

AIRPORT ADVISORY BOARD
Thursday, May 11, 2017 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order

Vice-Chair Jones called the meeting to order with the time being 8:00 a.m.

2. Roll Call

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

Members Absent: Tom Veum Don Gerrie

Also Present: Jeff Holt, EDC Executive Director
Tracey Laitinen, EDC Specialist
Oliver Turner, City Manager
Larry Putnam, Airport Manager

It was moved by Brown, supported by Smith, to excuse those board members not present. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Cloudman, supported by Brown to approve the minutes of the April 13, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 3.31.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Checks were written to City for LDFA support and the balance of our sign project at the EDC.

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

6. Acceptance of Final Budget

Pending City Commission final approval on May 15th, our budgets will be as presented in the packet.

It was moved by Brown, supported by Wolski to accept the budgets for fiscal 2017-2018 and 2018-2019 as presented. The motion carried unanimously.

7. Bid Approvals

Putnam and Laitinen have been working on proposals for the increased parking lot lighting. 3 companies did a walk through with only 2 submitting proposals. Discussion was had on the type of fixtures each planned to use. If fund are available after the project is complete we will change the additional 9 exterior fixtures to LED as well. Turner noted that the project has been included in the final budget and if approved by City Commission on May 15th we are set to move forward, provided it does not exceed \$10,000.

Airport Lighting Project - 5 separate jobs				
Job	Contractor	Pricing	Contractor	Pricing
Add directional LED fixture to current pole in parking lot		\$1,425.00	Bailey Electric	\$545.00
change current pole in parking lot from 400MH fixture to LED		\$1,725.00	Bailey Electric	\$700.00
Install 3" conduit for new light pole near sign includes excavation and restoration		\$2,525.00	Bailey Electric	\$1,020.00
change current pole in parking lot from pilot controlled frequency to dusk to dawn		\$850.00	Bailey Electric	\$275.00
Retro fit EACH additional light poles inside fence 9 total		\$850.00	Bailey Electric	\$350.00
Bucket truck rental fee		\$0.00	Bailey Electric	\$400.00
		\$7,375.00		\$3,290.00
- Invoice 30 days/Time & Materials				
Bailey - 50% down				
*9=Fuel pump 1, mid ramp 2, t-hangers 4, SRE 2				
Additional costs	Cloverland fee for LED install		\$205.00	
City Permits	City SSM		\$20.00	
Total			\$225.00	

It was moved by Brown, supported by Wolski, to award the lighting project to the low bidder, Bailey Electric. The motion carried unanimously.

8. Report of activities

Putnam reported things were picking up. Tom and Jack are working on changing things over to begin mowing for the season. There has been lots of activity from Meijer and they anticipate 3 jets coming in for the grand opening on May 18th. They are currently keeping a fleet of rental cars at the terminal. Traffic is down similar to this time last year. 100LL fuel use and Jet A fuel have exceeded this time last year as well as last month.

Smith reported a delay in the fueling station. Putnam and Brown will investigate.

9. Old Business.

a. Runway overlay project

Holt reported on the pre-bid meeting that was held at the terminal on April 19th. 3 firms were present. Bids were received from 2 firms and were under budget. No bids have been

awarded at this time. When MDOT AERO makes a decision they will let us know. We anticipate bringing it to the City Commission in early June.

Smith inquired on the repairs that are overdue to occur on the ramp and near the hangar. Putnam noted that this would be a separate project.

b. 350th City Celebration

Laitinen has had 2 meetings w CVB and Sault Events. A proposal will be put together once the hotel bids come back. Before we send it back to Mr. Butler we will gather input on assets from staff.

c. Aero-med update

Holt reported that he has had multiple phone conversations with this company regarding their plans to locate at Sanderson Field. So far no design plans have been received regarding the hangar or mobile facility. Holt has another call with their team this Friday at 2pm. Holt talked to David Jahn of WMH and they are concerned as well. Holt noted the short construction season. Brown reported that a mechanic, nurse and EMT had been hired. Smith reported that finding housing will be an issue.

10. New Business

None at this time.

11. Status Reports

TIFA III minutes from 4.11.17/ERA summary from 4.10.17/EDC minutes from 4.11.17

Holt gave an update on the Concierge Program. Smith agreed that the signage and marketing has been a great use of funds.

12. Other Matters

Turner reported that he is meeting with a developer today on a future market rate housing development.

Smith inquired on the status of building additional hangars. Laitinen will share the CIP plan again which shows project letting and budgets.

13. Informational Reports

Turner reported on the past City Commission meetings and that they received Commissioner Osterhout's resignation. 13 applicants will have interviews with the Commission on May 16th. Based on interviews they will make a recommendation. 7 candidates have filed but some overlap with filling Commissioner Osterhout's position. Turner was not sure at this point if a primary election would be necessary.

Voting at the new polling locations of St. Joseph's Church and the Smartzone went well.

Turner noted that the budget hearings went well and thanked Munsell for his expertise. Final City Commission approval will occur on May 15th.

Turner also gave an update on the Brownfield Redevelopment Authority and funds that will be utilized to clean up 2 homes that fall under blighted structures. Smith inquired on use of funds in the past to which Turner replied that funds are captured from BRA projects to reinvest in the community. Holt followed up with future plans for an EUP Regional Planning 3-county Brownfield Coalition that if funded, will only help our region.

Turner closed noting that he is looking forward to a busy construction season.

Holt reminded the group about Dr. Pleger's remembrance service today at LSSU Fine Arts building starting at 4pm.

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

15. **Next meeting: June 8, 2017**

16. **Adjournment.**

The meeting was adjourned at approximately 8:40 a.m. upon motion of Smith supported by Brown. The motion passed unanimously.