

AIRPORT ADVISORY BOARD
Thursday, January 14, 2021 at 8:00 a.m.
Via Zoom

MEETING MINUTES

1. Call to Order

Chair Veum called the meeting to order with the time being 8:08 a.m.

2. Roll Call & Introductions

Members Present:	Tom Veum	Bill Munsell	Tom Brown
	Fred Smith	Terri Wolski	Jim
	Cloudman		

Also Present:

Tracey Laitinen, EDC Operations Manager
Jeff Holt, EDC Executive Director
David Waite, Great Circle Aviation - FBO
Jack Wartella – Soo Pilots EAA 1437
Bob Schallip – Soo Pilots EAA 1437/A&P/IA

It was moved by Brown, supported by Jones to excuse absent board members from the meeting. The motion carried unanimously.

3. Changes or Additions to the Agenda

Holt requested that an item be added at 11b. Airport Manager wage increase.

It was moved by Wolski, supported by Smith to add the agenda item. The motion carried unanimously.

4. Approval of Minutes

It was moved by Smith, supported by Brown to approve the minutes of the December 10, 2020 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 November 30, 2020. The snow blower is on the City Commission docket for a vote on January 18, 2021.

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

6. Approval of the Storm Water Pollution Prevention Plan

Laitinen recapped the progress and the \$7,500 in funding that was budgeted to turn things around with EGLE and move forward. The new plan, annual report citing staff training, and the new 5-year permit have been submitted, with Prein & Newhof's assistance, and we are back on track. The plan needs to be reviewed annually by this board.

It was moved by Smith, supported by Munsell to accept the Storm Water Pollution Prevention Plan as presented. The motion carried unanimously.

7. Finance Committee Report – Chair Munsell

Munsell recapped the early January meeting noting the one change in airport user fees which was the A&P rate of \$70/hour to \$75/hour. Hangar fees will remain the same this year and will not see an increase due to Covid. The budget has allotted for \$25,000 in reoccurring fees. The committee is tentatively holding \$80,000 for the FBO compensation. Supplies will be reduced \$2,000. The 15 cent flow-through fee will remain the same. Fuel sales are down to just 26% of previous years. The committee asked for quotes on a B1 maintenance stand, LED light conversion for the entire property, and a perimeter line fence repairs and those will be reported out at the finance meeting later this morning.

8. Airport Manager Report

Brown reported on the SWPPP training and sampling. Brown explained the latest repairs to the truck noting that DPW replaced the belly blade and found damages to the box, which were corrected. DPW also added hitch points to make pulling the truck easier if it were to go in the ditch. A new flight instructor, Fred Schneider, recently passed his exam and plans on obtaining an aircraft for lessons.

9. FBO Report

Waite explained the serious loss in fuel revenues due to Covid and the border closure. In positive news, maintenance has seen an increase in over 200% this year.

Snow fence was reviewed and this is the first year we are using it as part of the Snow & Ice Plan. Waite reported that so far it is working as intended and will know more when we receive more snow.

There will be an ADS-B training at the airport later today and staff and pilots have been invited to keep the group small. This is a required transponder that allows for government tracking and collision avoidance. Technology is changing and radar site are becoming outdated. Benefits are if you have the 'out' feature then this allows others to see you. If you have the 'in' feature than you can see other aircraft around you. Waite noted that this is all dependent on GPS and that the downfall is that there are shadows in our area where it may not work.

Waite's report highlighted the recent coronavirus vaccine shipments and partnership with government, tribal, and health agencies to bring the relief to our area.

The annual report pages regarding Sanderson were included in the packet. In the last 6 months of 2019 Sanderson saw 513 flights comparative to 2020 in which the entire year saw just 485 flights. If any changes are needed on the pages included please reach out to Laitinen by next week as Holt will be presenting this to the City Commission in February.

The Sanderson article in the Cloverland magazine was discussed. Waite felt as though Great Circle Aviation did not receive the credit they were due and asked that more detail be taken in printing future articles.

10. Old Business

FBO quarterly evaluation was included in the packet. Results were satisfactory and payment was allocated.

The FBO selection committee will start meetings to review the current FBO contract and determine if they will be extending the current contract or advertising a RFP.

Thank you to Cloverland and Abby Bell for the great coverage and photos of Sanderson Field.

Laitinen is working to close out the EDC/Airport annual report. Please send any content her way.

NPIAS is still in progress and requires a lot of legwork. No update at this time.

Freeman is working on the airport lot rezoning and will report out later in 2021.

11. New Business

a. Airspace Study

Brown gave an update on the proposed establishment of Grayling Temporary Military Operations Area (MOA) to take place this May. Brown noted that the public will need to pay attention. Smith inquired about the specific dates and 45 days noting that this isn't just a temporary MOA. Brown added that this changes all the time and that they initially learned of this at our MAAE conference.

b. Approval of wage adjustment retroactive to December 27, 2020

Holt recapped the recent City Commission meeting of January 4, 2021 and the vote to increase non-union wages by 2%. Funds were budgeted by the Airport, but in following City policy no increases were given this year due to the unknowns of Covid.

It was moved by Smith, supported by Wolski to increase Airport Manager wages by 2% retroactive to December 27, 2020. The motion carried unanimously.

12. Status Reports

The meeting minutes from the EDC board meeting were included in the packet. Meetings will reconvene in January for the rest of the boards and collaboratives.

13. Other Matters

Holt reported that the next Soo Locks Stakeholder meeting will be March 1. Please email Holt for the login information.

14. Informational Reports – none at this time

15. Matters Presented by the Public--none

16. Next Meeting: February 11, 2021 via Zoom

17. Adjournment

It was moved by Brown, supported by Smith to adjourn the meeting at 8:37 am. The motion carried unanimously.