



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, May 24, 2018 at 4:30 p.m.
Airport Terminal
Boyne City Municipal Airport
1040 E. Main Street

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. READING AND APPROVAL OF MINUTES
Approval of the April 26, 2018 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Airport Goals
 - B. Other
8. NEW BUSINESS
 - A. Five-Year Airport Capital Improvement Program
 - B. Mike Borta/QoE Consulting
 - C. Short Term Hangar Rentals
 - D. Purchase of Decoys
 - E. Other
9. GOOD OF THE ORDER
 - A. The fuel price remains at \$4.45 per gallon as of April 5, 2018
 - B. Other
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, June 28, 2018.
11. ADJOURNMENT



Approved: _____

**MEETING OF
April 26, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD held April 26th, 2018.**

CALL TO ORDER

Chair Richard Bouters called the meeting to order at 5:30 PM followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Richard Wright, Leon Vercruysee, Jerry Schmidt*

Absent: Oral Sutliff, Rod Cortright*, Leon Jarema*, Bud Chipman

**Ex Officio Members*

Citizens: Jazmine Whisker, Lilymarie Johnson (Boyne City High School) Mike Borta (QoE Consulting)

Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

Motion to excuse Oral Sutliff, Rod Cortright, Leon Jarema and Bud Chipman by Brian Harrington, seconded by Richard Bouters. Motion passed.

APPROVAL OF MINUTES

Motion by Brian Harrington seconded by Richard Wright passed unanimously to approve the March 22nd, 2018 minutes as written.

CORRESPONDENCE

Community Benefits Assessment (CBA) received from Michigan Department of Transportation (Aviation). See *Committees, Community Involvement*.

**CITIZENS COMMENTS
(NON-AGENDA ITEMS)**

Mike Borta explained the services provided by QoE Consulting, airports his company represents and QoE consulting qualifications. Borta reported that he would look into updating the Boyne City Airport Capital Improvement Plan (ACIP). He also offered cost effective runway preservation top coating alternatives.

COMMITTEES

Airport Obtain General Utility status by January 1, 2020 (Richard Wright)

Tree elimination on west side of Darcy Road. Department of Public Works (DPW) will comply but needs trees marked for cutting. Michael Cain requested his notification and inspection of tree removal area before cutting begins.

Department of Public Works has been asked to include mowing entire recently tree cleared area on the north side of the approach end of runway 09 to preclude brush/tree regrowth. Responded will mow a wider path but cannot mow entire width due to uneven terrain and obstructions which would cause damage to mowers. More coordination to follow.

Michael Cain will coordinate with Boyne City Water Department Manager Mark Fowler for authorization to relocate water spigot near runway underground.

Airport Internet Upgrade (Brian Harrington)

Michael Cain reported that the airport terminal is "...set to go with Charter..." pending possible 100 MB capability [and] "perhaps something [forthcoming] next month."

Review and Revise Airport Mission Statement (Richard Bouters and Richard Wright – Team Members)

Adopted by the Boyne City Council 4/10/18 without modification, edits, deletions etc.

Review and Revise Boyne City Emergency Plan (Richard Wright)

Plan copy provided to Boyne City Fire Chief Dennis Amesbury, 4/11/18 for review, comments and edits. Mr. Amesbury provided input from city's fire station standing operating procedure document. Plan is now with Emergency Medical Treatment (EMT) Chief for review.

Develop Airport Ground Traffic Management Plan (Brian Harrington)

Harrington reported his detailed work on traffic management signs; size, verbiage and colors.

Airport Snow Plow Training and Protocol (Rod Cortright)

Cortright absent, no presentation.

Review Overnight Ramp and Tie-Down Fees (Richard Bouters)

Bouters advised he is working to clarify record keeping / billing issues to ensure overnight ramp and tie-down fees are charged with fuel bills. Then upon those monies collected fuel receipts and overnight ramp and tie-down fees should be recorded separately. Other associated work Richard is working towards is revising the airport web page including that overnight ramp and tie-down fees apply and ramp signage reflecting the same message.

Comprehensive Review of Drag Race Issues (Michael Cain)

No new information provided.

Community Involvement (Richard Wright)

Community Benefits Assessment (CBA) received from MDOT – Aeronautics, Kelly Badra. Shared completed CBA with Boyne City Chamber of Commerce Executive Director, Ashley Cousens.

Brainstormed ideas to advertise local business at the airport, terminal building magazine rack with restaurant menus especially those offering food delivery services, Real Estate Brochures and Business Advertisements. Possibility of a bike share program for airport users summer 2018. Inclusion of Brian Harrington's airplane in July 4th parade.

Obtain Runway Distance Remaining Markers (Leon Jarema, Richard Wright, John Cooper – Citizen Purchaser)

Developed comparative analysis spread sheet for ease of reviewing DRM vendor proposals. Included Assumptions and Issues for Resolution.

UNFINISHED BUSINESS Working on the terminal fuel switch relocation for security purposes.

NEW BUSINESS Bouters is working with city web page administrator Barb Brooks developing entire new look for the airport web page.

