

AIRPORT ADVISORY BOARD
Thursday, April 13, 2017 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order

Chairman Veum called the meeting to order with the time being 8:00 a.m.

2. Roll Call

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

Members Absent:	Jim Cloudman	Fred Smith
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Also Present:	Jeff Holt, EDC Executive Director
	Tracey Laitinen, EDC Specialist
	Oliver Turner, City Manager
	Don Gerrie, City Commissioner

It was moved by Munsell, supported by Jones, to excuse those board members not present. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

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

5. Finance Report

Airport fund 101 was reviewed ending 2.28.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. No checks were written since our last meeting.

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

6. Bid Approvals

Putnam and Laitinen have been working on proposals for electrical, HVAC and vegetation maintenance for the 2017-18/2018-19 and 2019-20 seasons. With the help of City Hall, bid packages were sent out, gathered and tallied.



City of Sault Ste. Marie, Michigan
City Clerk's Office
Bid List

Project: Airport Vegetation
Project Number: B-15-17
Bid Opening (Time/Date): 4PM, Thursday, March 30, 2017

Company/Address	Phone No. Fax No.	Proposal Price
Matheny Lawn Service 3724 W 5 Mile Rd Sault Ste. Marie, MI 49783	906-632-0874	
Best Maintenance & Lawn Care 730 E 3 Mile Road Sault Ste. Marie, MI 49783	906-635-4254	
K-WOZ Landscaping 3290 E 9 Mile Rd Sault Ste. Marie, MI 49783	906-632-1041	
A&M Vegetation Pest Control 425 E. Spruce St. Sault Ste. Marie, MI 49783	906-635-3083 906-748-0577	\$4,050.00



City of Sault Ste. Marie, Michigan
City Clerk's Office
Bid List

Project: Airport Electrical Services
Project Number: B-13-17
Bid Opening (Time/Date): 4PM, Thursday, March 30, 2017

Company/Address	Phone No. Fax No.	Proposal Price
		Labor rate per hour: Regular time - \$85 Overtime - \$120 Double time - \$150 Equipment Rate per hour: Truck and Tools - \$25
		Hourly Rate - \$72.45
Roy Electric 2901 Ashmun St. Sault Ste. Marie, MI 49783	Phone No: 906-632-8878 Fax No:	Hourly Rate: Licensed Electrical \$60 on Call - \$85



City of Sault Ste. Marie, Michigan
City Clerk's Office
Bid List

Project: Airport HVAC
Project Number: B-14-17
Bid Opening (Time/Date): 4PM, Thursday, March 30, 2017

Company/Address	Phone No. Fax No.	Proposal Price
Albert Heating & Cooling, Inc 3147 S M-129 Sault Ste. Marie, MI 49783	906-632-6900	\$1,298.00
Baril Plumbing Heating & Cooling 2759 Ashmun St. Sault Ste. Marie, MI 49783		
Berger & King, Inc 1912 Ludington St Escanaba, MI 49829	906-553-4813	
Don Earl Heating & Air Conditioning 760 W. Spruce Street Sault Ste. Marie, MI 49783		
Indoor Air Care 5639 S Scenic Drive Sault Ste. Marie, MI 49783		

Discussion was had about the current service providers and the Airport staff's satisfaction of services to date. With outreach, it was disappointing that not many companies turned in bids.

It was moved by Jones, supported by Wolski, to award the electrical contract for the next 3 years to low bidder Roy Electric. The motion carried unanimously.

It was moved by Jones, supported by Munsell, to award the HVAC contract for the next 3 years to the sole bidder Albert Heating & Cooling. The motion carried unanimously.

It was moved by Jones, supported by Brown, to award the Vegetation contract for the next 3 years to the sole bidder A&M Vegetation Pest Control. The motion carried unanimously.

7. Report of activities

Putnam was ill but Brown reported on March activity. Traffic is up almost double from last month, but down from this time one year ago. Student pilots have started lessons. Brown noted that there was a recent U of M medical flight.

8. Old Business.

a. Bylaw Clarification

After voting on the Airport Advisory Board bylaws at our March meeting, City Attorney Cannello caught several errors and requested a new vote. Laitinen noted that the only change was to paragraph 1.1:

1. AUTHORITY/PURPOSE (voted 3.9.17)

1.1. The Sault Ste. Marie Airport Authority is created pursuant to PA 206 of 1957, providing for the creation of community airport boards and prescribing their powers and duties; adopted by the City Commission of the City of Sault Ste. Marie on January 21, 1991, creating an Airport Advisory Board for the City of Sault Ste. Marie.

