

**AIRPORT ADVISORY BOARD**  
**Thursday, January 12, 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 8:05 a.m.

**2. Roll Call**

**Members Present:** Tom Brown Jerry Jones Jim Cloudman  
Tom Veum Terri Wolski

**Members Absent:** Bill Munsell Fred Smith Don Gerrie

**Also Present:** Larry Putnam, Soo Air/Airport Manager  
Jeff Holt, EDC Executive Director  
Tracey Laitinen, EDC Specialist  
Mike Borta, QoE Consulting

*It was moved by Jones, supported by Brown, to excuse those members absent. The motion carried unanimously.*

**3. Changes or additions to the Agenda**

There were no changes or additions to the agenda.

**4. Approval of Minutes**

*Moved by Jones, supported by Wolski to approve the minutes of the December 8, 2016 meeting. The motion carried unanimously.*

**5. Finance Report**

A report from the City Treasurer for Fund 101 was reviewed ending November 30, 2016 and expenses were at 40% of budget. Personal Property Elimination Reimbursement was received from the State in the amount of \$51,892.83. This reimbursement is not anticipated to occur in the future. Checks were written as previously discussed for half of each of the TIFA Marketing/advertising and Smartzone support in the corresponding amounts of \$17,500 and \$17,150. The second allocation will be drawn in early June 2017.

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

**6. Report of activities – refer to handout**

Putnam noted that the runway was in poor condition due to all the snow. There has been a decrease in flight traffic. There was a mishap with the tractor backing into the maintenance building and the door will be fixed shortly. The airport is expecting sand to be delivered soon. Putnam distributed an activity report for December showing traffic and passengers were down by 50% from November. Both 100LL and Jet A fuels were down 30% from November. A comparison

of year to year shows traffic is comparable, but fuel is down 30-50% compared to last year at this time.

**7. Old Business.**

**a. Board appointments**

All four members, Wolski, Jones, Smith and Cloudman were reappointed at the December 19<sup>th</sup> City Commission meeting with terms ending on January 1, 2021. A handout with term information was included in the packet.

**b. Lighting Improvements**

Laitinen gave an update on the research to improving the lighting in the parking lot. Roy Electric, Cloverland and City Engineering are working on looking into street lighting options. We should have a better idea of cost in February.

**c. Update on AIP development plan**

Holt reported that the final meeting with Northwoods/Sidock is January 26<sup>th</sup>. Included in the meeting packet was the development project that the EDC is proposing to the City Real Estate Acquisition and Disposition (CREAD) committee later this month. The proposal shows that the proceeds of any Air Park land sales would be reinvested into the airport as well as a portion to support the Downtown Development Authority. City Department heads did review the plan and the overall feedback was positive. Mike Borta of QoE suggested looking into having the vacant land nearest the airport designated as airport property to avoid FAA and MDOT AERO encumbrances with through the fence agreements. The EDC will look into what already exists.

**d. Runway overlay project**

Mr. Borta was in attendance and gave the update. Formal plan review will happen today after the airport meeting. Everyone is welcome to attend. Design is 90% complete and QoE is set to open bids through MDOT AERO on April 7, 2017. Construction is slated for August 7, 2017 to avoid the Oshkosh flyover. There is a certain amount of crack repair and large transverse cracks over drain pipes throughout the runway. The porous friction course (PFC) is an open grade mix that will rejuvenate the surface, reducing hydroplaning. Clint Nemeth of QoE will be following up on the 14-32 or 15-33 designation to ensure correct painting. Jim Reverman of MDOT AERO could not fly in for today's meeting as they had freezing rain in Lansing. The project is on budget and on schedule.

**350<sup>th</sup> City Celebration including the airport**

**e.** Laitinen said there was no further update from Sault Events on the hot air balloon rides at this time. Laitinen noted it would be a good time to start pulling historical information and photos together to make up nice display boards prior.

**f. Aero-med hangar update**

Holt was looking into the recent developments of this organization building a hangar in Escanaba in partnership with St. Francis Hospital. It seems they are building a 60' x 100' building from multiple funding sources. Holt will have more information for our February meeting.

**g. Manufacturing Day**

Laitinen reported that the 3 speakers were well received. The speakers and attendees felt it was a good use of their time. The event ended at 1:15 pm and folks were still networking at 2:30 pm.

Michigan Manufacturers Association will be back in May for a 3 day site visit with our local entities. Holt noted that the event had multiple sponsors and that sponsors were already inquiring about the 2017 event.

**h. Soo Pilot's Christmas Event**

Brown noted the event was well attended and that it went well even with the cancellation of the original speaker. Holt agreed the food was delicious and that the EDC appreciated the invitation.

**8. New Business**

**a. Annual Airport & EDC Reports**

Holt thanked the Airport for their annual report and for their support these last 8 months. Holt noted that the EDC had not completed an annual report in several years and this was a way to showcase accomplishments and reflect.

**b. Budget Planning**

Laitinen noted that this is the time of year to start reviewing budgets for 2017-18 as well as 2018-19. Laitinen will work with airport staff to move this forward.

**9. Status Reports**

TIFA III has not met but a meeting is planned for March to review the budget.

ERA summary from 12.12.16 was attached. Holt explained the goal of the ERA and listed the partners that work together monthly to discuss economic development issues including challenges that business are facing. One project they will be unveiling shortly is the Concierge Program in order to target economic opportunities. Materials will be shared after February 6<sup>th</sup>.

EDC meeting minutes in draft form from 12.13.16 were attached. Holt invited members to attend.

**10. Other Matters** None at this time

**11. Informational Reports** No report

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

**13 Next meeting: February 9, 2017**

**14 Adjournment.**

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

*A progress meeting with QoE followed this meeting regarding the PFC Overlay Project. Those in attendance were Mike Borta of QoE, Tom Veum, Larry Putnam, Tom Brown, Jerry Jones, Jim Cloudman, Tracey Laitinen & Jeff Holt. Mr. Borta will share a summary with all parties shortly.*