

MEMO TO: Airport Advisory Board Members

January 9, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes

An Airport Advisory Board meeting was held at the airport terminal building on January 8, 2009. Chairman, Al Bryan, called the meeting to order at 5:40 p.m. Present at the meeting were: Jerry Elliot, Al Bryan, Joe Rivard, Mike Verleger, John Benzinger, and Duane Ellis. Also present was City Manager, Kathie Grinzinger.

The minutes of the December 11, 2008, meeting were approved as presented. A general discussion was held concerning the T-hangar lease penalty that was reviewed during the December 11th meeting. At that meeting the Board recommended that an effort be made to highlight the cancellation penalty on the lease document, so that lessees were more aware of its inclusion in the contract. A discussion was also held concerning the wording in the lease to make the penalty clearer. City Manager Grinzinger suggested that John, Crystal, and Duane meet to review the process by which leases are signed and managed.

Airport Manager's Report

John reported that with a recent purchase of Jet A fuel, he was able to reduce the retail price from \$4.85/gal. to \$3.65/gal. John noted that over the last year, sales of Jet A have been increasing while the sales of low lead aviation fuel have been decreasing. John also commented upon the large amount of snow that was received in Mt. Pleasant during December. As a result, the cost for contracted snow removal at the airport exceeded \$10,000, which made the overall cost of snow removal during 2008 approximately \$22,000.

John reported that the runway / taxiway painting which had been scheduled by the Bureau of Aeronautics for 2008, was not completed due to weather. The contractor was held up at other airports and by the time they were available to work in Mt. Pleasant; the weather was not appropriate for applying runway paint. The Bureau of Aeronautics will coordinate this work for completion in 2009. The crack sealing of the runway and taxiway pavements was completed through the Bureau's program at a cost of \$11,000. This cost was included in the 2008 grant, so the City's share is 2.5% of the total cost.

John reported that there are currently five empty T-hangars on the field. This is a relatively high number compared to past years. John also reported that the fencing project has been substantially completed, however, there are problems with the fence controllers. John is working directly with the manufacturer to correct these problems. In addition, some modification to the installation through the construction of shields for the gate drives and weatherproof covers for the keypads are being reviewed. A meeting with Mark Dontje will be held at the airport on January 9, 2009, to review the status of the fencing project.

Jerry Elliot's Term Expiration

Jerry indicated at the request of the Board that he is willing to be reappointed for an additional three-year term to serve on the Airport Advisory Board.

Generator Project Status

John reported that the generator is on-site. Gas service has been provided to the generator; however, the installation has not yet been completed. John is anticipating that this work will be completed within the next week or two.

Chairman, Al Bryan, requested a discussion concerning the projects or goals that Airport Board members suggest for 2009. A general discussion ensued with the following ideas suggested:

Operation of a flight school at the field – since the economic conditions for operating a flight school are not strong, some discussion was held concerning the possibility of providing a subsidy for the flight school operation. In order for this to proceed, a business plan would be required.

Purchase of a flight simulator for operation in the terminal building – this could be operated in conjunction with a flight school since hours spent on the simulator are eligible as flight training hours for trainees. Joe Rivard reported that the cost of such a simulator would be on the order of \$6,000. This simulator could be rented to users for fees ranging from \$15 - \$25 per hour. The primary concern with the operation of the equipment is identifying who would be responsible for the management of the system. As discussed above, a business plan is required before a decision can be made.

Schedule a fly-in with the EAA and coordinate with the terminal building open house that is planned for May.

Set up an e-mail contact list for all airport users to expedite communication of announcements of interest to airport users.

A general discussion was held concerning the Board's appreciation for the funding provided by the Saginaw Chippewa Tribe for various improvements at the airport. The latest improvement was the furnishing of the terminal building, which turned out very well. Funding was recently provided to support the ongoing operation of the FBO operator and for the purchase of a ground power unit for starting jet aircraft engines. Joe Rivard agreed to draft a letter to be sent to the Tribe expressing the Airport Board's appreciation and gratitude. The Board would like to encourage the Tribe to identify tribal members who are City residents who may be interested in serving on the Airport Advisory Board.

The meeting was adjourned at approximately 7:20 p.m.

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

