

**AIRPORT ADVISORY BOARD**  
**Thursday, May 13, 2021 at 8:00 a.m.**  
**In-person at airport terminal**

**MEETING MINUTES**

**1. Call to Order**

Veum called the meeting to order with the time being 8:00 a.m.

**2. Roll Call & Introductions**

**Members Present:** Bill Munsell Terri Wolski Jim Cloudman  
Bob Schallip Tom Veum Duane Penzien

**Members Absent:** Fred Smith

**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

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

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

**4. Approval of Minutes**

*It was moved by Wolski, supported Schallip, to approve the April 8, 2021 meeting. The motion carried unanimously.*

**5. Finance Report**

Laitinen provided an update of the Finance Report-Balance Sheet, P&L, Check Detail and Fund 101 YTD ending April 30, 2021. TIFA 3 Fund balance sits at \$349k with \$227k in LDFA liabilities for the bond debt for the Smartzone. 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.

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

**6. Final budget approval FY 21-22 & 22-23**

Laitinen reviewed the budget approved by City Commission and noted that no cuts were made to this department at this time.

*It was moved by Schallip, supported by Penzien, to accept the City Commission budget for FY 21 and 22 as presented. The motion carried unanimously.*

**7. Airport Manager Report**

Brown reported that the gravel for the SWPPP noted erosion was delivered and placed. Brown assisted in removing the dead trees along Meridian that were placed by JG Site Solutions along with Soo Pilots to make the area look appealing. Laitinen is talking with Engineering to determine if there are funds available for replacement since these were planted through a grant.

**8. FBO Report**

Waite reported that traffic is up from 12 to 48 this same time last year. Numbers are below 2019 but improving. 30% of traffic comes from Ontario and with the border closed things will remain down. Ontario is now letting folks travel with a 72 hour time limit. The seaplane base dock was put in last week and had an immediate visitor. Engineers involved with the Soo Locks Project are traveling regularly through Sanderson. Meijer has been in a lot lately for store inventory. Waite also reported that folks are flying in to meet with the marijuana program at LSSU. Maintenance classes have restarted and have 4 regular attendees. McFarland's ground school already has 6 students signed up. Waite continues to work towards the FAA Part 145 certification and has created a social media policy, vacation and sick time policy, and has put a drug testing program in place. Additionally a fuel spill plan needed to be refreshed and employees were recently trained. Waite may be picking up maintenance contracts through Great Lakes Air and currently has 4 staff. Soo Pilots lunches have restarted and are having nice turnouts thanks to Wartella and his meal planning. Waite noted that they have been sprucing up the terminal, diesel tank, and hangar doors with fresh paint and decals. Waite included the response he received back from the FAA regarding his 145 status and they currently do not have the staff resources to complete the process until later in the year.

**9. Old Business**

NPIAS is still in progress and requires a lot of legwork. Letters of support were received from both Bay Mills and Sault Tribes and Bob of Prein & Newhof has drafted a letter to MAC's Mike Trout.

Holt gave an update on the pending sale of 5 AIP lots to Arbic. The sale was approved by City Commission and includes a reversion clause if the lots are not developed per the agreed timeline meaning the City can buy them back for \$10,000/lot. The agreement is under review by the City Manager. Future discussions include a Brownfield plan to remove the old ramp and runway as well as the extension of 14<sup>th</sup> Avenue. Holt explained that the proceeds of any land sales will go into the City Land Sale fund and not EDC

accounts. Holt reported that other lots have had inquiries but no formal offers at this time beyond Bunker for Lot #10 in the Industrial Park. The board agreed that it would be good to get these properties back on the tax rolls.

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.

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. NFPA is moving forward with the regulation. Laitinen talked with Northern Pump, our fuel farm regulation/safety providers, as well as Bob of Prein & Newhof. With more language forthcoming we will meet with our local Fire Chief to determine our impact and discuss with the City's insurance provider to ensure we are meeting all of our safety obligations.

Freeman has taken the rezoning to the Planning Commission and so far things are looking positive. Several more meetings will take place over the summer before things become final.

City Commission approved the FBO contract and wages and the documents were included in the packet.

#### **10. New Business**

Brown reported that the Seaplane Base was installed early this year and that since then Cloverland was able to get in the pond and remove the old poles and prepare to set the fish net. The kayak docks are also in at the park now.

Brown and Laitinen met with JoAnne Lussier at Sault Area High School to discuss the feasibility of starting the CTE program back up at Sanderson Field. Waite is reviewing the curriculum to see what he can teach and then we will meet with Lussier again to see what other requirements are necessary such as background checks, insurance, etc... Waite reported that the equipment that was available at NMU has since been sold.

#### **11. Status Reports**

Several meeting summaries were included in the packet. A hangar tenant meeting was held in April and we will continue to seek out t-hangar icing options.

#### **12. Other Matters**

Holt reminded the group of the Return North virtual hiring fair for alumni and friends to be held on May 20<sup>th</sup>. There is no cost to job seekers and just \$200 for companies to sign up. Deadline is May 17<sup>th</sup>.

Schallip gave an update on the new seaplane base on Drummond and Paul Lapoint's resort with identifier MI4. <http://www.airnav.com/airport/MI4>

**13. Informational Reports – none at this time**

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

**15. Next Meeting: June 10, 2021 via Zoom**

**16. Adjournment**

*It was moved by Cloudman, supported by Wolski to adjourn the meeting at 8:32 am. The motion carried unanimously.*