

Minutes

Crawford County Airport Board Meeting

April 6, 2010

Meeting called to order at 2:03 pm in the commissioners' meeting room.

Members in Attendance: Chris Cook, Stan Prevost & Paul Compo

Others in Attendance: Jonathon Thomas (HEAT Aviation)

Members Absent: Jim Robson, Rick Anderson

MOTION: by Cook, second by Compo to approve the agenda as presented. Ayes – 3, Nays – 0, absent - 2, motion passed.

Cook nominated Prevost for Chair. No other nominations presented.

Motion by Cook, second by Compo to close nominations and cast a unanimous vote for Prevost as Chair. Ayes – 3, Nays – 0, absent - 2, motion passed.

Prevost assumes Chair.

Compo nominates Cook for Vice-Chair.

Motion by Compo, second by Prevost to close nominations and cast a unanimous vote for Cook as Vice-Chair. Ayes – 3, Nays – 0, absent - 2, motion passed.

Cook nominates Compo for Secretary/Treasurer.

Motion by Cook, second by Prevost to close nominations and cast a unanimous vote for Compo as Secretary/Treasurer. Ayes – 3, Nays – 0, absent - 2, motion passed.

Discussion occurred surrounding the annual meeting schedule of the Crawford County Airport Board.

Motion by Cook, second by Compo to set the annual meeting schedule of the Crawford County Airport Board on the following dates: July 6th, 2010, October 5th, 2010, January 4th, 2011 and April 5th, 2011, with the annual organization meeting to be held at the January meeting. All regular meetings will start at 2:00 pm. Ayes – 3, Nays – 0, absent - 2, motion passed.

Motion by Cook, second by Compo, to retain the current committee structure and membership for the next year. Ayes – 3, Nays – 0, absent - 2, motion passed.

Anderson arrives, 2:13 pm

MOTION: by Cook, second by Anderson to approve the regular meeting minutes of January 5, 2010, the minutes of the special meeting of January 26, 2010 and the minutes of the special meeting of March 11, 2010 as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Cook announced that the Civil Air Patrol will conduct Glider operations on May 22, 2010.

Compo presented Treasurer's report. Discussion surrounded the report and some questions were generated regarding the Verizon invoice, Compo stated he will research the issue.

Prevost discussed the upcoming Outdoor Expo in Grayling on April 24th & 25th. Prevost stated he will set up on Friday night and is planning to be there both days. He would like someone else monitoring the booth with him so that someone can mingle with the other vendors. Prevost presented a banner design and an informational card design suggesting that we have both available. Anderson said he would probably be there both days anyway with the Coldwell Banker Booth and could help out, Cook stated he could only help out on Sunday and Compo committed to Saturday morning. Robson will need to be contacted.

Anderson discussed plans for the Ribbon Cutting ceremony on May 17th. The military is taking care of all the appropriate military invitations while the County will be inviting the civilian delegates. Prevost mentioned that maybe close neighbors should receive an invitation to help with the building of relationships with them.

Prevost also mentioned that it would be best if we could have some airplanes there as well.

We should consider doing another event in the fall offering airplane rides. We should contact the Young Eagles, 99's and Yankee Air to see if they could participate.

Prevost presented the previously adopted Commercial Servicing Agreement with some suggested amendments. Prevost stated that he had discussed our agreement with service providers. They had indicated that the current language could be cumbersome and prevent some vendors from providing services. The suggested changes address their concerns while maintaining the intentions of the Board.

MOTION: by Anderson, second by Cook to approve the amendments to the Commercial Services Agreements as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented the previously adopted Policy for Assignment of Hangars on Long-term Rental with some amendments. Prevost stated that he had been trying to streamline the procedures while taking into account possible contingencies that could arise. The main focus was to assure those on the waiting list for a hangar had the first right of refusal for whatever reason.

Motion by Anderson, Second by Cook to adopt the amendments to the policy of Assignment of Hangars on Long-Term Rental as presented. Prevost will need to address the primary email contact as he determines to be in the best interest of the CCAB. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented modified procedures for Leasing Hangars (Long-Term) in an attempt to simplify the process.

Motion by Anderson, Second by Cook to adopt the changes in the procedures for Leasing Hangars (Long-Term) as presented, including the notification of the webmaster when a hanger has been rented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Discussion occurred surrounding a suggestion of a Fixed Based Operator selling mobile fuel by early summer. What standards

does the CCAB have in place for such an operation? Could this impact our AIP with Michigan Aeronautics? We need to discuss our options with Jim Robson and Michigan Aeronautics to know where we stand.

Motion by Anderson, second by Cook to allocate up to \$1,500.00 in attorney fees applicable in developing provider standards for mobile fuel service with consideration given to the development of future FBO standards. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented updates on a number of issues at the terminal, none of which required board action. . The following issues were referred to the Facilities Committee for action, with feedback requested: resolve the problem with the lock on hangar #8; obtain the keys to the hangar fire extinguisher boxes, the hangar utility units, and the terminal building interior doors; replace the lock on the north personnel gate that was damaged by an attempt at forced entry; determine the status of the propane contract with Fick and who is the CCAB point of contact for propane issues; determine how fire extinguisher annual inspections are to be handled (are they covered under an existing contract, do we need a separate contract, etc.).

Next meeting date is July 6, 2010

MOTION: by Anderson, second by Cook to adjourn the meeting. Ayes – 4, Nays – 0, absent – 1, motion passed.

No other comments or concerns were brought to the Board.

Meeting was adjourned at 5:13 pm

Submitted by Paul Compo