05 per litre below the posted fuel price, provided payment is made by cash, e-transfer, or cheque.

The Stakeholder Preferred Price is **not available** where payment is made by credit card.



## 5. Eligibility

To qualify for Stakeholder Preferred Pricing, the purchaser must:

- be recognized by the airport as an eligible airport stakeholder;
- purchase fuel dispensed at the Parry Sound Area Municipal Airport;
- pay using an eligible payment method; and
- comply with all applicable airport fueling, safety, and administrative requirements.

The airport reserves the right to determine and maintain eligibility for participation in the Stakeholder Preferred Pricing program.

## 6. Pricing and Application

- The posted fuel price shall remain the standard retail price for aviation fuel sold at the airport.
- Eligible stakeholders paying by cash, e-transfer, or cheque shall be charged the Stakeholder Preferred Price, which is \$0.05 per litre less than the posted fuel price.
- The preferred price applies only to the litres actually dispensed.
- The Stakeholder Preferred Price shall not be combined with any other special rate, contract price, or promotional pricing unless expressly approved by the Airport Manager.
- If payment is ultimately made by credit card, the purchaser is not eligible for Stakeholder Preferred Pricing, and the transaction shall be charged at the posted fuel price.

## 7. Payment Terms

### 7.1 Cash

Cash payments must be made in full at the time of purchase unless otherwise authorized.

### 7.2 E-Transfer

E-transfer payments must be sent to the airport's designated account and include sufficient transaction details, including:

- payer name,
- aircraft registration, or
- invoice number or purchase date.



Policy No. 2026-001

Effective Date: May 1, 2026

Review date: January 3, 2027

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### **7.3 Cheque**

Cheques must be made out to the "Parry Sound Area Municipal Airport" and include invoice number

### **7.4 Credit Card**

Fuel purchases paid by credit card shall be charged at the **posted fuel price** and are not eligible for Stakeholder Preferred Pricing.

## **8. Administration**

- The Airport Manager or designate is responsible for administering this policy.
- Airport staff shall record the purchaser, litres dispensed, posted fuel price, payment method, and preferred pricing applied, where applicable.

## **9. Exceptions**

Any exception to this policy must be approved in writing by the Airport Manager.

## **10. Compliance**

Any misuse of stakeholder status, misrepresentation of eligibility, or failure to comply with payment requirements may result in:

- denial of Stakeholder Preferred Pricing,
- recovery of any pricing adjustment previously applied, and/or
- suspension of airport fueling privileges.

## **11. Review**

This policy shall be reviewed annually to ensure the pricing structure remains appropriate, cost-effective, and aligned with airport operational requirements.



**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Asset Management Plan - 2026

**From:** Neil Pirie, Airport Manager

**Agenda Date:** April 14, 2026

**Report No:** Man-2026-009

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**Executive Summary:**

Attached is the draft Parry Sound Area Municipal Airport Asset Management Plan. This plan was presented in principle at the February 10, 2026, Commission meeting for review. This plan is a starting point and a live document that will require timely adjustments as time goes by.



**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Asset Management Plan - 2026

**From:** Neil Pirie, Airport Manager

**Agenda Date:** April 14, 2026

**Report No:** Man-2026-009

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**Recommendation:**

It is recommended that the Commission adopt the Asset Management Plan, in principle, as attached.

**Background & Analysis:**

The 2026 operating budget provided for 3.5% of gross revenue being contributed to the Asset Management Reserves. An Asset Management Plan has been created implementing this annual contribution. This plan will be reviewed and updated each year.

**Alternatives/Options:**

The Commission can decide to adopt the plan with amendments.

The Commission can decide not to adopt the plan.

**Strategic Plan Alignment:**

Goal 5- Promote Sustainability, Fiscal Prudence & Financial Solvency

Focus on Fiscal Responsibility & Cost Containment

**Conclusion:**

It is recommended that The Parry Sound Area Municipal Airport Commission adopt the Asset Management Plan of 3.5% of annual gross revenue.

