

MEMO TO: Airport Advisory Board Members

February 13, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – February 12, 2009

An Airport Advisory Board meeting was held at the airport terminal building on February 12, 2009. Chairman, Al Bryan, called the meeting to order at 5:30 p.m. Present at the meeting were: Jerry Elliot, Al Bryan, Joe Rivard, Mike Verleger, Mark Marshall, John Benzinger, and Duane Ellis. Also present were Todd Tarlton and Scott Schlosser.

The minutes of the January 8, 2009, Airport Advisory Board meeting were approved as presented.

Airport Manager's Report

John presented a general discussion concerning the status of a number of airport projects. The airport emergency power generator is essentially complete, and should be operational early next week following the final electrical inspection. The automatic gates on the new security fencing are working better than they have in the past, but still occasionally experience problems. The new ground power unit (GPU) was awarded to TronAir. The expected delivery date is approximately February 23, 2009. John reported that over the last week several uses for the GPU for aircraft were identified. It will be a valuable piece of equipment once it arrives.

John discussed the previous month's board suggestion to install a video-based flight training unit. After further review and discussion with other groups that have such a unit, John has concluded that it is not practical or useful to have this type of facility at the airport terminal.

John is working on the development of a landscape plan around the terminal building. He requested input from board members and other users concerning the types of landscaping they prefer. In addition, John is working on a video security system installation to improve security at the airport.

Notification was received from the Michigan Bureau of Aeronautics that the final processing of the LPV approach has been completed. It is expected that the approach will be formally published and be in use by August of this year.

John presented his Annual Report including a brief summary of expenses and revenues during 2008. This information generated a great deal of discussion with the board members, and a formalized profit and loss statement was requested. John and Duane were asked to prepare an end of year profit and loss statement so that the board has a good summary of the status of the operations at the field. This would include some general categories for expenses and revenues as well as available fund balances in the various categories. Preparation of this report will take some coordination with the City Finance Department to get the correct report numbers.

Scott Schlosser, who operates the skydiving business at the airport, spoke and requested consideration of a price break on the purchase of fuel. The business purchases approximately 6,000 gallons/year, and he is requesting some form of fuel discount because of the volume of fuel he purchases. This type of discount has not been offered in the past to any airport customers, however, John indicated that we will review options and discuss this request at the next Airport Advisory Board meeting.

The meeting was adjourned at approximately 7:15 p.m.

The next regularly scheduled meeting of the Airport Advisory Board is planned for March 12, 2009, beginning at 5:30 p.m., at the airport terminal building.

