

**AIRPORT ADVISORY BOARD**  
**Thursday, August 10, 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**

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

**Members Absent:** None

**Also Present:** Jeff Holt, EDC Executive Director  
Tracey Laitinen, EDC Specialist  
Oliver Turner, City Manager  
Clint Nemeth, QoE

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

None at this time.

**4. Approval of Minutes**

*Moved by Jones, supported by Munsell to approve the minutes of the July 13, 2017 meeting. The motion carried unanimously.*

**5. Finance Report**

Airport fund 101 was reviewed ending 6.30.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Laitinen reported that no checks had been distributed but the first of LDFA support would be coming out shortly. Smith inquired about the capital improvement plans and these will be reviewed again at the September meeting. Projects include the PFC Overlay, Lighting Project, Terminal Renovation and Air Industrial Park Land Sales. Smith inquired about the line items for LDFA support and a separate Smartzone support. Laitinen replied that TIFA III had agreed to cover the bond while the LDFA was not generating enough revenue, while the Smartzone support was to assist in covering costs to operate the Smartzone with the EDC operating the building as of 7.1.2016.

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

**6. Award of bid for Fuel Supplies**

3 bids were received for new fuel hoses and filters. Putnam was not in attendance, but had discussed this with Laitinen noting that calibration was not necessary at this time. Airport staff

agreed that the life of the fuel hoses was exceeded. Laitinen noted that this was appropriately budgeted maintenance for this fiscal year.

*It was moved by Jones, supported by Smith, to award the bid to the low bidder that included labor, Northern Pump Service, Inc., in the amount of \$2889.25. The motion carried unanimously.*

## **7. Report of activities**

Brown reported that Putnam was out ill and the board wished him well. Brown noted that a helicopter would be coming in today. Roy Electric quickly handled an unexpected repair with the electric at the fuel pumps during the Oshkosh Flyover. Veum mentioned the increase in jet traffic with the sailboat race. Discussion was had about the NOTAM and Payne & Dolan confusion on when to close the runway. Brown noted 2 planes were tied down prior to Monday and he had to ask them to relocate. No current tenants chose to relocate their aircraft during the overlay project.

## **8. Old Business.**

### **a. Runway overlay project**

Nemeth was able to attend the meeting and gave an update to the board. The project started about 7am on 8.7.17. Ruts and low areas that were holding water have been filled with mastic and the rain we received helped to identify a few more areas that needed attention. The sod is being removed today so the PFC can drain. If the rain holds off they will proceed with the test section as planned. If it does rain on Friday then the crew will work all day Saturday. Nemeth hopes for ½ rate paint markings to go down on Tuesday or Wednesday next week and then the runway reopen. Full rate markings would go down 30 days after the overlay. Smith inquired about what the testing involves and Nemeth explained the aggregate and thickness procedures. Nemeth noted that crack sealing and repairs can still continue throughout the rain.

Nemeth also gave an update on the crack repairs around the t-hangar and apron noting that they had been filled with mastic and looked great. This product has a longer life than regular crack sealing material and a benefit is that you can reheat it if you do get a new crack. Nemeth agreed this was a critical fix prior to winter.

### **b. Revisit Crack Sealing Quote**

No update other than what was discussed in 8a.

### **c. 350<sup>th</sup> City Celebration**

Laitinen reported that we will most likely work on having a larger Airport Open House event in September 2018.

### **d. Aero-med update**

Holt reported that he has an upcoming meeting scheduled with the team and heard that they signed a lease on a home in the area. Holt explained the funding for 50% of the hangar through EDA and that he was working on a proposal prior to October 1.

### **e. Lighting Improvements**

Laitinen reported that 1/3 of the project was completed. Brown noted that the new LED in the parking lot was very nice.

**f. Young Eagles**

Brown explained some confusion with insurance but then with the go ahead from City Hall they did have a small turnout with 11 youth. Plans for 2018 will include one event in the Sault and one in Newberry.

**g. Open House/Movie in a Hangar Sept 29<sup>th</sup> 6-9pm**

Laitinen handed out posters and tickets are ready for sale online already thanks to the CVB. Thank you to our partners Sault City Police Department, Sault Fire Department, US Coast Guard and US Customs & Border Patrol. The event will be on several radio stations and run in the St. Ignace and Sault News. Wolski offered to put posters up at local schools. Laitinen also posted the event on Facebook, CVB, Chamber, City Hall, SocialFlight.com, MDOT AERO's calendar, QoE's newsletter and the STEM Advisory Group at the EUPISD.

**h. Fall Color Tours Sept 30<sup>th</sup> 8-1 pm Rain Date Oct 1<sup>st</sup>**

Laitinen handed out posters. The event will be on several radio stations and run in the St. Ignace and Sault News. Laitinen also posted the event on Facebook, CVB, Chamber, City Hall, SocialFlight.com, MDOT AERO's calendar, QoE's newsletter and the STEM Advisory Group at the EUPISD.

**i. Delta Sky Advertising**

Holt reported that this opportunity was coming together and that Laitinen would have a cost shortly. So far we estimate \$7000 with 50/50 coverage of Sanderson Field and the EDC.

**9. New Business**

**a. Airport Contact Information**

Laitinen distributed a new phone tree with cell phone numbers of airport staff, EDC staff and emergency services. In searching online for Sanderson Field, the City's phone number and old address show up which is confusing. City Staff, City Fire, 911, Airport and EDC all have the new phone tree. Laitinen did file an update with the FAA which in turn should update all other website feeds for the airport online in approximately 28 days.

**b. MAAE conference in Escanaba Sept 2017**

Holt reported that QoE, MDOT AERO and Sidock all recommended that we should attend this event. Holt has asked Putnam if he would like to go but someone from the EDC will be attending at a minimum.

**c. Winter Meeting in Lansing w Betsy Steudle/ACIP review**

Holt updated the group that although Mrs. Steudle will be at the MAAE conference we will be scheduling a face to face in Lansing in the future.

**10. Status Reports**

TIFA III had not met when the meeting packet was put together. An ERA summary and EDC minutes were attached.

**11. Other Matters**

Holt noted that the media did cover the runway closure. 7&4 News came up and interviewed Holt and Brown and then 9& 10 News picked up the story as well.

Tuner noted that the annual airport permit should be up for renewal shortly. Laitinen will connect with Putnam when he returns.

**12. Informational Reports**

Commissioner Gerrie reported on the most recent two City Commission meetings noting that they hired one new fire fighter and two new policemen, all LSSU alums. 4<sup>th</sup> Avenue is under construction. They approved an ordinance for the Bitnar project which cleaned up a previous junkyard. Freeman provided a great presentation regarding the rezoning from residential to conditional industrial. There were a few complaints with the rezoning but none of them attended the public hearing. The new rezoning does stay with the property if Bitnar were to sell it. Funds were approved for a soccer field trail. The City election process was discussed and now three other communities are in the same situation. Munsell celebrated the end of the CSO project. Brown inquired about upcoming street construction to which Turner noted E. Spruce from Tyson to Ord as well as a lot of other preventative maintenance. Gerrie reported that engineering was in process for 8<sup>th</sup> Ave. The new Street Superintendent Eric Fountain was discussed showing an increase in efficiencies. Smith inquired as to the construction on the Business Spur in 2018. Turner noted there will be a public MDOT meeting this September and encourage the group to attend.

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

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

**15. Adjournment**

*The meeting was adjourned at approximately 8:47 a.m. upon motion of Smith supported by Jones. The motion passed unanimously.*