



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, January 23, 2014 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
www.cityofboynecity.com
click on board's
commissions for complete
agenda packets & minutes
for each board*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
Excused Absences
3. READING AND APPROVAL OF MINUTES
Approval of the October 24, 2013 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Hangar Inquires/Leasing
 - B. Fuel Bill
 - C. Goals/Priorities
8. NEW BUSINESS
 - A. January 6, 2014 crash
 - B. Budget discussion
9. GOOD OF THE ORDER
 - Fuel Price \$5.31 per gallon as of November 20, 2013
10. ANNOUNCEMENTS
 - Joint Board and Commission meeting February 14, 2014, 6:00pm Boyne Area Senior Center.
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, February 27, 2014
11. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, Clerk/Treasurer, 319 North Lake St., Boyne City, MI 49712; 231-582-0334

Mission Statement:

- *To enhance the economy of Boyne City by providing a safe, inviting transportation alternative for citizens, manufacturers and visitors.*

ATTENDANCE RECORD												
Member	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Richard Bouters	P	P	P	P	P	P	canceled					
Ed Hennessey	P	P	E	P	P	P	canceled					
Jerry Schmidt	P	E	P	P	P	P	canceled					
Roger Reynolds	P	P	P	E	P	P	canceled					
Oral Sutliff	P	E	p	P	P	P	canceled					

P=Present
 A=Absent
 E=Excused
 X=Meeting canceled

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 Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712
 (231) 582-0334*



Approved: _____

**MEETING OF
OCTOBER 24, 2013**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD OCTOBER 24, 2013**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Ed Hennessey, Jerry Schmidt, Oral Sutliff and Bud Chipman*Leon Jarema* Larry Trumble* Roger Reynolds

ATTENDANCE

Absent: Rod Cortright*, Jim Kozlowski*
*Ex Officio Members

Staff: Airport Manager/City Manager Michael Cain

EXCUSED ABSENCES

None

**APPROVAL OF MINUTES
MOTION**

Schmidt moved Bouters seconded PASSED UNANIMOUSLY to approve the September 19, 2013 minutes.

CORRESPONDENCE

None

UNFINISHED BUSINESS

Hangar Inquires/Leasing:

- *Hangar D-12 rented as of 10/18/2013
- *Hangar C-19 (with garage) is available. Garage rented by John Ramsey.
- *Leak repairs completed to hangar C-17. Also, door seals being researched.

Boat trailer revenue:

- *\$207.20 to Airport
- *\$310.80 to Marina

The board considered this to be a successful program.

NEW BUSINESS

A. Election of Officers

***Bouters moved, Sutliff seconded, PASSED UNANIMOUSLY** to appoint Jerry Schmidt as Chair, Oral Sutliff as Vice Chair and Richard Bouters as Secretary.

B. Change to Hangar Lease wording:

***Schmidt moved, Sutliff seconded, PASSED UNANIMOUSLY** to add the words "return keys to Licensor" to page 3, section K of the Hangar lease.

C. Delinquent Hangar/Fuel bills:

The board reviewed two delinquent fuel and hangar bills. Michael Cain has been in contact with one party and payments have been made and arranged. The party to the second fuel bill will be contacted by registered letter. Michael Cain will report back regarding progress.

D. Permit for Commercial use/Leon Jarema: (see attached)

Schmidt moved, Bouters seconded, PASSED UNANIMOUSLY to allow a Commercial use permit to Leon Jarema.

E. Adoption of 2014 Calendar: (see attached)

Bouters moved, Schmidt seconded, PASSED UNANIMOUSLY to adopt the following 2014 calendar for the Airport Advisory Board. The Airport Advisory Board will meet on the 4th Thursday of the month, excluding November & December, at 5:30pm at the Airport Terminal.

F. Updates to the Airport Emergency Plan:

Changes to the Airport Emergency Plan will be made to reflect the new board Chair and the addition of Richard Bouters as Assistant Airport Manager.

GOOD OF THE ORDER

- *Fuel price is \$5.54 per gallon as of September 30, 2013.
- *Safety Seminar: Attended by approximately 20 and consider a very timely and well presented topic.
- *Ron Ludgin has filed a Freedom of Information Act request to the city for a list of Names, Addresses, Phone Numbers and E-Mail addresses for all Hangar Tenants at the airport for the purpose of organizing a pilots association. The city is processing that request.
- *The QoE Consulting Quarterly report was reviewed by the board,
- *The board discussed upgrades to the Airport Terminal and will explore this topic at the January board meeting.

**ANNOUNCEMENTS
NEXT MEETING**

The next regular Airport Advisory Board meeting is scheduled for Thursday, January 23, 2014 at 5:30pm in the Airport Terminal.

