

AIRPORT ADVISORY BOARD
Thursday, April 8, 2021 at 8:00 a.m.
Via Zoom

MEETING MINUTES

1. Call to Order

Holt called the meeting to order with the time being 8:05 a.m. Holt introduced our newest board member Bob Schallip and welcomed him to the group.

2. Roll Call & Introductions

Members Present: Bill Munsell Chippewa Co, Michigan
Terri Wolski Chippewa Co, Michigan
Jim Cloudman Chippewa Co, Michigan
Fred Smith Chippewa Co, Michigan
Bob Schallip Chippewa Co, Michigan

Members Absent: Tom Veum

Also Present: Tom Brown, Airport Manager
Tracey Laitinen, EDC Operations Manager
Jeff Holt, EDC Executive Director
David Waite, Great Circle Aviation - FBO
Jack Wartella – Soo Pilots EAA 1437
Duane Penzien – Soo Pilots EAA 1437
Kelly Freeman – Community Development

It was moved by Munsell, supported Cloudman to excuse those members absent. The motion carried unanimously.

3. Changes or Additions to the Agenda – none at this time

It was moved by Cloudman, supported Wolski, to approve the agenda as presented. The motion carried unanimously.

4. Approval of Airport lot rezoning

Freeman walked the group through the history of airport zoning and the need to change the zoning of our 5 airport lots to be complimentary and consistent with airport use. The one page document was provided for the group to review ahead of time with research of other airports as well as consulting Prein & Newhof. Smith added that it is a necessary change as the previous zoning did not allow what we needed in order to grow the airport.

If approved by the AAB this will need to go to the Planning Commission and then the City Commission.

It was moved by Smith, supported Munsell to rezone the 5 airport lots as presented pending further approval from the Planning Commission and City Commission. The motion carried unanimously.

5. Approval of Minutes

It was moved by Wolski, supported Smith, to approve the March 11, 2021 meeting. The motion carried unanimously.

6. Finance Report

Laitinen provided an update of the Finance Report-Balance Sheet, P&L, Check Detail and Fund 101 YTD ending March 26, 2021. TIFA 3 Fund balance sits at \$364k with \$227k in LDFA liabilities for the bond debt for the Smartzone. The LDFA loan and bond debt came in under budget. Capital improvements were budgeted and now we are waiting to see the City Manager's recommendations to the City Commission. Holt added that the LDFA continues to meet and is looking at the feasibility of removing nonperforming parcels to stop the use of TIFA III funds to support the LDFA. The next LDFA meeting is April 28th via Zoom. Smith added that with LDFA tying up TIFA III funds we are limited on projects and we need to plan for the airport's future.

It was moved by Munsell, supported by Smith, to receive the financial report and place on file. The motion carried unanimously.

7. Airport Manager Report

Brown reported on the emergency fence repair at the gate nearest the fuel farm. Repairs are anticipated to be under \$600 and should be done today. The garbage vendor at the airport damaged the soffit and siding to the terminal and is working with a contractor to get it resolved quickly. The 3 outdated transformers taking up space in the SRE building have been recycled with the City.

8. FBO Report

Waite reported that traffic is up at the airport, but that he is cautiously optimistic. A new client from Austria has been importing aircraft every two weeks and has given feedback that we are great facility to clear customs. Dave McFarland plans to be back on the 16th and will be starting up the ground school on Tuesdays and Thursdays from 4-6pm. Fuel prices are down 10 cents a gallon from last month. Things are moving along with maintenance and 1 open slot is available for an annual if anyone wants to book. Great Circle is down to 4 employees now that winter is over. Waite is working on adding a Social Media Policy to his employee handbook. The FAA is finally back on track and Waite is now in their system to move forward with the repair station certification process.

9. Old Business

Holt reported that the FBO selection committee met with the City Manager and Waite and is ready to make a recommendation to the board. In the packet was an Amendment 1 to the current FBO contract as well as the FBO Financial Agreement for FY 21-22.

