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6-15-21

**AIRPORT ADVISORY BOARD**  
**Thursday, June 10, 2021 at 8:00 a.m.**  
**In-person at airport terminal**

**MEETING MINUTES**

**1. Call to Order**

Veum called the meeting to order with the time being 8:00 a.m.

**2. Roll Call & Introductions**

**Members Present:** Bill Munsell Terri Wolski Jim Cloudman Fred smith  
Bob Schallip Tom Veum Duane Penzien

**Members Absent:** None

**Also Present:** Tom Brown, Airport Manager  
Tracey Laitinen, EDC Operations Manager  
David Waite, Great Circle Aviation - FBO  
Jack Wartella – Soo Pilots EAA 1437

**3. Changes or Additions to the Agenda – none at this time**

**4. Approval of Minutes**

*It was moved by Wolski, supported Smith, to approve the May 13, 2021 meeting. The motion carried unanimously.*

**5. Finance Report**

Laitinen provided an update of the Finance Report-Balance Sheet, P&L, Check Detail and Fund 101 YTD ending April 30, 2021. TIFA 3 Fund balance sits at \$345k with \$227k in LDFA liabilities for the bond debt for the Smartzone. We are currently under budget with TIFA III and the Airport Fund 101. If there are any supplies or repairs that need to be handled please let Laitinen know before June 30. Repairs to the Ford and Buick were handled this month as well as carpet cleaning.

*It was moved by Munsell, supported by Penzien, to receive the financial report and place on file. The motion carried unanimously.*

**6. Election of Officers to serve July 1, 2021-June 30, 202**

Laitinen explained that with Jones' retirement we have not had a vice chair. Veum agreed to continue to serve as the chair. Cloudman agreed to serve as vice chair.

*It was moved by Wolski, supported by Smith to nominate Veum for Chair and Cloudman for Vice Chair for a term of July 1, 2021 to June 30, 2023.. The motion carried unanimously.*

#### **7. Airport Manager Report**

Brown reported that the mower deck will be put on the tractor soon and that the SWPPP testing is up to date. The new key pad was installed on the terminal guest gate. The faucet on the ramp side of the terminal will be repaired soon.

#### **8. FBO Report**

Waite reported:

Activity for May was on track to continue the increase in traffic over last year. There were 65 flights transiting Sanderson this month, versus 25 in MAY 2020, or roughly a 260% increase. The figure also reflects an increase of 3 aircraft over MAY 2019. Per the attached spreadsheets, the total of 65 aircraft transiting the airport this month is broken down as follows:

- 17 Private Aircraft
- 24 Corporate Aircraft
- 7 Government/Military Aircraft
- 17 Resident Aircraft

None of the aircraft were transiting for customs clearance, 16 were for business or charter purposes, there were 14 medevac flights, 5 government flights ( 4 Coast Guard, 1 Civil Air Patrol), and 22 were for recreational/private travel. There also were 8 training flights.

All transiting aircraft U.S. registered, with the exception of 2 Canadian registered aircraft.

Of note on aircraft transiting for business:

Congressman Jack Bergman utilized a private aircraft to attend Memorial Day activities.

A Canadian charter organization flew Canadian residents to Sault Michigan who were then transported to Canada by Canadian taxi.

Passengers arrived working on various engineering aspects of the new lock project.

A flight arrived with personnel for the marijuana grow facility being developed in the Sault.

The training flights were a cross country flight for an aviation student from Dubuque University, flights from the aviation school at WMU, and certification flights for local pilots. A local pilot took his first solo flight as well, successfully.

Spring cleanup is complete. The Community hangar doors were repainted, and the paintable surfaces at the fuel farm have all been painted and new stickers applied.

We are currently completing an annual inspection on an aircraft flown here from Drummond Island. We are also continuing work on the extensive aircraft repair in Newberry. Talks progress on contracting with Great Lakes Air in St. Ignace to do their 100 Hour inspections and heavy maintenance on four of their aircraft. We are reviewing the maintenance requirements on the two Britten Norman Islanders before finalizing the financials. This will provide a steady stream of maintenance and will require hiring additional personnel, as these aircraft will require 7-12 100 hour inspections apiece during a normal year.

