

Airport Authority Board Meeting Minutes

Meeting: Regular

Date: November 5, 2015

Time: 1:00 p.m.

Location: 2828 Hwy 231 N., Airport Terminal Building

Members Present:

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| Helene Wharton | X | Benson Hadley (Garver Rep) | X |
| Allen Pitner | X | Councilmember Henry Feldhaus | X |
| Eric Cazort | X | City Treasurer Jamey Owen | X |
| Michael Young | X | Justin Heid | X |
| Jim Henderson | X | Kevin Eyster | X |
| Mike Bayne-guest | X | City Recorder Shanna Boyette | X |

Agenda Items:

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|---------------------------------|---|-----------------------------|---|
| Airport Managers/Maint. Reports | X | Draft Rules and Regulations | X |
| Grant Project Status | X | Leases New & Existing | X |
| Delinquent Accounts | X | CIP Plan | X |
| Flight School Agreement | X | Flagship Detroit Fuel | X |
| Fuel Trucks/Sitting Planes | X | | |
| Insurance Policy | X | | |

Chairman Jim Henderson called the meeting to order at 1:00 p.m. A sign-in sheet was provided for all those attending the meeting. The first item of business was approval of the Agenda. Member Young made a motion to approve the Agenda, seconded by Member Pitner and carried unanimously upon oral vote. Chairman Henderson called for any corrections to the minutes of the previous meeting of October 1st. Hearing none, Member Cazort made a motion to approve, seconded by Member Young, and carried unanimously upon oral vote. Member Wharton made a motion to approve the Special Study Session minutes of October 8, 2015. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

Airport Manager Heid provided the Managers and Maintenance Reports to the Board. Reporting that there was an increase in low lead fuel for the month of September and a decrease in Jet A due to repairs that were needed. A jet aircraft activity update was also given to the Board. A review was also given of the new monthly date of the 15th deadline for Hangar rent; further noting very few late fees issued as a result of the new deadline. Maintenance on the fuel trucks and tanks has also been an item of September. Prep work has also begun on the beacon. Chairman Henderson noted that the grass on the South end of the airport property has also been mowed. There being no further discussion Member Pitner made a motion to approve both reports, seconded by Member Cazort, and carried unanimously upon oral vote.

Items of Old Business were then in order.

The first being an update on projects. Garver Representative Benson Hadley reported to the Board that bidding is being re-allocated for the N. Ramp project. Three bids were received for the Lighting and

Electrical Systems Improvements. The lowest bid received was from South East Site Services in GA. Garver has researched the company's credentials. There is a work order for Garver in the amount of \$92,770 at the Council level for the next regular session meeting for consideration. It was noted that the beacon and LED Papi's are included. The next step will be to send an award letter to the bidder after council approval, then notice of pre-bid, and schedule with vendor to proceed with project.

TAC Grants were the next item of discussion. It was reported that Security Cameras were still awaiting State approval. In regards to RSA Improvements and T-Hangars, both are still awaiting state approval and contractor survey is still waiting to be received. There was also brief discussion of 5 active grants. It was suggested to complete the N Ramp, Electrical, and Security System and get off books, and then proceed with grant for design on RSA as addendum to original grant followed by T-hangars.

Delinquent Account Status was the next item on the Agenda. Airport Manager Heid reported that there was only one account outstanding in regards to Hangar. Brief discussion ensued on aircraft/sitting planes.

The update on Flight School was the next item on the Agenda. Airport Manager Heid reported that the entity interested in providing the school has been unable to find aircraft at this time and are still looking. Airport Manager Heid further noted interest from other parties and noted that RFQ's could be issued if necessary.

Fuel Trucks and Tanks were the next item of business. This item was discussed within the previous Manager's Report. Airport Manager Heid did further provide update on stand alone units. Quotes have been requested, recognizing costs are lower for self-service.

Items of New Business were then in order.

The first item being update of city insurance policy for airport. Airport Manager Heid explained that the current policy had been reviewed and that there were specific coverage amounts that needed to be increased, specifically hangarkeeper policy.

Review and discussion of existing and new leases was deferred.

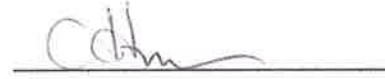
Airport Manager Heid distributed handout of 5 year Capital Improvement Plan. Discussion ensued of airport priority. It was reported that all projects have to be on the list for state consideration, noting that each entity assigns a priority. This has to be turned into the State once a year and is due on November 11th.

Review and discussion of Flagship Detroit Organization Fuel Discount request was the next item on the Agenda. Airport Manager Heid explained that the owner requested this be brought to the board because they are requesting to still receive 20 cent discount. Airport Manager Heid noted that they were offered the 15 cent policy discount as they qualified for such, but anything additional would be outside of policy. There was discussion of the Board of who qualifies and received fuel discounts. Currently there are two jets as stated in their leases. There was additional discussion of non-profit status. The Board's final decision was to have Airport Manager Heid research other airport policies as they relate to non-profits and potential fuel discounts.

The final item of discussion was review of draft rules and regulations. The following sections were discussed: Airport Security Program, Storage of Gasoline, and Periodic inspections. It was noted that the approved containers less than 25 gallons should be added to the regulations and there was a recommendation to research satellite maintenance.


There being no further discussion, Member Young made a motion to adjourn, seconded by Member Cazort, and carried unanimously upon oral vote. The meeting adjourned at 2:39 p.m.

APPROVED:



Jim Henderson, Chairman

ATTEST:


Shanna Boyette, City Recorder