Moving forward the FBO selection committee recommends to the Airport Authority Board to approve the 2 year extension of David & Ted Waite's FBO contract to expire June 30, 2023 with the option to extend for an additional 3 years if parameters are met. If approved this will be moved to the City Commission for the City Manager to sign at an upcoming April or May meeting.

It was moved by Smith, supported by Wolski to make the recommendation to extend Great Circle Aviation Services, LLC for a term of 2 years with the option to renew for an additional 3 years if certain parameters are met that are laid out in Amendment #1 of the contract, pending City Commission approval. The motion carried unanimously.

It was moved by Smith, supported by Munsell to approve the FBO Financial Agreement as presented for fiscal year 2021-22, pending City Commission approval. The motion carried unanimously.

NPIAS is still in progress and requires a lot of legwork. The lack of funding for GA airports through MDOT AERO was submitted to Stabenow for review under the transportation program changes. Holt noted that we do have the support of CIU.

Smith gave an update on the sale of Lot #10 in the IP was approved by the City Commission and now Bunker is moving forward with their due diligence for contamination and wetlands prior to closing. Smith summarized another project under negotiations in the Air Industrial Park (AIP) involving several lots which will be discussed at Tuesday's EDC meeting. Smith also noted that we still need to lay out a plan for leasing vs. selling the 5 airport lots.

Munsell recapped the need to fill the remaining board vacancy after Angela Zubac had to resign shortly after being appointed due to a death in her family. The remaining 3 applications were reviewed – Wartella, Stephens, and Penzien. Moving forward the board recommends that Duane Penzien fills the remaining term of Tom Brown set to expire January 1, 2023. Laitinen will enter this in the City Commission agenda April 19th, 2021 at 7pm via Zoom.

It was moved by Munsell, supported by Schallip, to recommend Duane Penzien for a term to expire January 1, 2023 to the AAB pending City Commission approval. The motion carried unanimously.

10. New Business

Laitinen reported on the 2021 airport drone fly over which will be schedule by AERO in the coming weeks. We want to make sure our airfield looks good and all facilities are neat and clean including removal of the 2 faded and bent signs (one in the driveway and the other on the ramp).

Laitinen submitted a letter to the National Fire Protection Association 407 Technical Committee (NFPA) against the proposed NFPA 407 changes which would require airports to add additional safety measures to their fuel farms and delivery trucks. We have not heard back yet from MAAE or NFPA.

Following the recommendation at last month's board meeting, Laitinen, Brown, and Waite put together documents that were approved by the City's insurance carrier for future courtesy car users to fill out upon check out. Insurance requirements were discussed and it was agreed that this should not be a cumbersome process.

It was moved by Wolski, supported by Schallip, to accept and implement the Courtesy Car forms as presented. The motion carried unanimously.

Laitinen and Brown explained the FCC Unicom 10 year renewal process. Laitinen will work with Mike Soper at MDOT AERO to get the elevation corrected from 218' to 716'. The renewal was completed online and we are all set for another 10 years.

Laitinen explained the current AAB bylaws last approved in 2017 and the opportunity to reduce the number for quorum from 5 to 4. With 7 board members it has been difficult to ensure we have enough members to vote on important items.

It was moved by Smith, supported by Wolski, to reduce the number of board members for a quorum to 4 as presented, pending City Commission approval. The motion carried unanimously.

11. Status Reports

Several meeting summaries were included in the packet. The next LDFA meeting is April 28, 2021 at Noon via Zoom.

12. Other Matters

Holt recapped an organized labor meeting that took place yesterday. Skilled trades are ramping up with the Soo Locks Project and are working to ensure that our local workforce is included. This collaboration was a result of the Economic Resource Alliance and Soo Locks Workgroup.

Brown reminded that group to update the phone number for AWOS to 906.253.9523.

13. Informational Reports – none at this time

14. Matters Presented by the Public – none at this time

15. Next Meeting: May 13, 2021 via Zoom

16. Adjournment

It was moved by Schallip, supported by Wolski to adjourn the meeting at 8:53 am. The motion carried unanimously.