

AIRPORT ADVISORY BOARD
Thursday, March 12, 2020 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order

Chair Veum called the meeting to order with the time being 8:01 a.m.

2. Roll Call & Introductions

Members Present:	Tom Veum	Bill Munsell	Jim Cloudman
	Fred Smith	Jerry Jones	

Members Absent:	Terri Wolski	Tom Brown
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Also Present:

Tracey Laitinen, EDC Operations Manager
Jeff Holt, EDC Executive Director
David Waite, Great Circle Aviation - FBO
Fred Schneider, pilot

It was moved by Smith, supported by Jones to excuse those absent. The motion carried unanimously.

3. Changes or Additions to the Agenda-none at this time

4. Approval of Minutes

It was moved by Jones, supported by Smith to approve the minutes of the February 13, 2020 meeting. The motion carried unanimously.

5. Finance Report

Laitinen provided an update of the Finance Report-Balance Sheet, P&L, Check Detail and Fund 101 YTD. Airport repairs are above budget by \$5,000 and we will review this again in June prior to budget amendments. Additional repairs were due to Hangar #2 and other miscellaneous items. Supplies are under budget and a line item transfer will be done in June to correct the overage in work that City DPW has done on the airport equipment.

It was moved by Munsell, supported by Jones, to receive the reports on file. The motion carried unanimously.

6. Airport Manager Report

Brown was unable to attend the meeting so Laitinen provided a summary. Snow removal has been an issue with the shortage of staff and recent storms.

K. Brosemer was upset with the ice berm in her hangar last weekend. Waite has been keeping snow removed from the door but the design of the pavement and hangar continues to allow for the buildup. The only solution at this point is to have her move to a South facing hangar. Laitinen will work on setting up the move with the other tenant involved.

F. Schneider was present to explain his frustration with the snow banks, ice chunks, and lack of being able to get a visual with snow covered lights, over the weekend and provided photos. Snow removal operations were discussed at length. Holt expressed his frustration with Schneider calling the FSDO instead of working through local channels first. Laitinen reached out to Prein & Newhof for explanation of the complaint process. Waite explained that due to lack of snow removal equipment accompanied with the lack of staff he issued a notam at 7pm on Thursday, March 5th and was reopened at 1300, Friday, March 6th. Snow was wet and heavy and estimated at 7". Discussion of snow trenches and the snow event back in November that caused the initial snow bank problem with not being able to push the banks back as far as in past years because equipment was getting stuck in the wet ground. Waite has talked with City DPW about assistance in moving the snow piles. Moving forward it is critical that the additional snow removal equipment be purchased in FY 2020-21 as planned with \$75,000 coming from TIFA III in partnership with City DPW. Waite presented a rough draft of a Snow & Ice Removal Plan which he will bring to the Soo Pilots EAA 1437 on March 30th for input, as well as the AAB, and tenants, to improve on the process. Cloudman inquired on the state of the airport in past winters to which Schneider replied that the snow was not handled like this in the past and not piled up like it has been near the community hangar. Smith attributed it to the new driver that started on March 6th and not understanding that trails of snow and ice cannot be left behind. Munsell commented that the Sault has received 121" of snow, several high wind days in the last 2 weeks, as well as new staff. The group agreed that the City DPW has to have partnership in the Snow & Ice Removal Plan in order to make it effective.

7. FBO Report

Activity for February increased by a factor of 2.5 from the previous month. Weather improved, contributing to the increase. Per the attached spreadsheets, there were a total of 31 aircraft transiting the airport this month. Six of the aircraft were transiting for customs clearance, 6 were for business or charter purposes, there were 4 medevac flights, 6 government flights, and 9 were for recreational/private travel. There were 2 non-aviation fuel sales for heating or racing purposes. All transiting aircraft U.S. registered, with the exception of 3 Canadian registrations. Of note on transiting aircraft: Five business passengers and 18 charter passengers transited the airport this month. Separate UH-60 helicopters, one from the Coast Guard and one from Customs and Border Patrol, transited the airport simultaneously, as well as one Michigan DNR aircraft on the same day. One annual inspection was completed.

Staffing has changed. The senior GSE operator resigned to return to college, and our part time A&P mechanic has assumed that position, in addition to her mechanic duties. This means we are staffed with at least one A&P mechanic six days a week.