Maintenance classes continue, and the pilot ground school begins 01 JUN, with several students signed up.

Current fuel prices as of 01 JUN are \$4.75 per gallon for Jet A w/Prist and \$5.65 per gallon for Avgas 100LL.

Waite reported on the recent emergency landing from Canada which required an oil leak to be repaired. No one was injured and a report was filed with our FSDO.

Waite is down one employee this month and another is out for medical. Waite is interviewing a new candidate today. Ted Waite will be here at the end of June to assist with airport operations.

Munsell inquired about fuel sales and Waite reported that they are a bit down from 2019 but that fuel sales did occur with Young Eagles. Waite just put in an AVFuel order to be prepared for potential Canadian traffic if the border reopens, heading to Oshkosh.

Waite wrapped noting that his staff will have fire training soon with the City's fire department and they were able to get expired fire extinguishers from Summit to use for practice.

## **9. Old Business**

NPIAS is still in progress and requires a lot of legwork. Letters of support were received from Bay Mills, Sault Tribe, WMH, USACE, and Representative Damoose. Those still in progress are Congressman Bergman, Senator Stabenow, and Senator Peters. Laitinen recapped a meeting with Chris Olson, President of the Chippewa Co. EDC and our request for a letter of support from CIU and then the Chippewa County Commission. Since that meeting, Olson reported that their consultants Mead & Hunt recommended not moving forward with the letter due to potentially muddying the funding for CIU. We still plan to proceed with our NPIAS packet and will work to gather the remaining letters even though this is unfortunate.

Smith explained the renewed interest in 2 airport runway lots and that a development proposal will be forthcoming.

Laitinen will reach out to MDOT AERO again to see if we know when they are sending the drone team to check our approaches this year.

The Fuel Farm legislation was reviewed and at this time we do not have to do anything else. Northern Pump and Prein & Newhof will stay up to date on any rules changes for Sanderson.

Laitinen reported that Freeman is continuing to go through the rezoning process. If all is successful the airport property will be rezoned in August 2021.

Brown and Laitinen met with JoAnne Lussier and there is a student that wants to attend the maintenance program at Sanderson this fall. Waite has a packet that needs to be turned in and then Laitinen will see what other city requirements are as far as insurances, etc... The previous FBO ran this program but there are now a lot more requirements and reporting. Waite added that BMCC has a college student that may want to intern and work on airport finances.

Brown reported 82 youth flew with 6 pilots and 5 planes. Even though there was some rain it was a fun day with a steady stream of kids. Taylor Worsham of the Sault Evening News would like some details for an article. Laitinen will work with Stephens on the details and submit. Schallip asked about the traffic count for the event and how Waite plans to reflect the flights in his June report for July. The group agreed that the total number of flights should be reflected, not solely the movement.

With the fiscal year wrapping Laitinen noted that the tie downs still needed to be installed along with the hot patch that was budgeted from DPW.

#### **10. New Business**

The Fire Chief asked that the new fire truck that is coming be put in the SRE building so VIPs can tour it during this month. The facility is clean and ready whenever the truck arrives.

The seasonal checklist was in the packet and reviewed to ensure we are up to date for spring and most of summer. Laitinen will call and schedule with Powerlift. Other items to be cleaned up are the t posts near the SRE as well as the BBQ fencing.

Waite's next quarterly review for July 1, 2021 payment is Monday, June 14<sup>th</sup> at 3pm at the Smartzone.

#### **11. Status Reports**

Several meeting summaries were included in the packet.

**12. Other Matters – none at this time**

**13. Informational Reports**

It was recommended to have the Mayor schedule a time to take the City Commission and the City Manager up for a tour of Sanderson and the field. Brown will work on the pilots and then let Laitinen know what dates might work. The group agreed that we need to make sure they are up at Sanderson and know what our goals and objectives are.

**14. Matters Presented by the Public – none at this time**

**15. Next Meeting: July 8, 2021 in person/if no action items we may cancel**

**16. Adjournment**

*It was moved by Smith, supported by Wolski to adjourn the meeting at 8:45 am. The motion carried unanimously.*

DRAFT