

AIRPORT ADVISORY BOARD
Thursday, March 9, 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 8:02 a.m.

2. Roll Call

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

Members Absent: None

Also Present: Larry Putnam, Soo Air/Airport Manager
Jeff Holt, EDC Executive Director
Tracey Laitinen, EDC Specialist

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Laitinen explained the FBO contract and that the base rate of \$38,100 is a flat fee that cannot be increased. Moving forward after June 2019 the new FBO contract will be clearer.

Moved by Jones, supported by Munsell to approve the minutes of the February 9, 2017 meeting with the amendments regarding the changes in the FBO and Airport Manager's wages as presented in Section 6 as well as a minor change in Section 12 regarding Munsell's meeting facilitation. The motion carried unanimously.

5. Bylaws

City Manager Turner, City Attorney Cannello, Deputy City Manager Troyer and Laitinen have been working on updating the bylaws for all of the City Boards. Laitinen provided a draft of the Airport bylaws for review. Smith inquired about the term Board versus Authority.

It was moved by Smith, supported by Jones, to accept the bylaws as presented with advice from council on board vs. authority. The motion carried unanimously.

6. Finance Report

Airport fund 101 was reviewed ending 1.31.17 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 Brown, supported by Jones, to receive the reports on file. The motion carried unanimously.

7. Report of activities – refer to handout

Putnam noted that traffic is slow this time this year. Traffic is down 52% from this time last year. 100LL fuel use is down -33% from Feb 2016 as well as Jet A -47%.

8. Old Business.

a. Lighting Improvements

Laitinen and Putnam had a meeting with Roy Electric yesterday and did a walk through to calculate what the improvements will cost. More information will be presented at our April meeting. Smith would like to see the airport lighting changed over to LEDs. Laitinen is following up on the bidding process with Deputy City Manager Troyer.

b. Runway overlay project

Holt reported on the preconstruction meeting to be held at the terminal on March 23rd from 11am to Noon. Brown and Laitinen will work on refreshments and there is extra seating if needed. QoE anticipates 6-10 people plus any City staff and Airport Board attendees. Holt referred to an email received from Clint at QoE as well as Reverman of MDOT AERO regarding the finalization of pay items. This means the job may not go to bid until May 2017.

c. 350th City Celebration

Laitinen did not have any updates from Sault Events on the hot air balloons but noted that she had contacted JoAnne Lussier and Bernie Arbic and that they were working on gathering old photos for the event.

d. Aero-med update

Holt reported that they are in fact coming to Sanderson Field. There is a signed agreement with War Memorial Hospital to provide services. This will be their 64th project site. Tentative building plans are for a 60x60 hangar. Holt has been working with Brown and Putnam on the project. Holt is working on the details as far as land sale vs. lease. Aero-med already has 5 positions listed on their website for staff to operate out of Sault Ste. Marie. These positions will also be listed with MIWorks.

Gerrie inquired about their need for a dedicated helipad and ambulance. Holt replied that ideally they would have a space next to the existing hangar and share the common space.

Brown had a recent phone conversation with Aero-med and they were discussing use of a dolly and tow tractor to move the helicopter. Brown does plan to have them park in the open hangar until their hangar is completed.

Munsell noted that this company covers a large geographic area. Holt also commented on the company's relationship with Mackinac Straits Hospital as well as Helen Newberry Joy.

Discussion was had on the instrument flight rules with their twin engines and inclement weather.

9. New Business

None at this time.

10. Status Reports

LDFA draft minutes were included in the packet. No additional meeting will be scheduled until late October 2017.

TIFA III has not met but a meeting is planned for March 14, 2017 @ 1pm at the Smartzone to review the budget.

ERA has not met but a meeting is planned for Monday, March 13th at 9:30am at the Smartzone.

EDC has not met but a meeting is planned for March 14, 2017 @ 12pm at the Smartzone.

11. Other Matters

Smith reported on a serious crack that is forming near the T-hangars where the cement meets the asphalt due to water running off of the roof. Putnam noted that this would not be addressed with the PFC overlay program, but that it would show up on the State report and would then have the potential for funding. Smith and Putnam agreed that either way this needs to be addressed this summer.

Gerrie inquired on Aero-med's use of the facilities during the PFC Overlay and Putnam reported that there would be no issue.

12. Informational Reports

Gerrie reported on the last two City Commission (CC) meetings. On February 20th there was a Public Hearing to renew the Principal Shopping District and proposed commercial fencing regulations. The CC adopted goals for the 2017-18 fiscal year which included sidewalk snow removal, divesting City-owned properties, economic gardening, redevelopment of Maloney's Alley, embrace a business-friendly approach, pursue the construction of walkway along the Power Canal just to name a few. The full plan can be found on the City's website at www.SaultCity.com. Munsell supported Gerrie's feedback on a positive goal setting session.

Gerrie updated the board on the change in polling locations from elementary schools, noting that the Smartzone and St. Joseph's O'Callaghan Hall will be the May, August and November voting locations.

Gerrie noted that the CC supported the authorization to apply for a Rural Development Fund Grant for the Power Canal Trail.

Gerrie wrapped up the Feb 20th meeting welcoming a new Fire Chief, Scott LaBonte.

Moving onto the March 6th CC meeting; Gerrie noted the awards that were given out for exemplary service including the Augusta Hursley Seal Award to the Island Trail Committee of which Tom Brown is part of. Then the Edna Young's award went to Becky Bottrell for her support of the City Wide clean up and finally the WFG Bud Weber Citizenship Award to Denny Dougherty for his continued volunteerism. Special orders of business were the Public Hearing on the Renewal of the Principal Shopping District, non-residential fencing, and the first reading

on the Payment in Lieu of Taxes Ordinance for a proposed Development by The Woda Group, Inc.

Discussion ensued about the proposed 11 million dollar retail – housing development behind Maloney’s Alley. Gerrie noted that approximately 4,000 sq ft. of retail space would be on the 1st floor with 63 subsidized housing units and 2 market rate housing units in the 4-story structure. This is on the old Claremont site. Smith noted the project is progressing quickly and everyone was hopeful that this spurs additional development downtown.

Gerrie wrapped up with the update from Denny Dougherty on the Voyageur Island Park area, the award of bid from Holiday for the City and Sault Schools, the bid award to McGahey for the Manny Bouschor room upgrades and lastly the authorization to apply for MI Dept. of Natural Resources Waterways Grant for the Kemp Marina repairs.

Holt invited everyone to attend the Business After 5 event at the Hampton next week Thursday from 5-7pm. Holt will be highlighting the Concierge Program along with great food and beverages and a ribbon cutting ceremony. Gerrie noted that he has seen the marketing all over town including a recent hockey banquet where postcards were at each place setting.

Holt reiterated that the Smartzone will now be a polling location kudos to the City Clerk’s office and Deputy City Manager Troyer for all their coordination in this effort.

Holt reported on the aircraft repair business coming to the Kinross Airport and that they will be focusing on commercial aircraft. Gerrie inquired on the impact of this business and Brown noted that this company had done work at Sanderson Field before.

Brown and Jones discussed the upcoming planning for the Short Wing Pipers (SWP) convention to happen the last 2 weeks in June 2018. Jones asked for Laitinen and Holt to help set up a meeting after the airport board meeting in April along with the Convention & Visitors Bureau, the Chamber of Commerce and Sault Events. Laitinen will work on pulling this together. Jones shared a 2 page outline of what the SWP had asked for in 2004.

13. Matters Presented by the Public None at this time

14. Next meeting: April 13, 2017

15. Adjournment.

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