GOOD OF THE ORDER The Aviation Fuel price is \$4.45 per gallon as of April 5th, 2018.

ANNOUNCEMENTS
NEXT MEETING The next regular Airport Advisory Board meeting is scheduled for Thursday, May 24th 2018 at 5:30 P.M. at the Airport Terminal.

ADJOURNMENT The meeting was adjourned at 7:40 P.M. by Bouters.

Richard K. Wright - Secretary _____

**MICHIGAN STATE BLOCK GRANT PROGRAM
FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2017* to FY-2022**

*ACIP includes current development year (2017 already programmed - minor changes acceptable)

Airport Name: Boyne City Municipal Airport	Date prepared: 07/12	Revised: 4/15/14; 5/22/14;10/01/15;01/04/17
Associated City: Boyne City	Prepared By:	QoE Consulting
Sponsor: City of Boyne City	Sponsor email address & phone: mcain@boynecity.com	(231) 582-6597
Airport Identifier: N98	FINAL ACIP due to MDOT AERO: ASAP	

Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2017	Update Airport Layout Plan (ALP)	NA	62	PL/PL/MA	81,000	9,000	90,000	The current ALP does not meet Federal standards and was done to have a 'plan on file'. An updated ALP is needed to obtain airspace review of future projects. This ALP update does not include survey to the FAA Advisory Circular 150/5300-16B, -17A, and -18B standards.
2018	Land acquisition in west runway approach	Yes	41	ST/LA/SZ	630,000	70,000	700,000	Property is needed to clear trees at existing residences in the west runway approach in order to reduce the Runway 9 displaced threshold. An estimated 18 residences may be involved. Approach survey during the ALP Update and Rwy. 9 threshold location decisions made during the update will determine the specific number of easements needed.
2019	Construct Parallel Taxiway - Phase I (3,440'± x 35')	Yes	56	CA/TW/CO	630,000	70,000	700,000	Phase I of the parallel taxiway (broken into two phases to reduce annual construction costs). Ph I will be taxiway from the N-S connector taxiway to the east runway end. Per 2012 MI Airport Directory Boyne City Municipal Airport has 13 based aircraft, 2,629 local ops, 6,573 itinerant ops (9,202 total ops).
2020	Construct Parallel Taxiway - Phase II (1,240'± x 35')	Yes	56	CA/TW/CO	247,500	27,500	275,000	Phase II of the parallel taxiway is to reduce back-taxiing and improve airport safety. Ph II will be taxiway from the N-S connector taxiway to the west runway end.
2021	Airport security fencing (3,000')	Yes	38	ST/EQ/SE	112,500	12,500	125,000	Fencing is needed to control pedestrians, ATVs, and snowmobile traffic, as well as reduce deer incursions on the runway
2022	Rehabilitate Runway 9-27 (35,000± sy)	Yes			787,500	87,500	875,000	Estimates not yet prepared, but must be a consideration in the upcoming years. Based on visual pavement inspection, runway rehab may be considered ahead of the two parallel taxiway projects.
2023								
				TOTALS:	2,488,500	276,500	2,765,000	

*Proposed airport development must be shown on current FAA-approved ALP prior to funding project.

**In accordance with FAA Order 5100.39A, Appendix 6 - Fields need to be completed (Refer to Airport Code spreadsheet provided on MDOT Aeronautics website under Block Grant Program for specific airport code)

check reality and spreadsheet.

Jane Halstead

From: Michael Cain
Sent: Wednesday, May 02, 2018 10:31 AM
To: Jane Halstead
Subject: FW: Boyne City Airport - Upgrade Airport License from Basic Utility to General Utility

For May airport agenda. Mike

From: Mike Borta [mailto:MBorta@QoEConsulting.com]
Sent: Wednesday, May 02, 2018 9:32 AM
To: Michael Cain <mcaain@boynecity.com>
Subject: Boyne City Airport - Upgrade Airport License from Basic Utility to General Utility

Good morning Mike –

Good meeting last week with the Airport Committee. Since that meeting I've had a chance to review what might be needed to assist the City/Committee in attaining the GU license. While QoE has provided pro bono services to prepare/update the airport's ACIP, and will continue to do so, would the City/Committee consider QoE remuneration for services pertaining to the GU license?

If so, I propose an hourly fee not to exceed \$5,000 at an hourly rate of \$120/hour. The services QoE will provide would include:

- meeting with AERO (i.e. Randy Coller) to clarify the specifics AERO requires for the GU license
- evaluate in more detail the steps to attain the GU license
- provide guidance/advice to the City/Airport of steps to take to achieve this license
- up to two site visit/meetings

If this acceptable to you, simply replying to this email in the affirmative is sufficient for QoE to undertake the services.

Let me know, and QoE will proceed accordingly.

Thanks.

BTW, I toured the new City Hall last week. Really nice digs!! I particularly liked the second floor patio area outside the Commission Chambers.

Michael Borta, P.E.
Owner/Manager



'Quality of Experience. Quality of Engineering. Quality of Everything!'

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