

AIRPORT ADVISORY BOARD
Thursday, July 13, 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

Members Present:	Jerry Jones	Don Gerrie	
	Terri Wolski	Tom Brown	Tom Veum
	Fred Smith	Jim Cloudman	

Members Absent: Bill Munsell

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

Moved by Brown, supported by Smith to excuse Munsell. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Jones, supported by Brown to approve the minutes of the June 8, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 5.31.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD and Check Detail. Laitinen reported checks for 2nd allocations of the EDC-TIFA III agreement as well as LDFA funds and the rest of the funds were closed out for the airport sign. The 2016-17 fiscal is almost wrapped up as we are entering a new budget cycle.

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

6. Award of bid for Crack Seal & Repairs

Based on discussion at several meetings a bid was let for crack seal and repair in and around the airport. Only one quote was received at City Hall from Superior Seal Coating in the amount of \$2050. Putnam anticipates this to be a 1-day interruption and that it should be scheduled after the PFC Overlay Project to minimize trucks driving on the new material.

It was moved by Jones, supported by Wolski, to award the bid to the sole bidder, Superior Seal Coating, in the amount of \$2050.00. The motion carried unanimously.

7. Report of activities

Putnam reported an increase in traffic, but numbers are still down from this time last year. Fuel usage is also down. Staff has had to spend more time cutting grass this year with all the rain.

8. Old Business.

a. Runway overlay project

Holt invited the board to stay for the preconstruction meeting today at 9:30am.

b. Short Wing Pipers

Laitinen thanked everyone for their help in putting forth a great proposal noting that Mr. Butler chose Grayling as it was a better fit for him at this time.

c. 350th City Celebration

Laitinen reported discussion with Mary Jo at Sault Events and that it did not look promising for the hot air balloons. Laitinen will revisit other events for the August meeting.

d. Aero-med update

Holt reported that this project is on hold. Brown noted that some equipment is being stored outside the hangar and that they are utilizing the airport at this time.

e. Lighting Improvements

Laitinen reported the check to Cloverland was cut for the LED fixture on the pole at the driveway and that the project should be commencing shortly.

f. New sign – final touches

Laitinen reported that the sign had been sealed and painted and the bricks and plants were in place.

g. Young Eagles feedback

Putnam reported that there were 22 flights and 88 youth at the June event. Some students were in line prior to 8 am but left due to inclement weather. Another flight event will take place on August 5th from 8 am to 1 pm. Soo Pilots already have the insurance.

h. Open House/Movie in a Hangar Sept 29th 6-9pm

Laitinen and Brown updated the group on the planning. The Soo Pilots have agreed to the animated movie "WINGS". Tickets to the open house will be \$5/person. Some may or may not stay for the movie. Brown will work on testing out the screen and projector and Soo Pilots will work on a sound system. Laitinen has met with the radio stations and the CVB will assist in online ticket sales. Look for a poster soon.

i. Fall Color Tours Sept 30th 8-1 pm Rain Date Oct 1st

Putnam reported this will be the same as last year. If there is still a line up at 1pm they will continue the flights.

j. Revisit Airport Visioning Workshop goals

The list of future ideas was reviewed. Several of the bullet points were already being accomplished including Young Eagles, Movie Night and Fall Color Tour. Discussion was had about having the flight program highlighted at Lakerpalooza and having Young Eagles and student pilots man the booth on August 25th. Laitinen will get the booth booked and work on finding volunteers. Billington mentioned giving away a fall color tour flight. Items to have on hand – Soo Air brochures, event materials, email collection for giveaway. Billington offered his mobile display unit. Wolski also offered to volunteer. It was agreed that we should revisit this goal list again in September. Turner suggested scheduling to present to the Chamber and Rotary clubs to make sure they are informed of what goes on at the airport and what function it has as a resource and in our local economic development.

9. New Business

a. City SSM Capital Improvement Projects 2017-18

Laitinen reviewed the current approved CIPs which included the current PFC Overlay, a terminal renovation, airport lighting project which is underway and the future taxiway reconstruction design set for 2018-19.

b. Capital Improvement Projects QoE/MDOT AERO

Laitinen submitted the approved ACIP list to QoE and they put a summary together. Funds for hangars were discussed and it was noted that at this time, in order to build a hangar, 100% of funds would have to come from the local entity. Reviewing the ACIP the group felt it was best to omit the plans for a hangar at this time due to funding constraints. Putnam noted that the ACIP reflected upgrading the runway lighting to LED after the full taxiway construction. Turner suggested setting up a meeting this winter to review the ACIP and MDOT AERO staff noting the last face to face was in 2015. Laitinen will work on setting things up.

c. FBO Contract expires 6.30.19

Putnam noted that at this time he does not plan to renew Soo Air's FBO contract. Turner noted that Soo Air and Putnam have done an exceptional job.

d. 2017 Inspection at ANJ

Putnam reported the annual MDOT inspection went well and that the only problem they foresee are the trees that are to the left side of the runway. These may need to be cut down at some point. The inspection was included in the packet and did reference the collapsing taxiway foundation. This is in the CIP to be addressed in the near future.

e. Delta Sky advertising

Holt reported that the EDC had been attending meetings through the CVB and the Upper Peninsula will be highlighted in the December 2017 issue in all commercial and private aircraft. Laitinen has been working with members to gather stories and editorials. Please take note if Delta reaches out to members for input. Costs are still being put together. More information will be presented at the next meeting.

10. Status Reports

TIFA III and ERA have not met. EDC minutes from June were included in the packet.

11. Other Matters

None

12. Informational Reports

Gerrie noted that the City Commission received Jay Gage's resignation to join Debbie Stabenow's office. The first round robin vote failed. A bid was awarded for audit service to a local vendor, Anderson Tackman. The Commission voted to purchase a new ambulance.

Gerrie reported on the July meeting and that the Commission was successful at filling the vacancy with Greg Collins, a downtown business owner, affiliated with Salon C and Midwest Wealth Strategies. The Commission also accepted a resolution to proceed with MEDC's Redevelopment Ready Communities program.

Turner gave an update on the notice that the City received from the Bureau of Elections. It was noted that the new deadline from the State no longer follows the Charter the City had been following. Gerrie added that the timeframe was legal when the City adopted the Charter, but that the State moved their deadline. It was noted that Chippewa County was not aware and that this affects several municipalities in Michigan.

13. Matters Presented by the Public None at this time

14. Next meeting: August 10, 2017

15. Adjournment

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