

MEMO TO: Airport Advisory Board Members

July 15, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – July 9, 2009

An Airport Advisory Board Meeting was held at the airport terminal building on July 9, 2009. Vice-Chairperson, Joe Rivard, called the meeting to order at 5:40 p.m. Present at the meeting were: Mike Verleger, Mark Marshall, Joe Rivard, John Benzinger, Duane Ellis, and Todd Tarlton.

The minutes of the June 11, 2009, meeting were approved as presented.

Airport Manager's Report

John reported that fuel sales are lower than last year. Jet A fuel sales are still reasonably strong; however, Avgas sales are much lower.

John reported that three new T-hangars are in the process of being rented. This leaves three hangars currently unoccupied.

Now that the painting of the airport runway has been completed, the FAA has flight checked the runway approach and approved it for publication. The new approach will allow more precision approaches during poor weather, which will improve the safety of airport operations.

John has ordered a close circuit television system, following the quotes that were received: This work is anticipated to be completed sometime this summer. The system will provide both internal and external TV monitoring of operations in the terminal area. This will increase the safety of operations and hopefully prevent future vandalism.

John reported that he purchase a 7,500 kilowatt generator to complete the emergency power installation program. This generator will be used for miscellaneous needs at the airport during power outages, but will be primarily used for operating T-hangar doors when regular power is not available.

The Engineering Department is working on the drainage design to eliminate the ponding of water that occurs in the T-hangar area and other areas along Airport Road. It is anticipated that this construction will occur in the fall, which is the driest time of the year for this type of work.

A general discussion was held concerning the financial situation of the State of Michigan as it impacts on City finances. Over the next year, efforts will be made to review the operations at the airport to identify any potential areas for cost savings. A detailed review will be made to review current processes, major cost items, and other areas for potential cost savings. Additional revenue sources will also be reviewed. The overall goal is to reduce or eliminate the General Fund subsidy as required from the City for the operation of the airport. For the 2010 budget year, this subsidy amounts to approximately \$30,000 of the total budget of approximately \$500,000. Board members discussed the need to clearly present the value of the airport to the community so that good decisions can be made by the City Commission concerning future airport funding. It was also suggested that since the airport is run efficiently and many efforts have been made in the past to generate additional revenue and reduce costs, that these work items should be listed and identified in a summary report.

The meeting was adjourned at 6:50 p.m. The next regularly scheduled meeting of the Airport Advisory Board is planned for August 13, 2009, beginning at 5:30 p.m., at the airport terminal building.

DFE/jac
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