

**AIRPORT ADVISORY BOARD**  
**Thursday, May 12, 2022, at 8:00 a.m.**  
**Airport Terminal Building – Conference Room**

**MEETING MINUTES**

**1. Call to Order**

Chair Veum called the meeting to order with the time being 8:05 a.m.

**2. Roll Call & Introductions**

<b>Members Present:</b>	Tom Veum	Bill Munsell	Fred Smith
	Bob Schallip	Jim Cloudman	Duane Penzien
	Terri Wolski		

**Members Absent:** None

**Also Present:** Jeff Holt, EDC Executive Director  
Nikki Radke, EDC Development Specialist  
Tom Brown, City of SSM Airport Manager  
Jack Wartella, Wartella Inspection  
David Waite, Great Circle Aviation, FBO  
Ted Waite, Great Circle Aviation

**3. Changes or Additions to the Agenda**

None at this time.

**4. Approval of Minutes**

It was moved by Wolski, supported by Schallip to approve the minutes of the April 14, 2022 meeting. The motion carried unanimously.

**5. Finance Report**

Radke provided a brief update of the Finance Report-Balance Sheet, P&L, and Check Detail. It was moved by Munsell, supported by Penzien, to receive the reports on file. The motion carried unanimously.

**6. FY 22-23 Commission Approved Budget**

Radke reported there were a few increases to gas, oil, and grease as well as supplies. Holt updated the board on the lease termination at the SmartZone. Schallip shared concern of the city taking over the airport and that the boards preference would be to stay with the overseeing of the EDC. FBO noted that it was not feasible to run the airport at the contracted rate Great Circle Aviation is at and they have had to borrow money to continue running it. He reminded that the contract is up for negation every June. Board members shared concern regarding city transparency with many changes to the city without notice to residents. Wolski asked if there was anything the board could do to assist with the

budget increase to the FBO's contract. Waite also reminded that he has been diligently working on NPIAS and funding would help the airport significantly. He also noted that they just had their annual inspection, and it went great. Waite also suggested he would negotiate via a contract increase, or taking over the utilities, or taking over the insurance. Cloudman suggested typing up the purposed negotiation now and justifying all the work Great Circle Aviation has done sending it to the city manager, the city mayor, and carbon copying the city commission. Munsell also suggested the board to reach out to the commission, city manager, and city mayor with their concerns and to include a co-signature from the board chair on the request as representation of the board. Penzien moved to table the presented budget with the understanding that the FBO with send the requested negotiation prior to the next meeting. The motion was supported by Schallip and carried unanimously.

#### **7. Airport Manager Report**

Brown reported the airport inspection went well and will need some painting completed on the runway and recommended some sign changes that have been completed already.

#### **8. Fixed Base Operator Report**

Waite reported that he has completed a letter of support for the NPIAS request for the Chamber of Commerce and will also want to complete one for the Sault Convention and Visitors Bureau. He has received letters from the Sault Ontario Police Department and the Coast Guard was unable to sign the support letter but was happy to give statistics. MyMichigan Hospital was able to sign a letter of support which will give great significance. Waite will be working on creating one for LSSU and the correctional facilities. Waite also noted that with NPIAS funding, a taxiway could be added, it would assist in runway painting, possibly an addition of another hanger, and equipment for the airport. Waite also reported that April had some rough weather, but the airport saw an increase in Canadian traffic.

#### **9. Old Business**

- a) NPIAS progress discussed in agenda item 8.
- b) CTE student has been doing great and FBO is also using the Michigan Works! to assist with On-the-Job Training.

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

- a. Waite reported the tractor should be done but he has not heard from Don's Tractor in a while.
- b. Brown stated that the sea plane dock was put in and everything went smooth. It was well made and looks very professional.
- c. Holt noted he had found two maintenance ladders for sale in the sault. One would need modifications, but they would work great for a much lower price.
- d. Waite notified that the airport had its spring cleaning in and around the airport. Holt noted that city-wide clean up would be May 14<sup>th</sup>.
- e. Holt update the board that lot 11 was sold for \$45,000 and there was some interest in another air industrial lot.

**11. Status Reports**

Radke reported that a EGLE Energy grant was used in the updated of the T-Hanger and Hanger 1 and 2. In the future, the grant will attempt to be collected again to complete the rest of the lights.

**12. Other Matters**

Radke noted that Young Eagles in June 11<sup>th</sup> and to let the EDC know if Soo Pilots needed assistance with anything. She also reported that the EDC will be hosting The Customer Service Workshop on May 24<sup>th</sup>. Holt noted that the Rudyard Christian School would be taking a field trip to the airport on May 25<sup>th</sup> and bring 15 four to seven year olds.

**13. Matters Presented by the Public**

None at this time.

**14. Next Meeting: June 9, 2022****15. Adjournment**

*It was moved by Schallip, supported by Smith to adjourn the meeting at 9:31am. The motion carried unanimously.*