1. AUTHORITY/PURPOSE (*proposed 4.13.17*)

1.1. The Sault Ste. Marie Airport advisory Board is created by resolution adopted by the City Commission of the City of Sault Ste. Marie on January 21, 1991, creating an Airport Advisory Board for the City of Sault Ste. Marie.

It was moved by Jones, supported by Wolski, to accept the amended bylaws as presented. The motion carried unanimously.

Additional historical information was included in the meeting packet regarding the powers of the Airport Authority.

b. Lighting Improvements

Laitinen and Putnam completed walk-throughs with several companies. The City Clerk is putting the final packet together this week for award at our May 11th meeting.

c. Runway overlay project

Holt reported on the preconstruction meeting to be held at the terminal on April 19th from 11am to Noon. MDOT AERO and QoE have set a May 5th bid letting.

d. 350th City Celebration

The Short Wing Piper meeting that was scheduled to occur today from 9-10am at the terminal has been cancelled. Mr. Gary Butler, the SWP coordinator, was in the Sault last week and met with Brown and Laitinen regarding the June 2018 conference which has lots of moving pieces noting 80 attendees (40 hotel rooms). Mr. Butler is looking for a proposal to present in June 2017 to decide on either Gaylord or Sault Ste. Marie. Laitinen will work with Mary Jo of Sault Events and Linda of the CVB to put this together for Engineer's Week 2018.

e. Aero-med update

Holt reported that he has had multiple phone conversations with this company regarding their plans to locate at Sanderson Field. So far no design plans have been received regarding the hangar or mobile facility. Equipment has been arriving and is being stored in the open hangar. Brown noted that their mechanic said they aren't bringing the helicopter here yet. Holt noted that they will be using the shared space until October. Many are concerned about the coordination of this project. Turner noted that for profit entities are taxed. Holt commented that City Planning has also been assisting with the progress. Turner inquired on if they would be leasing or purchasing the property and what discussions had taken place. Veum noted that a 30'x30' hangar is very small but a more likely size would be 60'x60'. Holt will ensure that all stakeholders are updated after the Friday conference call. Gerrie supported the idea that no city funds are used on this endeavor. Brown inquired on how the project in Escanaba was handled. Gerrie inquired on the monthly rent amount. Brown noted that there currently was no lease agreement signed. Turner noted that there is a due process and that it isn't the City's intent to slow the project down.

9. New Business

None at this time.

10. Status Reports

TIFA III minutes from 3.14.17/ERA summary from 3.13.17/EDC minutes from 3.14.17

11. Other Matters

Munsell inquired about the new Arbic project and if the location was known. Turner discussed a past discussion of apartments East of the DPW building, but that Arbic decided to wait due to the return. Discussion continued of Mr. Arbic's cabinet business on Drummond Island and the potential to move it to the Sault.

Munsell asked for feedback on the federal budget in which Brown replied that they did not yet know the fate of airport funding, but that there was discussion of privatizing air traffic control. Veum noted that this is what Ontario did and it is now very expensive to fly in and out of their airports as the rates increased. Gerrie noted he recently stayed in Toronto and jets left every 90 seconds, 24 hour a day. Holt offered that challenge is the subsidy that the Kincheloe (CIU) airport receives and that smaller airports are not highly impacted. Gerrie inquired about the impact of cuts and how that may affect our support from MDOT AERO with capital projects in the future.

12. Informational Reports

Gerrie reported on the last two City Commission (CC) meetings. There has been more discussion on the WODA housing project in Maloney's Alley. The CC passed a PILOT – Payment in Lieu of Taxes and now WODA is working on their MSHDA submission. Munsell inquired about the project to which Gerrie explained more about the number of units, retail space and parking noting that the site plan has been approved. The City is not financing this project. Veum inquired if this was something that could go to a ballot vote. Gerrie did think that there was one individual gathering signatures at this time. WODA is working on scheduling a

community meeting to answer additional questions on the project. Holt noted that since this project has come about, other market rate developments are being looked at.

Gerrie noted that Spring Clean Up vouchers are available at City Hall for \$25.

Gerrie reported that they awarded a contract for bids to install moorings for the cruise ships which will now tie up near the Valley Camp. The City and Sault Historic Sites are working on security measures.

The Convention & Visitors Bureau is opposing Senate Bill 271 to start school before Labor Day noting our region relies heavily on tourism the latter part of August.

Gerrie noted that municipal elections are upcoming and there will be City Commission vacancies. The deadline to declare is in April.

Gerrie looked forward to the upcoming budget sessions.

13. Matters Presented by the Public None at this time

14. Next meeting: May 11, 2017

15. Adjournment.

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