

AIRPORT ADVISORY BOARD
Thursday, December 14, 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 8:03 a.m.

2. Roll Call

Members Present:	Jerry Jones	Bill Munsell	Don Gerrie
	Tom Brown	Tom Veum	
	Fred Smith	Jim Cloudman	

Members Absent: Terri Wolski

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

Moved by Munsell, supported by Smith to excuse those board members absent. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Jones, supported by Smith to approve the minutes of the November 9, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 10.31.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Laitinen noted that the TIFA III CD matured and was now earning 1.5% and that the Personal Property Elimination Reimbursement was budgeted at \$20,000 but came in significantly higher.

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

6. Report of Activities

Putnam reported that the weather had not been conducive for flying in Nov or Dec thus far. Fuel testing kit was received and being used with the record log book. Snowplowing was keeping staff busy. QoE

7. Old Business.

a. Sump Pump Repairs

Laitinen noted that this has been put off until spring along with the final crack sealing that was unable to be completed due to a drop in temps.

b. Terminal Renovation progress

Laitinen, Brown and Putnam met with Jennifer Roy and did a walkthrough of the Phase I possibilities. A proposal for services will go on the City's website and then bids will be awarded at the January Board meeting. Items looking to renovate under Phase I at the terminal would include furniture, flooring, paint and then storage as well as a light coffee bar renovation to create a fresh welcoming look for our visiting public. Bathrooms would also be refreshed under this project. Some discussion was had about hiring a firm to assist with the decorating and purchasing of items due to the small budget. Smith noted that the airport is the first impression of our community and that the image of our local airport matters. Holt mentioned that the Smartzone was designed by Roy and folks complement it daily. Gerrie asked about design in house with the individual vendors and if the fee of 10% of the total budget was within the average. Turner reported that average design/engineering is typically 8-15% of budget. Putnam gave some history on the current décor noting that he and his wife purchased the furniture, wallpaper and made the curtains using their own funds. Veum noted that the renovation should be done prior to Spring when public flights increase. Laitinen will get the bid to the clerk's office to post.

c. Lighting Project

Laitinen reported that we are just waiting to see what size rebate we receive and then we can wrap up installing the rest of the eyes on the LEDs.

d. Soo Pilots dinner

Brown thanked everyone for attending and noted it was good to hear more about the air ambulance and services they provide. Holt thanked the pilots for the invitation and had a great time visiting with the other guests. Smith asked about the date change and discussion was had about trying to avoid City Commission meeting dates for 2018. Everyone agreed the location at the CCHall was great and that the food was delicious.

e. Winter meeting with MDOT AERO

Laitinen will be contacting Mrs. Steudle next week to see if we can lock up a January 25th trip to Lansing to discuss future projects.

f. 2018-2024 CIP Process

Holt reported that the initial ranking meeting had taken place. Turner noted that the plan will go before the City Commission in January for final approval.

8. New Business

a. Wi-Fi research

Laitinen reported on her research in calling AT&T and Lighthouse.net. At this time we cannot reduce the \$300/mo bill for bundled services at the airport. Gerrie recommended contacting Charter and seeing if a bundling option was available through the City. Laitinen will follow up with Charter and report back in January.

b. Budget Prep

Laitinen will be working to set up a time with Putnam and Brown to discuss the future budget within the next week.

c. Annual Report

Putnam included his annual report for 2017. A copy can be found on the EDC website.

9. Status Reports

The EDC annual report and minutes from meeting 11.13.17 were included in the packet. Holt noted that this gives the EDC/Airport a chance to reflect on accomplishments over the past year. Turner added that department heads are required to submit an annual report and that component units such as the EDC and Airport are always invited to submit. Gerrie noted that reports like this are well received preceding budget season. This report is available at www.saultedc.com. Gerrie asked Turner if these reports were put directly on the State of the City dashboard to which Turner replied that they are once he compiles them for his reporting and are a great educational tool.

10. Other Matters

Smith complimented the article and ad in Sky Magazine and reported that he noticed that locals were taking copies back to the Sault from Delta flights. Gerrie reported that the magazine was discussed at the recent Economic Resource Alliance meeting and a traveler saw passengers taking copies with them off the plane.

11. Informational Reports

Gerrie summarized the last several commission meetings noting that there was an organization meeting on 11.13.17. Then on 11.20.17 the commission discussed the consideration of the commission appointment to take applications and hold interviews for a 6-0 vote. The commission also approved the agreements for the Clerical and Public Works bargaining units. There was a special meeting held on 11.29.17 where candidates were interviewed. On 12.4.17 the commission considered the appointment and voted a 3-3 tie. The I-500/Guinness Book of World record snowmobile parade was discussed. The Chippewa County Health Department presented on a future needle exchange program. A wage increase for non-union employees was also reviewed. At the most recent special meeting held earlier this week on 12.11.17 the commission went three rounds of tied voting and then appointed Shane Miller with a vote of 4-2.

12. Matters Presented by the Public None at this time

None

13. Next meeting: December 14, 2017

14. Adjournment

The meeting was adjourned at approximately 8:37 a.m. upon motion of Brown supported by Jones. The motion passed unanimously.