



Approved: 3/3/16

**MEETING OF
JANUARY 28, 2016**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD JANUARY 28, 2016**

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:30 p.m.** followed by the pledge of allegiance.

ROLL CALL

Present: Richard Bouters, Jerry Schmidt, Brian Harrington, Oral Sutliff
Ed Hennessy * Leon Jarema *Rod Cortright

ATTENDANCE

Absent: *Jim Kozlowski * Larry Trumble *Bud Chipman
**Ex Officio Members*
Citizens: Ron Ludgin
Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

None

MOTION

ELECTIONS OF OFFICERS

Sutliff moved Harrington seconded PASSED UNANIMOUSLY for 2016 to elect Jerry Schmidt-Chair, Oral Sutliff-Vice Chair, and Richard Bouters-Secretary.

APPROVAL OF MINUTES

MOTION

Sutliff moved Harrington seconded PASSED UNANIMOUSLY to approve the minutes of **October 29, 2015** as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

- A. Hangar Inquires/Leasing:** All city owned hangars are currently under lease.
- B. Projects: Runway distance markers:** The placement of runway distance marker signs continues in progress and is scheduled to be accomplished in the Spring of 2016.
- C. Spring Safety Seminar:** The board will contact MDOT to schedule a seminar in May of 2016.
- D. General Utility Inspection:** The report from the fall airport inspection conducted by MDOT was reviewed and discussed. The board will take up the items on the inspection in the Spring as weather permits.
- E. Other:** No other business indicated.

NEW BUSINESS

- A. **Airport Terminal:** The board discussed the general condition and upkeep of the terminal and will contact appropriate parties.
- B. **Airport Budget:** The 2016 Airport budget was reviewed by the board as presented by City Manager Michael Cain. A final version will be presented to the board at the next meeting.
- C. **Airport Property Request:** An inquiry by the Boyne City Pre-School to explore the purchase of Airport Property was discussed by the board. City Manger Michael Cain was authorized by the board to research this request.
- D. **Guidelines for Operation of Model Aircraft on Airport Property:** A first draft was reviewed and discussed by the board with final action to be taken at the next Advisory Board meeting.
- E. **Other:**
 - 1. **Airport User Survey:** A survey draft was discussed and reviewed with final action to be taken at the next Advisory Board meeting.
 - 2. **Airport Computer/Printer:** Due to age and capability, the board has decided to remove the Computer and Printer from the terminal.
 - 3. **April Business After Hours:** The board will finalize planning for the April 28th event at the next board meeting.

GOOD OF THE ORDER

- A. Fuel price is **\$4.57** per gallon as of **November 2, 2015**.
- B. Leon Jarema indicated that NOTAMS (Notice to Airmen) need to be issued to Flight Service given snow and runway conditions for the airport. City Manager Michael Cain will make sure these reports are submitted.
- C. City Manager Michael Cain indicated the information from the city goal session will be on the city web site in about a week.
- D. City/Airport Manager Michael Cain will attend the Annual Michigan Association of Airport Executives meeting February 17 – 18 in Lansing.

ANNOUNCEMENTS NEXT MEETING

- A. The next regular Airport Advisory Board meeting is scheduled for **Thursday, February 25, 2016 at 5:30 p.m. in the Airport Terminal.**

MOTION

- B. **Sutliff moved Harrington seconded PASSED UNANIMOUSLY** to re-schedule the **February 25, 2016** Airport Advisory Board meeting to **March 3, 2016 at 5:30 p.m.** in the airport terminal.

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:55 pm.**

Richard L. Bouters-Secretary

