

**AIRPORT ADVISORY BOARD**  
**Thursday, December 9, 2021 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 8:01 a.m.

**2. Roll Call & Introductions**

<b>Members Present:</b>	Tom Veum	Bill Munsell	Fred Smith
	Bob Schallip	Jim Cloudman	Terri Wolski
	Duane Penzien		

**Members Absent:** None

**Also Present:** Jeff Holt, EDC Executive Director  
Nikki Radke, EDC Development Specialist  
Jack Wartella, Wartella Inspection  
David Waite, Fix-based Operator  
Ted Waite, Great Circle Aviation  
Tom Brown, Airport Manager  
Shane Miller, City Commissioner, Liaison

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

None at this time.

**4. Approval of Minutes**

*It was moved by Schallip, supported by Penzien to approve the minutes of the October 14 2021 meeting. The motion carried unanimously.*

**5. Finance Report**

Radke provided a brief update of the Finance Report-Balance Sheet, P&L, and Check Detail. She reported an annual PPT Loss payment was received.

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

**6. Airport Manager Report**

Brown mentioned Winter came quick with many snowstorms already. With that being said they are having a few issues on the new snow blower and are getting that looked at. Brown believes it is nothing major.

## **7. Fixed Base Operator Report**

Waite reported October and November flight numbers. Flights coming in the past two months have been at pre-COVID numbers. Waite will be meeting with the FAA via zoom soon about the next steps at getting a repair station certification. He has been working with a soon graduate from A&P school that he would like to hire. He will be moving an employee there to a 1099 so help will be needed. He also reported that Northern Pump came and did their annual inspection. They also did their own fuel test and noted that the pad color change could be from new batch of fuel. The pads are saved and stored always for reference. Waite also reported that five flights came for de-icing purposes and that two of them with de-icing needed on the tail. He discussed how the ladder they currently have is not safe to be completing de-icing and suggesting that we use TIFA III money to purchase a maintenance stand that could also double as an air ladder. It was discussed that it was approved by the board to purchase one, however, the price has now increased. All agreed that it was necessary to purchase, and approval will be taken to the TIFA III meeting to approve. Munsell brought up how Waite lapsed the pollution insurance and could be reasoning for late payment from the city. Waite mentioned that he always receives late payments from the city and that it was based off him rescheduling his quarterly evaluation. Waite discussed how his evaluation would occur that day to prevent payment issues.

## **8. Old Business**

NPIAS Progress- Holt reported that Brown received lots of information at the NPIAS Conferences he attended. Waite mentioned that there is lots of federal funding for small airports however, it is difficult for Sanderson Airport to be eligible due to being less than 35 miles from Chippewa Co. Airport. Waite reported that Sanderson should qualify due to two exceptions, being a med vac preference as well as having a large tribal community. Federal funding would require things like a snow and ice plan that is already in place. Getting federal funding would show a significant difference in equipment and more staff. A Part 139 airport like ours would receive at least \$150,000 and would be specific to GA airports. The 145-maintenance certification would give us a better edge for NPIAS funding. Holt will be working with Brown and Waite to compile a packet to send to elected officials as Sanderson is also the only 24/7 designated airport to clear customs and was listed as a port of entry six years ago. There is potential for Prein and Newhof to also zoom in for assistance of grant money.

Update from Smith & Co. on lots for sale in Air industrial Park- Smith reported that there has not been much activity. The Arbic residential closed due to cost supply chain and lack of staffing not improving.

CTE Update- Waite reported that the CTE student was doing great and has an upcoming meeting with an Army Recruiter to see what a position with them would look like.

New Holland repair- Holt reported that he has made several emails to the city manager with no reply and needs help with an emergency. Commissioner Miller will work with the city manager to get assistance. Waite stated that Alpena is waiting, and Holt said that everything has been approved via TIFA III. A motion was made that concern of no repair was discussed made by Penzien and seconded by Schallip.

Buick Curtesy Car Update- Brown provided an update that the Buick curtesy car is at the city garage and the mechanic there is working diligently on it.

## **9. New Business**

Repair/Upgrade to seaplane dock- Holt reported that the seaplane dock is a volunteer service done by the Soo Pilots and taking out of and putting it in the water is a challenge for them. Wartella presented an estimated cost of materials needed to rebuild the seaplane as well as labor costs with the total no more than \$6,903.55.00 but will most likely be less with an overestimate of labor. He said it is currently falling apart and cheaper to rebuild. The weight is impossible to lift and currently weighs 450 pounds and takes three people to help but they are getting older. A new one would be designed to weigh 250 pounds. It would be semi-permanent and attach to the shoreline. The plan is to make it 4' wide and add a non-skid aluminum service to it. Wartella said it will be fine to build in the hanger. The plan would be to do a two-phase contract, one for Bunker Manufacturing material and was for labor costs to Wartella. A group discussion about use of dock occurred. People use the dock to fish and swim off. Some permanent signage should be added with airport phone number on it. The signage that is there now keeps disappearing. It was also noted that a check-in sheet should be added to keep track of usage. TIFA Funding would need to be used for this project. All members were in favor.

## **10. Status Reports**

Waite reported that one person attended the tenet meeting, and they are subleasing their hanger space. They showed concern about insulation falling however, the insulation in the hangers was done by tenets. Some hangers do not have insulation at all. Waite also mentioned that ice fall occurs occasionally of the building but there isn't much they can do. An assessment will be completed in the Spring.

## **11. Other Matters**

None at this time.

## **12. Matters Presented by the Public**

None at this time.

## **13. Next Meeting: January 13<sup>th</sup>, 2022 – zoom or phone call needed.**

## **14. Adjournment**

*It was moved by Smith, supported by Schallip to adjourn the meeting at 9:20am. The motion carried unanimously.*