

AIRPORT ADVISORY BOARD
Thursday, November 9, 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 8:05 a.m.

2. Roll Call

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

Members Absent: None

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

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Munsell, supported by Brown to approve the minutes of the October 12, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 9.30.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Laitinen noted that the TIFA III CD will be maturing on 11.16.17 and be transferred from Central Savings Bank to Huntington due to receiving a better interest rate.

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

6. Sump Pump Repairs

Brown gave an update on the inspection done by Oscar Larson at the fuel farm. During the inspection water was found in the pits and repairs were recommended for spring 2018. Laitinen publicized the bid through the City Clerk but only one bid was received from Oscar Larson in the amount of \$4647.00. Brown will reach out to Northern Hydraulics to see if they have a recommendation.

It was moved by Jones, supported by Smith, to postpone the bid award until March 2018. The motion carried unanimously.

7. Report of Activities

The board and staff welcomed Putnam back. Veum applauded the staff for doing a great job while Putnam was out. Brown reported that activity has increased with aircraft at 86 up from 65 in 2016 and total persons at 235 from 187. Smith inquired about the high fuel prices for 100LL at \$5.20 and Jet A at \$4.20. Brown reported that they are now ready for snow removal. Smith inquired if the increase in Jet fuel was due to the air ambulance to which Putnam and Brown agreed that it was a factor. Gerrie inquired about the number of official runs that the air ambulance has taken. Brown noted that two runs occurred to date. Brown added that there have been quite a few additional fixed wing medical runs from Iron Mountain and Houghton. Brown reiterated that when icing occurs the medical chopper will not fly but a PC-12 (The Pilatus PC-12 is a single-engine turboprop passenger and cargo aircraft) will be utilized due to lack of de-icing on the chopper.

8. Old Business.

a. PFC Overlay recap

Holt reported on the meeting that took place with QoE and Payne & Dolan on 11.1.17. There were no major issues and all parties were happy with the project. Care of the overlay was discussed and staff are aware of best practices. Smith noted that when flying the runway looks wet but is actually dry and works well.

b. Lighting Project

Laitinen reported that the funds from the Land Sales account were expended with just about \$60 left. Future projects including the photo eye will be revisited when the rebate is received from the previous LED changeover. The project is now complete until any rebate funds are received.

c. Final Delta Sky magazine ad

Holt reported that the ad in the packet was the final draft that would run in all Delta Airlines in December 2017. The board was pleased with the final proof. The EDC will make sure that the airport gets extra copies of the issue.

d. Fuel Testing Kit

Brown just came back from a 2-day seminar to learn more about appropriate fuel testing measures and safety updates. With the new medical helicopter agreement, more testing is required. Brown researched the B2 Test Kit and recommended purchasing after 3 quotes (under \$1000 threshold) were obtained as follows:

AVLAB \$695
AVFuel \$837
Gammon \$687.10

Veum noted that from a liability standpoint we should be doing these tests.

It was moved by Smith, supported by Jones, to approve purchase of the B2 Testing Kit from Gammon. The motion carried unanimously.

e. Soo Pilots Dinner 12.4.17

Brown reported that the dinner was coming together nicely for that Monday at 6pm at the CCHall. Tickets will be \$25 each and the main speaker is the Chief Med Trans Pilot – Tom Benson. Invitations to follow.

f. January mtg/B Steudle/ACIP

In December Laitinen will firm up a meeting in Lansing with MDOT AERO Director Betsy Steudle. The meeting will include Putnam, Brown, Holt, QoE and Turner. A January 25th date is being requested at this time.

9. New Business

a. Terminal Renovation

Laitinen discussed previous meetings with Putnam and Soo Pilots along with input from Sidock and QoE. More research will be gathered and then a layout will be presented at a future meeting for final input. \$30,000 has been allocated to this project.

10. Status Reports

ERA summary from 10.9.17, EDC minutes from 10.17.17, TIFA III minutes from 10.17.17 and LDFA minutes from 11.1.17 were shared. Laitinen noted that there is an anticipated shortfall in the budget as of now estimated at near \$12,000. In the LDFA meeting held on 11.1.17 the board asked if it was possible to meet in April 2018 and again recalculate anticipated revenue and ask the City to share the deficit 50/50. Smith reiterated that TIFA III funds are slated for projects and although TIFA III is the Smartzone bond fallback, there are a lot of capital improvement projects slated to be matched at 90% by MDOT AERO. Smith supported the City putting forth 50% of the shortfall. Holt also noted that the EDC is continuing to look for additional revenue streams.

11. Other Matters

The board recognized Laitinen's recognition at the City Commission meeting held this week.

Wi-Fi at Sanderson Field was briefly discussed and Laitinen will work with Putnam to see if there is a better, less expensive alternative.

12. Informational Reports

Gerrie reported on the election of several new commissioners and the need to either appoint a commissioner and or hold a special election. New liaisons will also be assigned.

Holt reported on the recent Brownfield Redevelopment meeting that was held in St. Ignace, put on by EUP Regional Planning. Holt noted that almost 50 economic development organizations were in attendance and that R&B was a highlighted project. Smith added that Mark VanDoren has extensive Brownfield experience and is assisting with projects through Smith & Company Real Estate.

Brief discussion was had on the Luce County Hub zone and benefits. Smith noted that there is an avionics repair business in the Luce Co. industrial park and inquired as to how we could bring them to the Sault. Holt reported that he is meeting with the Sault Ontario airport manager this winter to discuss partnership options.

Gerrie looked back on Veum's 80th birthday party.

13. **Matters Presented by the Public** None at this time
None

14. **Next meeting: December 14, 2017**

15. **Adjournment**

The meeting was adjourned at approximately 8:50 a.m. upon motion of Jones supported by Brown. The motion passed unanimously.