



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, October 27, 2016 at 5:30 p.m.
Airport Terminal
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 August 25, 2016 & September 29, 2016 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Hangar Updates
 - C-15 Available
 - B. Board Vacancy
 - C. End of Runway Markers Request
 - D. Airport Property
 - E. Business Expo
 - F. Other
8. NEW BUSINESS
 - A. Approval of the 2017 Meeting schedule – 4th Thursday of each month at 5:30 p.m. in Airport Terminal – excluding November & December
 - B. Election of 2017 Officers
 - C. Emergency Plan Update
 - D. QoE Capital Improvement Plan/2015 Airport Inspection review
 - E. Other
9. GOOD OF THE ORDER
 - A. Fuel Price remains at \$4.20 per gallon as of September 15, 2016
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, January 26, 2017
11. ADJOURNMENT



Approved: _____

**MEETING OF
AUGUST 25, 2016**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD AUGUST 25, 2016**

CALL TO ORDER

Vice Chair Sutliff called the meeting to order at **4:10 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Oral Sutliff Rod Cortright ,*
Absent:, *Bud Chipman * Larry Trumble *Jim Kozlowski* Leon Jarema ,Jerry
Schmidt
**Ex Officio Members*
Citizens:
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

Moved by **Harrington** Seconded by **Sutliff** **PASSED UNANIMOUSLY** to excuse Jerry Schmidt.

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to approve the minutes from **June 23, 2016** as written.

CORRESPONDENCE NONE

**CITIZENS COMMENTS
(NON-AGENDA ITEMS)** NONE

COMMITTEES NONE

UNFINISHED BUSINESS

- A. Airport Pavement Markings:** This project has been completed and the city is awaiting the final billing from MDOT.
- B. Runway Distance Markers:** This project is still in progress to be completed sometime this year.
- C. Airport Property Request:** No new progress at this time.
- D. Vacancy on Board:** The board discussed this topic and the search for a candidate will continue.

E. Other: 1. Hangar Windsock – This windsock will be replaced as soon as possible by the city. It provides an important wind indicator for aircraft landing from the West. 2. Airport Inspection Items – 6 items remain to be taken care of by the city which will be completed in a timely manor. 3. Crew Car Donations – A report regarding the amount of donations received for use of the Airport Crew Car will be forthcoming from the City.

NEW BUSINESS

- A. Hangar A-18 (City Operated) available for rent:** This hangar is available and the city will contact waiting list parties, advertise on the City website & Face book. A notice will go on the Airport Face Book page as well.
- B. Hangar Inspection Results:** The board review and discussed the results from the August 18, 2016 Hangar inspections. Letters will be sent by the city to tenants of hangars found to be non-compliant with their lease agreements.
- C. Insurance Renewal:** Moved by **Harrington** Seconded by **Sutliff** **PASSED UNANIMOUSLY** to recommend that the City Commission renew the Airport Insurance Policy with AVsurance Corporation for the \$1657.00 annual premium.
- D. Drag Race – 9/4/2016:** Planning for this event is in progress. Contributions this year from funds raised will include Boyne City EMS and the Boyne City Fire Department.
- E. Other:** 1. Fuel Farm Alarm issues: Due to fuel tank condensation the tank alarm system has been activated a number of times this summer. The City is working with the alarm company to remedy this issue. 2. 2016 Business Expo. The Expo will take place in November at Boyne Mountain. The city has reserved booth space to include an Airport exhibit. Planning for this event will be on the agenda for the September meeting.

GOOD OF THE ORDER

- A.** The Fuel Price at the airport is \$4.04 per gallon as of August 15, 2016.
- B.** The Harbor Springs Chapter 1087 EAA sponsored a Young Eagles event on Saturday, August 20, 2016 at the Boyne City Airport. 30 young people ages 8 to 17 years received a Free airplane ride courtesy of these volunteer pilots. A big thanks to the Chapter and the time they spend introducing young people to general aviation.

ANNOUNCEMENTS NEXT MEETING MOTION

- A.** The next regular Airport Advisory Board meeting is scheduled for **September 22, 2016 at 5:30pm** at the Airport Terminal

ADJOURNMENT

- A.** The meeting was adjourned at **4:57pm** by **Vice Chair Sutliff**.