The aircraft maintenance and repair classes on Thursday afternoons between 1600 and 1700 are ongoing. We are maintaining a class size of around eight.

Work progresses on the Part 145 repair station certification process. We have moved into the second phase of certification and are working with the Grand Rapids FSDO (FAA Flight Standards District Office), who has assembled a team to oversee the evaluations.

The FBO manager attended the Michigan Association of Airport Executives semi-annual meeting in Lansing this month. There were several presentations on aviation education which were of great interest, given the emphasis on getting such programming started here in the EUP by the FBO business plans. The manager also toured the Aviation Maintenance program at Lansing Community College, located at Mason Airport.

This is the last year of the maintenance program at Northern Michigan University. We continue to try to interest local institutions in starting a program such as the one at LCC, as theirs will be the only public 2-year program in the state next year. The tour and the conversations with students and the program director, Mark Bathurst, provided us with a concrete picture of what such a program should look like.

Great Circle Aviation Services has received State licensure as an Aircraft Dealer.

Current fuel prices as of 01 MAR are \$4.25 per gallon for Jet A w/Prist and \$5.10 per gallon for Avgas 100LL. After a substantial decline through the third week of the month, prices have started to rise again.

8. Finance Committee Report

Munsell recapped the finance meeting held on February 13th noting that it was recommended to increase the flow through fee to the City from 10 to 15 cents per gallon. While this doesn't affect our operations budget, it shows that we are working to reduce overall allocation that the City has to provide for the airport. Any revenue captures from air industrial park land sales should be reinvested in the airport, especially with TIFA III paying the LDFA liability. Further discussion will be needed on this topic. Projects and equipment were reduced by \$9,000. Having the 2 courtesy cars wrapped instead of painted will save funds as well. Waite agreed to hold off on investing in air stairs, and will purchase the GPU if we can pay for the electrical upgrades. The airport will move forward and purchase the oil storage tanks and have budget for a sign and life ring for the seaplane dock as well as new tie down anchors on the ramp. Due to the LDFA liability the terminal renovation has been pushed back a year. Waite has agreed to hold the FBO compensation the same as this year noting that they benefit from the \$5/mo. hangar increase.

9. Old Business

Laitinen reported that lot #20 between Andrzejak chiropractic and the previous airport terminal received an inquiry and that she directed them to Smith & Co. Smith noted there have been no new inquiries on the airport lots inside the fence. The class that Northern Pump has to take to get this issue with LARA resolved is scheduled for next week. After they are certified then we will be in compliance. Brown, Laitinen, and Waite attended the MAAE Conference earlier this month. Laitinen included a travel summary noting that 2 key meetings took place with the Office of Aeronautics and the FAA regarding funding. The MAPTC Course is slated for April and Laitinen and Brown are registered to attend. Waite plans on sending his newest employee. Laitinen will look to take the SWPPP test later this year with Fountain from DPW to ensure we have coverage. Prein & Newhof is reviewing the SWPPP plan for Sanderson and will have an estimate for updates. Wyers of Parks & Rec, Brown, and Laitinen will meet March 16th to get outdated paperwork current and review installing a sign and life ring at the dock.

10. New Business

The FBO Review Committee will meet March 16th to carry out Waite's quarterly review as another payment is due in April pending a satisfactory outcome. Laitinen reviewed how to log on and review Sanderson Field's pavement rating from 2016 and how it is projected to worsen over time. The CBA was reviewed and the current return on investment for every dollar that comes from the general fund to the airport is \$1:\$37 which is an increase of \$8.00 from 2018. These two pieces of information can be used to support our GA funding efforts. Laitinen presented the updated emergency procedures and noted that staffing has changed and that the fire department and police department were asked to review it prior.

It was moved by Smith, supported by Jones to accept the Emergency Procedures for Sanderson Field as presented. The motion carried unanimously.

11. Status Reports

ERA, EDC, TIFA III, LDFA meetings minutes were included in the packet.

12. Other Matters

Cloudman asked if there was anything that could be done about the potholes to airport's access roads noting that folks are driving on the wrong side of the road to avoid the holes. Laitinen will follow up with City DPW.

13. Informational Reports – none at this time

14. Matters Presented by the Public--none

15. Next Meeting: April 9, 2020

16. Adjournment

It was moved by Jones, supported by Smith to adjourn the meeting at 9:03 am. The motion carried unanimously.