

AIRPORT ADVISORY BOARD
Thursday, June 8, 2017 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 8:00 a.m.

2. Roll Call

Members Present:	Jerry Jones	Bill Munsell	Don Gerrie
	Terri Wolski	Tom Brown	Tom Veum
	Fred Smith		

Members Absent: Jim Cloudman

Also Present: Jeff Holt, EDC Executive Director
Tracey Laitinen, EDC Specialist
Oliver Turner, City Manager
Larry Putnam, Airport Manager

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Jones, supported by Brown to approve the minutes of the May 11, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 4.30.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Laitinen reported that the 2nd allocation of the EDC-TIFA III agreement as well as LDFA funds will be drawn in the next week.

It was moved by Brown, supported by Smith, to receive the reports on file. The motion carried unanimously.

6. Nomination of Officers

Bi-annually the Airport Advisory Board elects officers for a 2-year term beginning July 1 in the off years. Current officers are:

Tom Veum – Chair Jerry Jones – Vice Chair

It was moved by Wolski, supported by Brown, to nominate the slate of officers as presented for a term of July 1, 2017 to June 30, 2019. The motion carried unanimously.

7. Report of activities

Putnam reported an increase in traffic as well as a firm that will now be flying in one time per week with a King Air and staying overnight. 100LL fuel use and Jet A fuel have exceeded this time last year as well as last month. Putnam noted that the fuel station overlay had been replaced and was a great improvement. Putnam received the annual maintenance agreement (expiring 8.31.17) from QTpod (petroleum on demand) and recommended to purchase the Silver package at \$595 this year as no software upgrades were needed. This purchase will occur after July 1, 2017.

It was moved by Smith, supported by Jones, to purchase the Silver plan from QTpod in the amount of \$595.00. The motion carried unanimously.

8. Old Business.

a. Runway overlay project

Holt reported that the presentation to the City Commission on June 5th went well. The Construction Engineering contract amendment was accepted as well as the Payne & Dolan bid award. Total local match for this project is estimated to not exceed \$57,175 from TIFA III funds. The full summary will be included in the July Airport Board packet. Turner noted that all emergency service organizations have been initially informed of the project and will continue to be updated once a final date is set. Brown thanked Jim Moreau for this help in locating a drain and we are all set to move forward.

b. Crack Sealing & Repairs

Putnam included photos of the cracks near the hangar as well as the ramp. These will need to be addressed soon. Laitinen will work on advertisement of the project with the City Clerk. Repairs are estimated to be a 1-day job.

It was moved by Munsell, supported by Jones, to move forward with repairs using TIFA III funds. The motion carried unanimously.

c. 350th City Celebration

Laitinen submitted the final proposal to the Short Wing Piper coordinator, Mr. Butler earlier this month. Mr. Butler will present it at their June Convention and let us know if they have selected to come to Sault Ste. Marie in June 2018. Thank you to the Sault Convention & Visitors Bureau, Sault Events and our local lodging establishments as well as LSSU for their help in completing the packet.

d. Aero-med update

Holt reported that there has been a delay in Aeromed's approval in obtaining an emergency medical license and they have indicated it may take up to 2 months to complete. Aeromed is in the process of a merger that has tied up their funds therefore they are interested in leasing a hangar at this time. Holt has spoken to the Economic Development Administration (EDA) about potential Comprehensive Economic Development Strategies (CEDS) funding for 50% of the hangar estimated by U.P. Engineers & Architects at near \$500,000 (75'x100'). Holt will be filling out a preliminary EDA application for the project. Gerrie inquired on

future uses for the building if Aeromed were to back out. Putnam recommended building larger for future airport use. Smith inquired about the length of EDA involvement if they fund the project. Putnam noted that the U.S. Coast Guard would like to talk to Holt about this project and would be calling him in the near future.

e. Lighting Improvements

Laitinen reported the project would start after July 1. Bailey Electric did file permits with the City yesterday and things are progressing nicely.

f. New sign – final touches

Laitinen contact Bitnar Construction yesterday about finishing up the caulking and painting on the airport entrance sign. This needs to be finished this month to close out the fiscal year.

9. New Business

Brown reported that the 25th Anniversary of the Young Eagles is this Saturday, June 10th from 8am to 1pm. Laitinen has assisted with promotion and there has been a lot more coverage this year than last. There are banners and signs up on Meridian. Soo Pilots will have 5 aircraft and Jack Wartella will take photos for a write up afterwards. A large crowd is anticipated with the positive weather report.

10. Status Reports

TIFA III minutes from 5.9.17 highlights were acceptance of the final budget and CD reinvestment. ERA summary from 5.8.17 highlights were the Transportation Logistics Study. EDC minutes from 5.9.17 acceptance of the final budget and the future manufacturing event on October 3, 2017.

11. Other Matters

- a. Hangar Movie/Airplane Open House – Laitinen inquired if there was support to move forward. Soo Pilots and airport staff would like to proceed for a September event. Wolski will let Laitinen know about the next Soo Pilot's meeting. Brown suggested contact Sault Schools to rent the outdoor movie screen and equipment to save funds. Holt mentioned sponsorship opportunities.
- b. Fall Color Tour – again there was support and this will be coordinated to follow the movie night.
- c. Airport Visioning Workshops – outcomes and goals will be reviewed at the July meeting to revisit our progress

12. Informational Reports

Gerrie noted that April brought a lot of budget meetings with a public hearing in May where the 2-year budget was passed. Gerrie highlighted that the City is in good financial health and is meeting their self-imposed ratios. Gerrie summarized the resignations of several commissioners including Osterhout and Gage and welcomed Baker. Gerrie noted a special meeting was held the end of May to review the water and sewer hookup and 425 agreement as well as received a presentation on the Redevelopment Ready Communities feedback. Gerrie reported on Turner's annual evaluation and that he was doing a fantastic job and that he is very

dedicated to Sault Ste. Marie. Gerrie also summarized the commission's approval of the PFC overlay and bid award. The City Commission received a presentation from MDOT on the new roundabout to which Gerrie noted that this has been the hottest topic of controversy in his time on the commission. Recent news has shown that Marquette will be constructing 6 more new roundabouts. Gerrie ended with the recent Twin Saults meeting and great presentations from both economic development organizations including presentations from the International Bridge and Soo Locks.

Smith inquired on the terms of the utility extension into Soo Township to which Gerrie responded that the current agreement has been suspended and is under review. Moving forward discussion was had to make the amended agreement mutually beneficial.

13. Matters Presented by the Public None at this time

14. Next meeting: July 13, 2017

15. Adjournment.

The meeting was adjourned at approximately 8:45 a.m. upon motion of Jones supported by Wolski. The motion passed unanimously.