ADJOURNMENT

Chair Reynolds adjourned the Airport Advisory Board meeting at 6:29pm.

Richard L. Bouters



The National Transportation Safety Board

Central Regional Office
4760 Oakland Street
Suite 500
Denver, Colorado 80239

January 13, 2014

Michael Cain
City of Boyne City
319 N. Lake Street
Boyne City, Michigan 49712

Dear Mr. Cain:

I want to express my appreciation to you and your staff for the outstanding cooperation and assistance that I received during the Safety Board's investigation into the aircraft accident that occurred on January 6, 2014, in Boyne, Michigan, involving N1046L.

The logistics of our jobs can at times be very challenging; however, the assistance you and your staff provided made it so much easier. I appreciate the coordination you did with the Sheriff's Department to get the wreckage moved and placed in a hangar where we were able to work on it. Please pass on my gratitude to all of your staff that helped out.

Thank you once again.

Best Regards,

Pam Sullivan
Senior Air Safety Investigator



QoE Quarterly

VOLUME 2 ISSUE 4

DECEMBER 2013

In this issue:

Year in Review

see pages 1-3

Ask QoE:

Questions in this issue:

FAA Approach Penetrations, see page 4.

2013 Winter Operations Conference Summary, see page 4.

Upcoming Events

see page 4.

Remember, QoE is a single call for all your airport needs and we want to be kept in the know with every aspect of your airport.

Just give us a call, that's what you hired us for; besides, we like to talk with you.

You are our business!

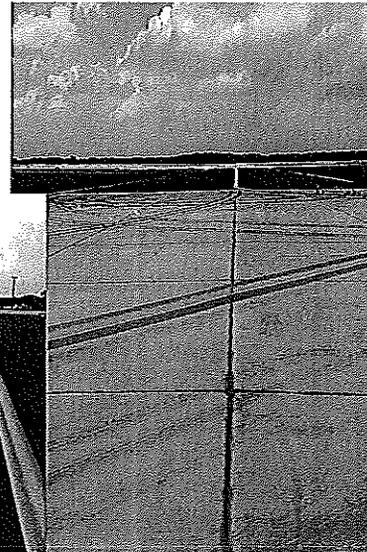
Lansing Office-
(517) 327-1980

Detroit Office-
(313) 453-5050

2013 YEAR IN REVIEW

Lansing-Taxiway D

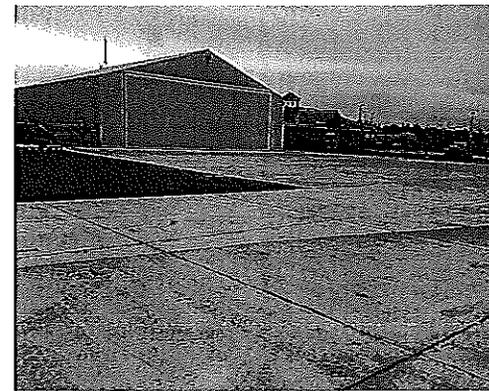
Capital Region International Airport (Lansing, MI) rehabilitated Taxiway D bituminous and concrete pavement to eliminate failing pavement challenges. This fast track project was completed without closing the busy southeast ramp.



Charlevoix Apron

Charlevoix Municipal Airport (Charlevoix, MI) completed phase 1 of a significant 3 phase terminal apron rehabilitation project in 2013. Phase 1 was critical in maintaining user access throughout

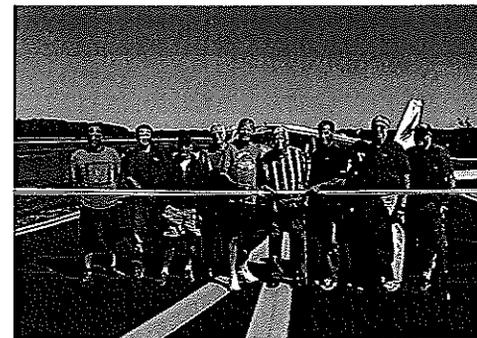
the project and included bituminous and concrete pavements and strategic coordination efforts to relocate fuel farm components during construction.



Roscommon County-Twy Extension

Blodgett Memorial Airport (Houghton Lake, MI) extended the existing parallel taxiway 1,950' to the runway 27 end. The existing taxiway stopped short of the runway end which required aircraft to back taxi onto the runway. The taxiway extension project impacted over 11 acres of wetlands and required permitting from the MDEQ. Over the course of the project

approximately 27,000 cubic yards of muck, depths varied from 4'-15', was removed and backfilled with off-site sand, the excavated muck was used to fill the existing wetlands, two equalization culverts were installed to balance the water table of the surrounding wetlands, and LED taxiway lights as part of the taxiway extension.