**Prepared by:**

A handwritten signature in black ink, appearing to read "Neil Pirie". The signature is written in a cursive, flowing style.

Neil Pirie, Airport Manager

**Attachments:**

Schedule A- Asset Management Plan



**Schedule – A- Asset Management Plan**





**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Budget- Quarter 1 Year to Date Report

**From:** Hilary Metcalfe, Administrative/Customer Service Manager

**Agenda Date:** April 14, 2026

**Report No:** Admin-2026-001

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**Executive Summary:**

Quarter 1 year to date figures have been compiled into the attached excel spread sheet. The Airport is largely on target with the exception to a few areas experiencing slower starts to the year. Assumed to reflect the above average snow fall coupled with the late spring. It is factual that we have had a more winter like March than before. The following GL's were affected Wages, Snow-Removal Fees, Diesel Fuel, Propane Usage, Hydro fees, Tie Downs. These areas will be monitored throughout the year as we manage year end impact if any.



**Prepared for:** Members of the Parry Sound Area Municipal Airport Commission

**Subject:** Budget- Quarter 1 Year to Date Report

**From:** Hilary Metcalfe, Administrative/Customer Service Manager

**Agenda Date:** April 14, 2026

**Report No:** Admin-2026-001

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**Recommendation:**

It is recommended that the Commission receive and review the following report, schedule A, attached, and provide any comments or questions.

**Background & Analysis:**

The Parry Sound Area Municipal Airport Commission adopted quarterly reporting of the annual budget. Quarter 1 year to date is presented in an excel spreadsheet, attached as Schedule A.

***Notable/Risks:***

The following are highlights:

1. Fuel Sales. Jet-A sales have started slow, Hydro presence is down and the spring traffic hasn't started yet. 100LL sales are currently above budget, attributed to the flight school taking advantage of any day they can.
3. Wings Café. Cafe is slightly below the budget. Believed once the weather changes we will trend upwards to meet budgeted numbers.
6. Tie Downs. Due to a late start to spring, a few seasonal tie down spots have not been reserved. Expect to hit target by the end of the season.
7. Leases and Office Rental. A lease was terminated the beginning of February.
8. Other Revenue. Received an unexpected WSIB payment in the amount of \$1,788
15. Telephone, Internet, Utilities. Due to the longer winter like weather, we've experienced above average hydro and propane usage.
18. Repairs and Maintenance Field. The snow-removal diesel fuel usage was above average for the first part of the year.
21. Office Supplies. Unexpected expenditure to the office supplies, purchased new square machines for \$798. They were outdated and no longer serviceable. At this point in time, we



will keep an eye on that GL for efficiencies through-out the year and inform the Commission if issues arise.

22. Miscellaneous. This includes \$51,073 for the Airport Master Plan, \$102,891.87 budgeted for the Airport Master. \$45,000 will be added for additional grounding, Commission approved in February.

**Strategic Plan Alignment:**

Goal 5- Promote Sustainability, Fiscal Prudence & Financial Solvency  
Focus on Fiscal Responsibility & Cost Containment

**Conclusion:**

It is recommended that The Parry Sound Area Municipal Airport Commission review the report and attached document.

**Prepared by:**

A handwritten signature in black ink that reads "Hilary Metcalfe". The signature is written in a cursive, flowing style.

Hilary Metcalfe, Administrative/Customer Service Manager

**Reviewed by:**

A handwritten signature in black ink that reads "Neil Pirie". The signature is written in a cursive, flowing style.

