

To: Airport Advisory Board

February 21, 2012

From: John Benzinger, Acting Board Secretary

Subject: Airport Advisory Board Meeting Minutes - February 9, 2012

An Airport Advisory Board meeting was held at the Mt. Pleasant Airport terminal building on February 9, 2012. The meeting was called to order at 5:30 p.m. Board member, Mike Verleger, was present along with Roger Rousse and John Benzinger, and new Board Appointees, Cathy Tilmann and Glenn Ervin. Also present were Donna Husted-Kriss, Roberta and Todd Tarlton, Dick Evans, Stephanie A.D. Ward and two of her assistants, from Mead & Hunt Aviation Services, Adam Raycraft, and Kathie Grinzinger, City Manager. Scott Schlosser moved into the township and, therefore, according to current policy, cannot serve on the Airport Advisory Board.

Minutes were reviewed from the January 12, 2012, meeting.

John gave his monthly Manager's Report. He explained to guests and new Board Appointees the importance of Jet A fuel sales. He was recently visited by the DEQ, who indicated that improvements must be made in the pump house. The pumps are 15-20 years old and leak slightly. The pumps need to be replaced, as fixing them at this point is not an option. A discussion occurred as to whether this would fall under "New Operations" or under "Maintenance Repair".

Research is being done to determine what commercial-grade lawnmower will be purchased, with the Tribe approving moving funds from another specific airport task. Towheads will also be purchased.

Kathie Grinzinger, City Manager, gave a brief history of the airport. It was beneficial to understand how the airport came into the present property. She explained the processes and procedures involved in the City Master Plan, which includes the Airport Master Plan (ALP). Roger initiated a discussion about the "Best Management Practices" review conducted by Dan Otto. Items mentioned were:

1. The lines of communication for the Airport Advisory Board go through the City Manager, or his/her designee, and then sent on to the City Commission.
2. The Director of Public Works is responsible for the airport activities. He is responsible for all agreements, leases, and operations.
3. Billing activities for airport-related income and expenses will be handled by the DPW staff with assistance from the Treasurer's office.

4. Dan Otto's report concerning other potential revenues will be outlined and discussed further. Of the "General Recommendations" Otto made, John has reported that the first five have been done; Step 8, "Update Current Land Rental Rate and Building" is rated by square foot and dollar amount per year.

Roger shared a letter he received from Lee Fabiano, with the Humane Animal Treatment Society (HATS), requesting to use the corporate hangar for a fundraising event on Friday, May 18 - Sunday May 20th. They would acquire their own \$1,000,000 liability insurance policy, and would seek a beer and wine license for the event. A discussion occurred regarding the city's liability. Would the hangar then be open for any public event? The discussion concluded with Roger going to give tentative permission for the event to occur, provided that:

1. Permission from current renters is given;
2. No liability as far as the city occurs; and
3. Security is satisfactory to the Airport Manager.

A discussion occurred that tentative permission is NEEDED to be given to HATS at this meeting, as the board only meets once a month. There were pros and cons about the idea of being able to show off the airport to a new set of people.

Kathie introduced Stephanie A.D. Ward, from Mead & Hunt Aviation Services. They have the contract for the future growth of the airport. Handouts, SCOPE OF SERVICES – Airport Layout Plan Update, were given to attendees. Included were the Study Design, Project Management, Airport Board, and formation of 10-15 other individuals with knowledge to give to form an Airport Committee, to aid in the development of the airport in the future. Also included were Data Collection and Inventory, Future Projections of Aviation Operations, Facility Requirements, Alternatives Analysis, Environmental Overview, Airport Layout, a Public Information Meeting and Documentation.

The board was asked to review the "SCOPE OF SERVICES" draft, and then Roger or John will email any changes to Stephanie Ward at Mead & Hunt. Stephanie gave a presentation about the future Airport Master Plan (ALP). She gave a very good overview of progress so far, and asked for ideas from the people in attendance. She said that Mt. Pleasant Municipal Airport is in a unique, competitive market with excellent facilities.

Airport Advisory Board Meeting Minutes - February 9, 2012/Pg. 3

Todd brought up the need for a new airport sign, one to match the signs that Mt. Pleasant has downtown. Todd also asked about what type of budgeted monies were available for the future growth ideas that Mead & Hunt presented. A discussion occurred with what the board Bylaws were regarding missed meetings; Todd expressed concern that the board BE ACTIVE and attend meetings.

Kathie Grinzinger said there was too much detail for this stage, but that “the growth of the community includes the growth of the airport as an economic tool.”

The meeting was adjourned at 7:30 p.m.