

MEMO TO: Airport Advisory Board

September 12, 2008

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – September 11, 2008

An Airport Advisory Board meeting was held at the airport corporate hangar on September 11, 2008. Chairman, Al Bryan, called the meeting to order at 5:30 p.m. Present at the meeting were: Al Bryan, Mike Verleger, Jerry Elliot, Joe Rivard, John Benzinger, and Duane Ellis.

The minutes of the August 14, 2008, meeting were approved as corrected. The reference to MZ Air was corrected in the August minutes where it was improperly identified at MD Air.

Airport Manager's Report

John provided an update of the construction status of the airport terminal building. He is anticipating that all of the structural construction work will be completed sometime within the next week. Most of the finish work has been completed and the carpeting is being installed. The City Commission accepted bids for the airport terminal furnishings, and John has placed the order for the furnishings with Pinnacle Office Supplies, Staples, Menards, and Main Street Audio/Video. Pinnacle will provide the furniture, Staples the computers, Menards the appliances, and Main Street Audio/Video the television equipment. Overall the cost for this section of the project was approximately \$34,000.00. This is well within the budget that was proposed for this work. Additional items such as the replacement of the terminal building roof, landscaping, exterior finish of the building, and the security system will be bid within the next month.

Fence Construction Bid

The Michigan Bureau of Aeronautics MDOT held a bid opening on September 5, 2008, for the construction of the new security fence along Airport Road. The low bidder for the project was Milner Fence Company at \$73,310.00. The preliminary estimate for this work was \$100,000.00, so this bid amount is well within the project budget. The Michigan Bureau of Aeronautics will be forwarding contract documents and a grant offer for this project within the next several weeks. Construction of the fence is anticipated to occur during October of this year.

Generator Bid

The City received bids for the installation of an emergency power generator to service the runway and taxiway lighting systems, fuel system, as well as the terminal building and corporate hangar. The low bidder for the project was Coleman Electric in the amount of \$31,675.00. The delivery time for a generator is approximately nine weeks, so it is hoped that the generator will be installed prior to the end of 2008.

Crack Sealing

John reported that he had been in contact with the contractor provided by the Michigan Bureau of Aeronautics to provide crack sealing at the airport. He anticipates that the crack sealing company will arrive sometime within the next several weeks, and will require a few days to complete their work. Once the crack sealing work has been completed, then the Michigan Bureau of Aeronautics painting contractor will be scheduled to paint the runway and taxiway area.

Public Telephone

John reported that he has been in negotiations with Verizon concerning the payphone located in the terminal building. The Michigan Aeronautics Commission requires a public telephone in all public-use airports in the state. Verizon would only allow the coin-operated telephone to remain if the airport paid a \$90.00/month fee. As an alternative, John plans to install a limited local access only telephone. It will be installed in the terminal building for public use, which will be used only for 800 numbers and local access calls. The cost of this public telephone will \$28.50/month.

Al Bryan reported that MZ Air is making good progress in their efforts to establish a charter service at the Mt. Pleasant Municipal Airport. The Piper-Navajo has been refurbished and approved for use in charter operations. The last remaining step is the final completion of paperwork and a final site visit by the FAA prior to instituting the charter service. Al is optimistic that this final phase of the work will be completed within a month, and then service can begin.

The Airport Advisory Board meeting adjourned at approximately 5:55 p.m. Following the meeting a reception hosted by Al Bryan was held at the corporate hangar building to introduce people to the aircraft and the proposed service.

The next meeting of the Airport Advisory Board will be held at the airport terminal building on Thursday, October 8, 2008, beginning at 5:30 p.m.

