

MEMO TO: Airport Advisory Board Members

December 13, 2010

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – December 9, 2010

An Airport Advisory Board meeting was held at the airport terminal building on December 9, 2010. Chairperson, Joe Rivard, 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. Adam Raycraft was also present at the meeting. MINUTES AMENDED TO INCLUDE SCOTT SCHLOSSER TO THE LIST OF ATTENDEES.

The minutes of the November 11, 2010, meeting were presented and accepted.

#### Airport Manager's Report

John reported that BCI Engineers completed their environmental site assessment of the 40-acre parcel that the airport is considering for purchase. Results of the analysis indicated no contamination of this site as a result of the operation of the sanitary sewage lagoons at this location. This information will be used as part of the appraisal process for determining the value of the property.

John reported the best fuel sales at the airport since 2003. At the current sales rate, the total sales will exceed 61,000 gallons for the year. This sales volume is primarily driven by increases in the Jet A fuel sales, which have set a new record for sales at the airport.

John reported that Scott Schlosser has completed the paperwork process necessary for him to be designated as an Assistant Airport Manager. John is currently in the process of training Scott in the operation of the fuel system and other tasks at the airport.

John gave a brief update on the status of the proposed runway and taxiway lighting project for 2011. Because of the variety of ages and types of electrical equipment at the field, it has been recommended by the Bureau of Aeronautics that the City enter into an engineering study to evaluate the condition of the equipment so that prioritization can be determined for replacement during 2011. Funds have been allocated to the airport's account at the Bureau of Aeronautics for approximately \$230,000 lighting upgrade project in 2011.

John is working with the engineering staff to develop a site plan layout for the proposed second corporate hangar. This hangar is needed in order to provide space in the original corporate hangar for transient aircraft. It has been estimated that the cost for constructing a second corporate hangar would be approximately \$250,000. Funding sources for this construction project will have to be identified.

### Eastern Michigan University Aviation Program Update

Al Bryan reported that a successful meeting was held last month with representatives of CMU, MMCC, Suburban Cessna, and others to discuss the possibility of establishing an aviation training program at either Mid-Michigan Community College or at Central Michigan University or both. A good discussion was held with all present, and Al reported that he will check back with the group in about six weeks to determine the status. Al felt that the community college expressed a strong interest in beginning an aviation program, and that CMU also expressed interest. The purpose of this evaluation is to determine if a two-year aviation program could be established at Mid-Michigan Community College, which would allow students to transfer to either Eastern Michigan University or Western Michigan University to complete a four-year degree in aviation. CMU could also offer a four-year degree if they expressed interest in doing so.

A general discussion was held concerning the thought of providing deicing equipment at the field. John reported that a standard deicing system typically costs about \$100,000. Additional staff is required to maintain and operate such systems. In the past, deicing for transient aircraft has been provided by placing the aircraft in the corporate hangar building. With the building generally full of based aircraft, this option is less often available.

John reported that the Saginaw-Chippewa Tribe provided the airport with \$11,000 in two percent funds for an upgrade of the main terminal building parking lot. This money will help to provide an overlay and rehabilitation of this parking lot, which is in need of repair. Repair of the parking lot will occur during the 2011 construction season.

The meeting of the Airport Advisory Board was adjourned at 6:20 p.m. The next meeting of the board is scheduled for Thursday, January 13, 2011, at 5:30 p.m., at the airport terminal building.