Neil Pirie, Airport Manager

**Attachments:**

Schedule A- 2026 Quarter 1 Year to Date Reporting Document



**Schedule – A**  
**2026 Quarter 1 YTD Reporting Spreadsheet**

DRAFT- PARRY SOUND AREA MUNICIPAL AIRPORT								
Revenue:	2026 Budget	Quarter 1	YTD Est %	YTD Act %	Variance	YE Variance Projection %	YE Projection \$	Comments
1 Fuel Sales	878,450	69,940	9%	8%	-1%	0%	878,450	Too early to assume this will track throughout the year.
2 Merchandise & Oil	2,000	315	8%	16%	8%	0%	2,000	This year we experienced unhistorically early oil purchases.
3 Wings Cafe Sales	91,000	14,725	21%	16%	-5%	0%	91,000	
4 Municipal Contributions	53,685	-	0%	0%	0%	0%	53,685	
5 Government Grants	92,603	-	0%	0%	0%	0%	92,603	
6 Tie downs	27,000	382	6%	1%	-5%	0%	27,000	A few seasonal Tie Down spots haven't been reserved as of yet due to the snow
7 Leases and office rental	392,622	339,689	87%	87%	0%	0%	392,622	Lease terminated in February, January not accounted for in budget
8 Other revenue	63,950	4,584	4%	7%	3%	3%	65,741	1,788 WSIB Credit
<b>Gross Revenue</b>	<b>\$1,601,309</b>	<b>\$429,634</b>				<b>2.50%</b>	<b>\$1,603,100</b>	
Expenditures:	2026 Budget	Quarter 1	YTD Est %	YTD Act %	Variance	YE Variance Projection %	YE Projection \$	
9 Cost of Goods Sold	661,196	54,011	9%	8%	-1%	0%	661,196	
10 Improvements	50,000	-	0%	0%	0%	0%	50,000	
11 Advertising and membership	21,500	3,434	13%	16%	3%	0%	21,500	
12 Professional fees	31,800	1,650	25%	5%	-20%	0%	31,800	Legal council wasn't used extensively in Q1, With claim, expectations for full expenditure by year end.
13 Wages, snow removal and benefits	493,121	104,797	20%	21%	1%	0%	493,121	
14 Bank charges, interest and credit card	16,200	938	6%	6%	0%	0%	16,200	
15 Telephone, internet and utilities	31,080	6,716	28%	22%	-6%	0%	31,080	Haven't recieved the March Hydro bills, Propane usage is up
16 Insurance	26,500	-	0%	0%	0%	0%	26,500	
17 Repairs and maintenance building	5,100	533	25%	10%	-15%	0%	5,100	
18 Repairs and maintenance field	46,980	16,773	28%	36%	8%	0%	46,980	Snow-removal Diesel Fuel usage above average for the first part of the year
19 Interest on LOC	0	-	0%			0%	-	
20 Runway Maintenance	2,600	-	0%	0%	0%	0%	2,600	
21 Office supplies	5,550	1,747	25%	31%	6%	0%	5,550	Purchased new SQ machines for \$798, due to outdated and no longer supported
22 Miscellaneous	130,592	52,846	41%	40%	-1%	34%	175,581	Airport Master Plan, plus Commission approved \$45,000 additional grounding expenditure
<b>Total Expenditures</b>	<b>\$1,522,218</b>	<b>\$243,446</b>				<b>2.96%</b>	<b>\$1,567,207</b>	
<b>Excess revenue over expenditures</b>	<b>\$79,091</b>	<b>\$186,188</b>					<b>\$ 35,893</b>	
Financing and Transfers	2026 Budget	Quarter 1						
Debt principal & interest repayments	0	0					\$ -	
Transfer to/from Reserves	15,660	0					\$ (45,000)	
Asset Management Reserves (3.5% gross revenue)	56,046	15,037					\$ 56,108	
Infrastructure Maintenance/ Repair	7,385	12,155					\$ 7,385	
LT Capital Financing	0	0					\$ -	
<b>Total Financing and Transfers</b>	<b>79,091</b>	<b>27,192</b>					<b>\$ 18,493</b>	
<b>Net Income \$</b>	<b>0</b>	<b>158,996</b>					<b>\$ 17,399</b>	
Long Term Capital Reserves est	626,970							
Infrastructure Maintenance & Repair Reserves est	67,688							



March 24, 2026

**DELIVERED VIA EMAIL**

**TO** Chair and Members, Parry Sound Area Municipal Airport Commission  
**C/O** Neil Pirie, Airport Manager  
Jason Kipfer, Consultant Lead, Airport Master Plan

Dear Chair and Members of the Airport Commission,

**RE: PARRY SOUND AREA MUNICIPAL AIRPORT: MASTER PLAN UPDATE**

The Horseshoe Lake Association (HLA) is writing regarding concerns related to operations at the Parry Sound Area Municipal Airport.