Revo 1-15-14



CPM-Box Hangar

Canton-Plymouth-Mettetal Airport, (Canton, MI) constructed a 7-unit box hangar to replace hangars that were demolished years earlier. The new hangar bays are one side access with a man door on the backside for vehicle parking. It is large enough to allow tenants to store multiple aircraft and share the cost of hangar rent.

A separate project was completed to prepare the site for the box hangar. A new storm sewer drainage system was installed per Wayne County requirements, to reduce project costs on-site material was utilized when possible and perimeter fencing was installed to delineate the airport boundary.



Cheboygan-Tree Clearing

Cheboygan County Airport (Cheboygan, MI) acquisition of five cross-wind runway approach easements was completed in 2012. During the 2012/2013 winter season, obstructions

were removed from the runway 35 approach on four of the easement parcels within the restriction of environmental constraints.



Gladwin-SRE Building

Gladwin Municipal Airport (Gladwin, MI) added an SRE Building, for the protection of their valuable snow removal equipment. Today the equipment is warm and

cozy inside of a new 3 bay snow removal equipment storage building conveniently situated near the terminal building on the main apron.

Grayling-Fuel Farm & Apron

Grayling Army Airfield (Grayling, MI) is in the process of the second phase of the Fueling Facility with expected completion in early 2014.

The Fueling apron was expanded to accommodate larger jet traffic and a new 12,000 gallon Jet A tank is scheduled to be installed in January 2014.



Sturgis-Rwy 6-24 & Twy C

Kirsch Municipal Airport (Sturgis, MI) completed the Runway 6-24 and Taxiway C project. The existing asphalt on runway 6-24 and taxiway C at the airport was in a failed state and creating foreign object debris

(FOD). The project lengthened the runway by 150' (new runway length = 3,601') on the 6 end and was rehabbed to improve safety by eliminating FOD.

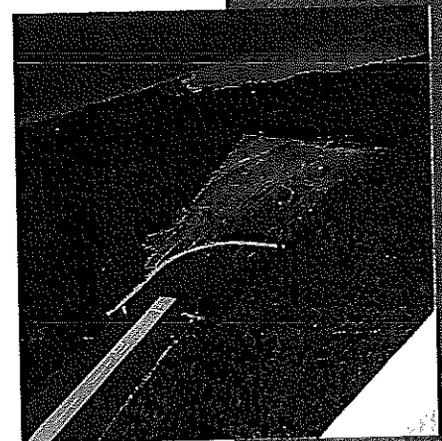


Bois Blanc-Approach Clearing

Bois Bland Island Airport (Bois Blanc Island, MI) has completed the Approach clearing work to facilitate GPS approach procedure publication. New GPS approach procedures to the island, which relies on

the airport for all winter transportation, are scheduled for 5/29/2014.

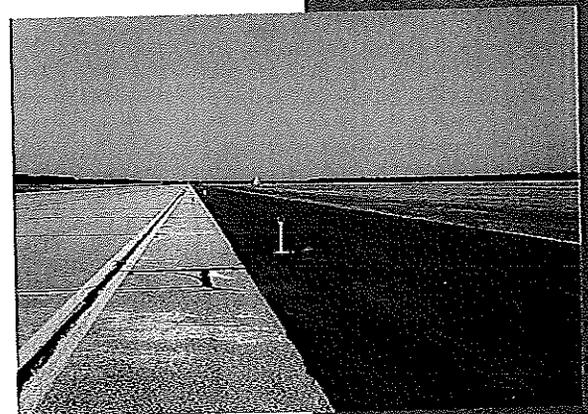
The clip out on the picture is the airplane wing this photo was taken from. We love our work!



OscodaWurtsmith Twy Shoulder

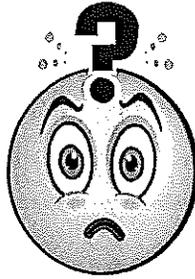
Oscoda Wurtsmith Airport (Oscoda, MI) finished the 2nd phase of the Taxiway Shoulder Reconstruction project. There's no such thing as a small project at a GA airport when your design aircraft is a 747! The two phase taxiway shoulder

reconstruction project was no exception. Placing over 13,000 tons of bituminous pavement completed the rehabilitation of all taxiway shoulders at the airport in 2013, eliminating FOD concerns for outboard 747 engines.



Ask QoE:

Question – "I received a memo from the FAA dated November 15, 2013 regarding approach penetrations, what does this mean to me?"



