

AIRPORT ADVISORY BOARD
Thursday, October 12, 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 8:00 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

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Brown, supported by Smith to approve the minutes of the September 14, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 8.31.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD. Laitinen noted revenue was at 70% of budget with expenses of the PFC Overlay and LDFA support being the only expenses to date. Smith asked if additional revenues were collected beyond the expected budget if additional projects could be completed this year to which Laitinen responded no due to current projects load.

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

6. Final Crack Sealing

Discussion was had about having the rest of the crack sealing completed that was not taken care of during the PFC Overlay prior to winter. Previous bids were received at a prior meeting in the amount of \$1650. Smith inquired about the large crack between two slabs. Brown seemed to remember QoE leaving that open so water could reach the drain tiles. Laitinen will confirm with QoE.

It was moved by Smith, supported by Jones, to proceed with remaining crack sealing to the sole bidder Superior Seal Coating in the amount of \$1650.00. The motion carried unanimously.

7. Report of Activities

Brown reported that fuel sales and traffic were on par for last month. Airport staff are working on improving the tracking system for traffic to get accurate counts and are reviewing the cameras for nighttime traffic. Brown reported that the current medical helicopter has been down for repairs and that the actual unit that will be located at Sanderson Field should be arriving soon. Invoicing Med-Trans was discussed and Laitinen will send one out today for Sept and Oct.

8. Old Business.

a. PFC Overlay recap

Holt noted that the final project close out meeting will be held at the terminal on November 1st at 10am. Brown reported that the State Airport Inspector reviewed the project and was pleased. The inspection revealed that some additional trees may need to be cut/trimmed on the East side of the Business Spur as they are encroaching on the clear approach. Brown and Laitinen will work together to get the information from the inspector and follow up with the proper City departments.

b. Open House/Movie feedback

Everyone agreed the event went well and that the organizations that brought equipment were pleased with the community interaction. Soo Pilots anticipates hosting the event in 2018. Brown reported that the color tour promotion was pulled due to lack of planes but still produced 17 flights for 39 happy customers.

c. Capital Improvement update – current year

Laitinen reported on the status of each project:

EDC 1 Air Industrial Park Research & Marketing	50% complete
EDC 2 Airport Renovation	Research phase
EDC 3 Airport Lighting	80% complete
EDC 4 Airport Parallel Taxiway Reconstruction	Design July 2018
EDC 5 Industrial Park Research & Marketing	Not started yet
EDC 6 Incubator Office Renovation	Research phase
EDC 7 Industrial Incubator Parking Lot Reconstruction	On Hold
EDC 8 Free Trade Zone Revitalization	On Hold
EDC 9 Airport Runway PFC Overlay	Complete

d. Delta Sky magazine ad proof

Laitinen passed around a current draft for the group to review. Smith and Brown agreed that KANJ should be used instead of ANJ. Holt and Brown should expect a call soon from a writer to get editorial content to go with the advertisement. Deadline is October 26th.

e. AVFuel Seminar

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 noted that the State Airport Inspector recommended he attend as well. Additional testing kits will be required and just one kit is \$3500 new. Brown is researching the additional kits and will come back with a cost at the next meeting. Brown also noted

that the current fuel filters will need to be changed to meet regulations. Veum inquired on the frequency of the new testing to which Brown replied, daily, weekly and monthly. Brown sumps the tanks every day and removes 1-2 quarts of fuel. Brown also reported that now before a fuel truck fills the tanks, he performs tests on the tanker before we accept delivery. Brown also received additional certification in fire safety at this seminar. Gerrie inquired about recycling the dumped fuel to which Brown responded that it is kept in 55 gallon drums and recycled to save costs. Brown noted that if there is any issue with an aircraft, the first thing the FAA does is test the fuel. Brown also took the airport manager's test when the State Inspector was on site and passed.

f. Winter meeting w MDOT AERO

Laitinen is working on setting up a date for late November, early December for a team to travel to Lansing.

g. Annual MDOT licensing

Laitinen reported that this is complete and paid in full.

9. New Business

a. 2018-2024 Capital Improvement Plan

Laitinen and Holt reviewed each plan noting that QoE and MDOT AERO have given their input on:

8 Unit T-Hangar w taxilanes	2023-2024	\$646,000	no grant funds
Airport reno Phase II	2020-2021	\$30,000	TIFAIII
LED upgrade taxiway	2022-2023	\$334,000	90% MDOT AERO
Wetland Mit, Design, Taxiway	2020-2021	\$260,000+	90% MDOT AERO
Parallel Taxi Reconstruction	2018-2019	\$645,000	90% MDOT AERO
Seaplane Base	2022-2023	\$100,000	no grant funds
Wildlife Fence	2023-2024	\$652,000	90% MDOT AERO
Addt to Smartzone	2020-2021	\$550,000	potential for grant funds
14 th Ave Extension	2020-2021	\$700,000	potential for grant funds
Free Trade Zone	2019-2020	\$20,000	potential for grant funds
Incubator lot	2020-2021	\$200,000	potential for grant funds
Industrial Park Mkt	2019-2020	\$10,000	Incubator
Spec building	2022-2023	\$450,000	potential for grant funds

b. Soo Pilot's holiday dinner

Brown reported that the dinner would be on Monday, December 11th at the CC Hall.

c. 2018 Meeting dates

Laitinen included the list of 2018 meeting dates in the packet.

d. Chamber Economic Luncheon

Laitinen included the flyer and Holt encouraged those present to attend.

10. Status Reports

TIFA III has not met, an ERA summary, and EDC minutes were attached.

11. Other Matters

Smith inquired on the LED switchover and suggested that some lights be put on a motion sensor vs. an eye for increased security. Laitinen and Brown will look at what funds are left and discuss with Roy Electric.

12. Informational Reports

Gerrie reported on recent City Commission meetings highlighting the most recent support for the City Engineer to apply for a U.S. Department of Transportation (Tiger Grant) for the carbide dock and surrounding area for approximately \$13 million. Gerrie noted that LSSU would like to relocate the Center for Freshwater Research to this area and include public space.

A brief discussion was had on the 2018 road improvements including driveways and access management on the business spur and the roundabout.

Jones complimented Brown on a job well done while learning on the job and keeping the grounds looking great during this transition. The entire board supported the notion and recognized all the extra hours Brown and Wartella had been putting in.

13. Matters Presented by the Public None at this time

None

14. Next meeting: November 9, 2017

15. Adjournment

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