

Minutes

Crawford County Airport Board Meeting

October 27, 2009

Meeting called to order at 2:00 pm in the Crawford County Commissioners room within the Crawford County Building

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

Others in Attendance: N/A

Members Absent: James Robson

MOTION: by Anderson, second by Cook to approve the minutes of the regular meeting of July 7, 2009. Ayes – 4, Nays – 0, absent - 1, motion passed.

MOTION: by Anderson, second by Cook to approve the minutes of the special meeting of September 14, 2009. Ayes – 4, Nays – 0, Absent - 1, motion passed

MOTION: by Anderson, second by Cook to approve the agenda as presented. Ayes – 4, Nays – 0, Absent - 1, motion passed

Treasurer's Report: Compo reported that the Board of Commissioners has allocated up \$45,000 for start-up costs and operational costs once the Lease and MOA is signed and in place with the Military.

Chairman Prevost presented a resolution a resolution urging the county and the military to process the lease agreements in expediently or provide the CCAB with the opportunity to move forward on an interim basis.

MOTION: by Prevost, second by Compo to adopt resolution encouraging the county and military to conclude negotiations and move forward with the civilian airport terminal. Ayes – 1, Nays – 3, Absent - 1, motion failed.

Prevost presented a hangar rental agreement for consideration. Compo stated that it has been through a legal review and changes have been made in the document. Prevost proposed a rate of \$150.00 per month changing every October 1st to reflect increases in the Consumer Price Index. Section 4 regarding the security deposit is to be eliminated.

MOTION: by Anderson, second by Cook to adopt the hangar rental agreement as presented. Ayes – 4, Nays – 0, Absent - 1, motion passed.

Robson present 2:25 pm

Prevost presented information regarding transient hangar rentals and purposed pricing of \$20.00 each day/night for the first five day/nights and \$15.00 each night thereafter.

MOTION: by Anderson, second by Cook to adopt the policy and pricing for transient rentals as presented. Ayes – 5, Nays – 0, Absent - 0, motion passed.

Prevost discussed the need to have a plan in place to address snow removal for the civilian terminal property. Compo agreed to seek quotes and formulate a plan. Robson agreed to work with Compo and draw up a scope of work so that the quotes would be comparable.

Prevost announced that he will be working out at the site this Saturday 10/31/09 at 9:00 am to do some general cleaning and maintenance and would like as many volunteers as able.

Operations Committee Report:

Cook presented operational rules and policies for the terminal.

MOTION: by Anderson, second by Cook to adopt the air terminal operational rules and policies as presented. Ayes – 5, Nays – 0, Absent - 0, motion passed.

Ribbon Cutting – discussion regarding the need to plan for a ribbon cutting ceremony to be ready to implement as soon as the lease is in place. Anderson agreed to make the appropriate arrangements.

Robson provided a quick fuel farm update:

We will need to determine the specifications in order to enter into a design phase with R. W. Armstrong who will enter into a contract with Michigan Aeronautics.

The property currently on the east side of the business loop that resides in the landing cone may be available and would be an allowable expenditure of Michigan Aeronautics money.

Cook will arrange a meeting with R. W. Armstrong to discuss the plans of the fuel farm.

Prevost voiced concerns over the existing fuel tanks and the environmental ramifications they may present. Cook agreed to investigate. Robson agreed to relocate if necessary.

Cook presented and discussed a resolution for delegation of authority, allowing the operations committee of CCAB to expend funds that are budgeted and low priority in order to facilitate progress. Any member of the CCAB board may prevent the action simply by asking to have that decision elevated to a Board level.

MOTION: by Cook, second by Robson to adopt the resolution for delegation of authority. Ayes – 5, Nays – 0, Absent - 0, motion passed.

Prevost discussed how the basic security of the terminal will work including the cipher code and how it will be posted for pilots. Prevost also presented the Terminal use policy for the Board's consideration.

MOTION: by Cook, second by Anderson to adopt policy for use of the Crawford County Air Terminal. Ayes – 5, Nays – 0, Absent - 0, motion passed.

Cook presented policy regarding long term hangar rental

MOTION: by Cook, second by Anderson to adopt the policy for assignment of hangars on long term rental. Ayes – 5, Nays – 0, absent – 0, motion passed.

MOTION: by Robson, second by Anderson to correct our long term hangar lease rate from \$150.00 per month as previously approved to \$125.00 per month as was originally intended. Ayes – 5, Nays – 0, absent – 0, motion passed.

Compo shared the insurance cost estimates:

Terminal Property -	\$150.00
Hangar Property -	\$400.00
Airport Liability	\$ 1,900.00
Fuel Farm Liability	<u>\$ 1,700.00</u>
ANNUAL TOTAL	\$ 4,150.00

CONSENSUS: to schedule a special meeting on Monday, November 23rd, 2009 @ 2:00 pm in the Crawford County Building.

Meeting was adjourned at 4:15 pm by Chair Prevost.

Submitted by Paul Compo