Answer – Gordy says that this means the FAA needs to take up deer hunting... Every 2 years the Flight Procedures division of the FAA is required to review every published approach for changes due to new obstructions (buildings, towers, trees, etc.). As a result of their review, the Flight Procedures team will contact an airport sponsor if findings indicate that approach minimums need to be raised based on current obstructions. The November 15th memo defines the airport notification process and outlines time frames for airport response and action to avoid changes to published approaches. The memo also defines actions required by Flight Procedures based on the height of obstructions in the approach – if a tree penetrates a 20:1 approach surface by more than 11' (according to Flight Procedures data), a NOTAM will be issued immediately by Flight Procedures to increase minimums on or cancel the impacted approach. Having worked through this process with a number of airport sponsors, QoE has found that the Flight Procedures database is not always current and accurate. Approach penetrations should be taken very seriously and evaluated on a case by case basis. MDOT airport inspectors check runway approaches during their routine inspections, but ultimately clearance of runway approach surfaces is the responsibility of airport sponsors. *If you have any questions or need some help please give us a call.*

are corrosive to aircraft surfaces and controls and can not be applied on runways, taxiways or aprons.

Much like our industry, the road folks spend a lot of time reviewing forecasts to prepare for the next Michigan winter storm; the National Weather Service is here to help. Numerous resources, like area specific forecasts, are available on local NWS websites: weather.gov/detroit (also [grandrapids](http://weather.gov/grandrapids), [gaylord](http://weather.gov/gaylord), or [marquette](http://weather.gov/marquette)). NWS forecasters are also available via phone 24 hours a day to help you forecast weather at your airport, phone numbers are available at the local websites listed above - ask for a forecaster. Some regions also have winter weather briefings or weekly conference calls to discuss weather patterns specific to your area of the state, call your NWS office for more information.

Beyond advice for overcoming operational challenges associated with snow removal, we also took away a few design tips that will continue to make projects designed by QoE "snow removal friendly"! Finding room for all of the accumulating snow that has been removed can become a challenge, especially around hangars and aprons. Please remember that grass areas are preferred over paved areas and drainage structures should not be covered. If structures are ice / snow pack covered when the snow begins to melt you can end up with significant surface ponding and even ice. Happy trails!



2013 Winter Operations Conference Summary

Considering the fact that a lot of time and money are invested in snow removal at Michigan airports, QoE made a point to attend the 2013 Winter Operations

Conference hosted by MDOT. We found it astonishing how much time and money is invested into salt for the roads, it is worth stating – **SALT AND SALT BASED PRODUCTS CAN NOT BE USED ON AIRPORT SURFACES!** If you have contract plow crews or operators and equipment from your City or County garage, be sure to routinely remind them that salt is not allowed at the airport. Sodium Chloride products (including rock salt, treated or untreated, and brine)

Upcoming Events:



Great Lakes Aviation Expo and Conference

Date: February 14, 2014 - February 15, 2014
Time: 08:00 AM - 05:00 PM **Description:** The Great Lakes Aviation Expo and Conference, Lansing Center

2014 Michigan Airport Conference

Date: February 19, 2014 - February 20, 2014
Time: 07:30 AM - 05:00 PM **Description:** Save the Date! 2014 Michigan Airport Conference. This annual MDOT/MAAE conference is geared toward airport managers and sponsors. Come visit QoE at the best orange booth at the show!



www.QoEConsulting.com

E-mail: info@goeconsulting.com



Quality of Experience

Quality of Engineering

Quality of Everything

The QoE Team is providing exceptional customer service while acting as an extension of airport staff. We are exceeding client expectations, strengthening relationships and acquiring new clients by taking personal ownership of each project, enlisting the experience of our Senior Project Managers, and deploying the technological insight of our Engineers.

Lansing Office

4100 Capital City Blvd., Floor 2, Lansing, MI 48906
Phone: 517-327-1980, Fax: 517-327-1982

Detroit Office

Fisher Building, 3011 W. Grand Blvd., Suite 2402
Detroit, MI 48202, 313-453-5050

Statement

City of Boyne City
 319 N. Lake St.
 Boyne City, MI 49712
 (231) 582-6597 (231)582-6506 fax
 www.boynecity.com

Date
1/17/2014

To:
Bill Crews Skymaster Center 308 Round Ridge Rd Spartanburg, SC 29302

Amount Due	Amount Enc.
\$381.98	

Date	Transaction	Amount	Balance
12/10/2010	Balance forward		0.00
10/11/2011	INV #2011-1078. --- AV Fuel @5.52, 69.2 @ \$5.52 = 381.98	381.98	381.98