Since the runway expansion in 2023, aircraft operations at the airport have increased significantly and the types of aircraft using the facility have changed. There has been a substantial increase in larger aircraft such as multi-engine turboprops and business jets.

Aircraft size has a substantial effect on the noise environment experienced by nearby residents and lake users. Business jets and larger turboprops generate significantly higher noise levels than traditional small single-engine aircraft historically associated with the airport.

As a result, the increase in large aircraft activity has materially changed the soundscape for residents and cottagers in the Horseshoe and Virtue Lakes area.

Beyond noise impacts, growing aviation activity raises important environmental and health considerations. Research conducted at airports in North America and Europe has found that aircraft landing and take-off cycles generate elevated levels of ultrafine particles (UFPs), which can travel many kilometres from airport facilities. Ultrafine particles can penetrate deeply into the lungs and other organs and are associated with a range of health risks including pulmonary inflammation, cardiovascular stress responses, blood pressure changes, and other adverse health outcomes.

Environmental impacts also warrant attention. Horseshoe and Virtue Lakes lie within a sensitive natural environment that includes the provincially recognized Horseshoe Lake Conservation Reserve. Airport operations and infrastructure maintenance can contribute contaminants to surrounding soil and surface waters through stormwater runoff. In addition, repeated low-altitude aircraft overflights may disturb wildlife and waterfowl populations. Scientific studies have documented that loud noise disturbances can cause species such as common loons and other waterbirds to flush from nesting territories, reduce foraging time, and in some cases abandon nests during sensitive breeding periods.

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At the same time, the airport is beginning the process of developing a revised Airport Development Master Plan intended to guide future growth, infrastructure development, and business activity. This planning process provides an important opportunity to ensure that airport development is balanced with environmental protection and the quality of life of surrounding communities. We would ask that the Revised Master Plan process also consider meaningful noise and environmental mitigation measures.

Many comparable Canadian aerodromes have implemented pilot guidance and operational practices designed to reduce impacts on nearby communities. These measures can include preferential runway use to direct aircraft away from noise-sensitive areas, recommended departure and arrival tracks, restrictions on low-altitude turns, and avoidance of sensitive shoreline or residential areas when practicable.

For the Parry Sound airport, similar guidance could significantly reduce impacts on Horseshoe and Virtue Lakes and other nearby lakes.

Given the increasing level of aircraft activity and the potential for further growth, we respectfully request that the Airport Commission consider the following actions:

1. Establish a formal **Noise Management Program** for the airport.
2. Develop and publish **pilot noise-abatement procedures** designed to reduce overflights of Horseshoe and Virtue Lakes and other sensitive areas.
3. Create an **Airport–Community Liaison or Noise Management Committee** to allow residents and stakeholders to participate in ongoing discussions regarding airport operations.
4. Ensure that the current **Airport Master Plan process meaningfully incorporates community, environmental, and noise considerations**.

The HLA represents ~ 1,000 residents with ~340 homes and cottages on the shores of Horseshoe and Virtue Lakes. We ask that the HLA be identified as one of the key-stakeholders in the process of updating the Airport Master Plan. As such, we ask to be kept informed, and when appropriate, consulted on airport plans. We ask to be added to distribution lists for updates and key metric reporting related to noise and environmental impacts.

We understand the Parry Sound Area Municipal Airport is an important regional asset. However, it is equally important that airport operations evolve in a manner that respects the environmental sensitivity of the surrounding area and the quality of life of nearby residents and lake communities.

Thank you for considering.

Sincerely,

The Horseshoe Lake Association