

MEMO TO: Airport Advisory Board Members

November 13, 2009

FROM: Duane Ellis

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

An Airport Advisory Board meeting was held at the airport terminal building on Thursday, November 12, 2009. Chairman Al Bryan called the meeting to order at 5:35 p.m. Present at the meeting were Al Bryan, Joe Rivard, Jerry Elliot, Mike Verleger, John Benzinger and Duane Ellis.

The minutes of the October 8, 2009 meeting were presented and accepted.

Airport Manager's Report - John reported that fuel sales are continuing the same trend as he has experienced throughout the year. Jet A fuel sales are remaining relatively stable, while low-lead general aviation fuel sales have dropped considerably.

A brief discussion was held concerning the terminal building dedication ceremony, which was held on Friday, October 9. Approximately 50 people were present and the ceremony and dedication went very well.

John and Duane met with the Michigan Department of Transportation's Bureau of Aeronautics to discuss the airport's 10-year capital improvement plan. A review of this plan is required each year in order to prioritize and program for potential funding through the Bureau of Aeronautics and the Federal Aviation Administration (FAA). A copy of the 10-year plan was provided to the Board members in their meeting packets. The purchase of the 40-acre parcel is planned in 2010. The environmental assessment for the purchase of this land is currently underway by R.W. Armstrong Company under a grant from the MAC/FAA. The environmental assessment is expected to be completed in the spring of 2010. Once the processing of the assessment document has been finalized, steps will be taken toward the purchase of the 40 acre property.

2010 and 2011 Budget - General discussion was held concerning budget concerns for the City and airport operations. John has done extensive review of the potential energy savings including the reductions that have been made in energy uses due to the new furnace and air conditioning and upgrade of the terminal building. At this point in time no specific requirements have been requested by the City for reductions in airport operations. However, John will continue do his best to keep the expenditures as low as possible.

Airport Drainage Project Bids - Bids were received for the terminal area drainage improvement project in October. The purpose of the project is to eliminate flooding and ponding of water that occurs in the spring of each year and also following heavy rainstorms. \$65,000 has been provided through a 2% allocation from the Saginaw Chippewa Tribe to fund this improvement. The construction is proposed to be completed during the summer of 2010 due to the wetness of the ground and ponding of the water in the construction area.

T-Hangar Lease Language – A brief discussion was held concerning the additional language that was added by DPW staff for the T-hangar leases. The additional language described the termination penalty that is due for cancelling the lease prior to the termination date.

The meeting was adjourned at 6:10 p.m. The next meeting is scheduled for Thursday, December 10, 2009 at 5:30 p.m. at the terminal building.

DFE/tb
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