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	0.00	381.98	\$381.98

AIRPORT
Fund Code: 295-030
Revenues

Code	Account Title	Prior year FYE 2012	Current Year FYE 2013		Proposed FYE 2014
			Budgeted	Projected	
400	Allocated from Fund Balance	0	0	0	36,074
625	Airport Gasoline Sales	71,950	72,500	75,000	75,500
630	Event Revenues	8,669	7,500	6,030	8,000
670	Rent - Terminal	18,589	4,876	4,876	4,876
675	Rent - Hangar	0	14,000	14,000	16,250
690	Charges for Services/Fees	1,600	250	0	0
TOTAL		100,808	99,126	99,906	140,700

Summary	Prior FYE 2012	Current FYE 2013	Proposed FYE 2014
Fund Balance, Beginning of Year	35,849	40,106	41,848
Revenues Over (Under) Expenditures	4,257	1,742	(36,074)
Fund Balance, End of Year	40,106	41,848	5,774

AIRPORT
Fund Code: 295-040
Expenditures

Code	Account Title	Prior year 2012	Current Year FYE 2013		Proposed FYE 2014
			Budgeted	Projected	
705	Salaries/Wages	5,754	6,000	6,000	6,000
713	Medical Insurance	1,653	2,000	2,000	2,000
714	Social Security	440	500	500	500
716	Unemployment Compensation	0	100	100	100
727	Supplies	3,145	2,500	2,500	2,500
730	Repairs/Maintenance	1,060	1,250	1,250	1,250
736	Aviation Fuel (for sale)	65,171	65,000	67,000	65,000
740	Telephone/Utilities	6,163	5,500	5,500	5,500
818	Engineering	0	500	0	50
819	Environmental	192	250	250	250
860	Motor Pool	9,412	8,000	8,000	10,000
870	Training	0	500	250	500
880	Events	0	0	0	500
910	Insurance: Liability/Equipment	3,456	3,750	3,514	3,750
911	Insurance: Workers Comp	106	300	300	300
970	Capital Outlay/Equipment	0	2,500	1,000	2,500
975	Airport Improvements	0	20,000	0	40,000
TOTAL		96,552	118,650	98,164	140,700

Mike

MISCELLANEOUS FEES

1 May 2013 - 30 April 2014

STREET FEES

ROAD CUTS

	<u>2013 FYE</u>	<u>2014 FYE</u>	<u>Change</u>	<u>% Increase</u>
Permit Fee	\$20.00	\$20.00	\$0.00	0.0%
(Plus cost of Repairs)	Time and Material + 15%			
Sand/salt (5 gallons)	\$3.00	\$5.00	\$2.00	66.7%
(1 yard)	\$20.00	\$25.00	\$5.00	25.0%
PARK FEES				
Park Shelter	\$50.00	\$50.00	\$0.00	0.0%
Deposit required	\$0.00	\$0.00		
Non-Profit Organization	No charge	No charge		

Reservation fee is due within 2 weeks of the date the reservation is taken.
 Payment is refundable if there is a minimum of two weeks notice prior to the date of the event.
 If the shelter is not left clean, a fee may be assessed.

ICE SKATING FEES

Skate Sharpening	\$3.00	\$3.00	\$0.00	0.0%
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AIRPORT FEES

CARS

Overnight	\$2.00	\$2.00	\$0.00	0.0%
Weekly	\$10.00	\$10.00	\$0.00	0.0%
Monthly	\$25.00	\$25.00	\$0.00	0.0%
Six Month	\$75.00	\$75.00	\$0.00	0.0%
Yearly	\$125.00	\$125.00	\$0.00	0.0%

AIRPLANES

Overnight	5.00 \$3.00	\$3.00	\$0.00	0.0%
Monthly - hard surface	\$30.00	\$30.00	\$0.00	0.0%
Monthly - grass	\$20.00	\$20.00	\$0.00	0.0%
Fuel (Market Rate +)	\$0.35	\$0.40	\$0.05	14.3%

Remove

AIRPORT HANGERS

	<u>2013 FYE</u>	<u>2014 FYE</u>		
Airport Commercial Operator Permit (3 years)	\$25.00	\$25.00	\$0.00	0.0%
Regular-Monthly*	\$175.00	\$200.00	\$25.00	14.5%
Regular+Garage -Monthly*	\$210.00	\$235.00	\$25.00	12.0%
Small Garage Only-Monthly*	\$90.00	\$105.00	\$15.00	16.5%
Daily- Any Size	\$20.00	\$20.00	\$0.00	0.0%
Deposit= One Month Rate				

* Pay 10 months in advance/at once get 2 months free