

Minutes

Crawford County Airport Board Meeting

April 19, 2011

Meeting called to order at 2:04 pm in the commissioners' meeting room.

Members in Attendance: Chris Cook, Jim Robson, Rick Anderson (acting Chair), Paul Compo.

Others in Attendance: Linn P. Smith – MDOT Airspace & Airport Zoning Specialist, Ronald E. Lebbon – QOE Sr. Project Manager, Clinton W.S. Nemeth, P.E. – QOE Project Manager & Joe Duran – Crawford County Zoning Administrator

Members Absent: Stan Prevost

Anderson requested that the agenda be amended to allow for the presentations by the guests to move to the top of the agenda.

MOTION: by Cook, second by Robson to approve the agenda as amended. Ayes – 4, Nays – 0, absent - 1, motion passed.

Linn Smith presented his review of the Crawford County Airport Zoning Ordinance that was adopted under the Airport Zoning Act.

Prevost joined meeting (via phone) 2:10

Smith states that some changes/amendments will be recommended but all-in-all it is a solid ordinance. Changes can only be made by the Crawford County Board of Commissioners after a public hearing is held to discuss the proposed changes. Prevost commented and Smith agreed that we need to increase the awareness of Airport Zoning with all municipalities so that there are no conflicting ordinances or projects. When Smith has completed his assessment and recommended changes to the ordinance, those changes will be disbursed to all municipalities. Smith will try to assist in the education and awareness of the ordinance as the amending process proceeds.

Robson reported that the tree line at the airport has been cut back and more trees in the area will be removed in an effort to control the wildlife activity on the airport. Currently he has received complaints about the appearance but will be removing the stumps, grading and seeding as weather permits. Signage for the civilian terminal is moving forward as well.

Fuel Farm update (Robson, Nemeth & Lebbon): Total project dollars available is \$355,491, this includes an \$8888.00 required local match. Robson expects to be able to use force account dollars to offset the local match requirements. Total estimated cost of the project is just under \$500,000. The project will be built in phases in order to take advantage of multiple years of funding. The first phase will include a 10,000 gallon AvGas fueling system with automatic card reader along with the necessary infrastructure. Phase II will add a 10,000 gallon Jet A fueling system and infrastructure expansion. We are expecting to advertise for bids on May 3, 2011; bid opening will be on June 3, 2011 at the Commissioners meeting room by the Crawford County Airport Board. Construction to begin in late July/early August with project completion to be late September/early October.

The Crawford County Airport Board will award the bid. The Memorandum of Agreement will be between Michigan Aeronautics and the Michigan Department of Military and Veteran's Affairs (DMV). Construction Contract will be between the Construction company and the DMV. Airport Board will oversee any changes to the project.

Pre-bid meeting will be Wednesday May 25, 2011 @ 2:00 pm at the Crawford County Air Terminal.

MOTION: by Cook, second by Robson to approve the minutes of the regular meeting of January 4, 2011. Ayes – 5, Nays – 0, absent - 0 Motion passed.

MOTION: by Cook, second by Robson to approve minutes of the special meeting of March 2, 2011. Ayes – 5, Nays – 0, absent - 0, motion passed.

Discussion moved to the current allocation of the T-Hangars. Currently, we have reserved four hangars for long-term rental and four for transient rental. Cook states that the last one has been rented and we have had inquires by two more parties to rent hangar space. Cook also reports only one transient pilot has rented a T-Hangar. Prevost states that there is only one person on the waiting list for a long-term hangar.

MOTION: by Robson, second by Cook to allocate 7 of the 8 T-Hangars for long-term use.

MOTION: by Robson to amend his motion, allocating 6 of the 8 T-Hangars for long-term use, Cook amends his second. Ayes – 5, Nays – 0, Absent – 0, motion passed.

Prevost has submitted a policy for the use of the car that has been placed at the airport for use by pilots and crew. Compo stated that he has had contact with the insurance carrier and it has been reviewed by the

Prosecutor's office. Some minor revisions need to be made. Compo will re-draft and have it available in time for the special meeting on June 3, 2011.

Prevost questioned the snow removal process that was ongoing and out of compliance on the last day he was physically at the airport. Cook stated that the contractor was simply trying to remove enough snow fast enough to allow Prevost to depart. It is unclear whether the non-compliance issues were resolved later that same day.

MOTION: by Robson, second by Cook to adjourn the meeting. Ayes – 5, Nays – 0, absent – 0, motion passed.

No other comments or concerns were brought to the Board.

Meeting was adjourned at 4:25 pm

Next scheduled special meeting date is June 3, 2011 @ 2:00 pm

Next regularly scheduled meeting date is July 5, 2011 @ 2:00 pm

Submitted by Paul Compo