Richard L. Bouters-Secretary _____



Approved: _____

**MEETING OF
SEPTEMBER 29, 2016**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD SEPTEMBER 29, 2016**

CALL TO ORDER

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

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Oral Sutliff * Leon Jarema
*Bud Chipman, Jerry Schmidt

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

Citizens:

Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to table the approval of the **August 25, 2016** minutes until the **October 27, 2016** meeting to allow member more time to review them.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

NONE

UNFINISHED BUSINESS

A. Hangar A-18 available for rent: The city controlled hangar A-18 is available for rent as well as hangar C-15 that has recently become available. Michael Cain reported that the city has lately received a number of inquiries regarding hangar rental and building hangars.

B. Other:

NEW BUSINESS

A. Airport Board member Term Expirations:

Motion by **Sutliff**, Seconded by **Harrington PASSED UNANIMOUSLY** to recommend to the City Commission to renew 3 year terms to the Airport Advisory Board for Leon Jarema and Bud Chipman, but to **NOT** renew the terms for Larry Trumble and James Kozlowski.

B. Approval of Deckinga Sub-lease: Motion by **Sutliff** Seconded by **Harrington PASSED UNANIMOUSLY** to approve the lease transfer for hangar C25.

C. Un-identified purchaser of AV Fuel: A fuel slip for the purchase of AV Fuel on July 25, 2016 was reviewed by the board. Due to lack of information on the slip, billing for this purchase has not been able to take place. Board members as well as city staff will continue to investigate.

D. Other:

a. Business Expo – November 2, 2016: The Airport Board will share a booth with the City as in the past. Members are encouraged to attend the Expo if possible.

b. Internet in the Terminal: The current internet service in the terminal was discussed and the city will research appropriate and update service.

c. Emergency Plan Update: Michael Cain will report back on when the last update was completed and the board will review and make needed changes.

GOOD OF THE ORDER

A. The Fuel Price at the airport is \$4.20 per gallon as of September 15, 2016.

**ANNOUNCEMENTS
NEXT MEETING
MOTION**

A. The next regular Airport Advisory Board meeting is scheduled for **October 27, 2016 at 5:30pm** at the Airport Terminal

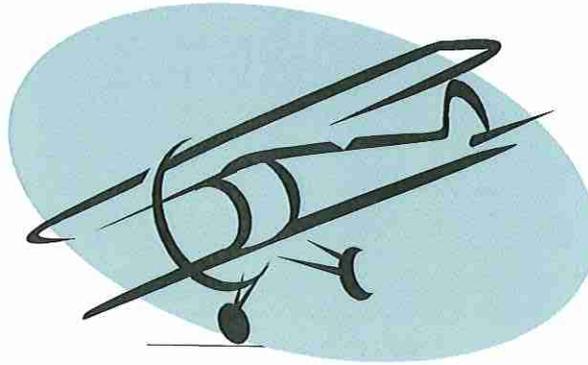
ADJOURNMENT

A. The meeting was adjourned **6:34pm** by **Chair Schmidt**.

Richard L. Bouters-Secretary _____

2017 — Airport Board Meeting Schedule

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				
May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				28	29	30	31				28	29	30	31				28	29	30	31			
September							October							November							December						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				



EMERGENCY PLAN
AND PROCEDURES
FOR
THE CITY OF BOYNE CITY
MUNICIPAL AIRPORT



First revision August 20, 2003
Second revision Sept. 18, 2003
Third revision Sept. 2008
Revised 10-28-13

Final 2-23-04
adopted by City Commission 3-9-04

EMERGENCY PLAN

Emergency Procedures for the City of Boyne City Municipal Airport

Purpose:

This document outlines emergency procedures at the City of Boyne City Municipal Airport.

Command Authority:

The highest ranking police official will take charge of the accident scene, even if it is on the airport. The highest ranking fire official will take charge in case of fire or rescue. Police and fire officials will establish lines of authority as appropriate.

Emergency activities require close cooperation with the airport manager.

Control of the airport will revert back to the manager when the “emergency” nature of the incident or accident has been resolved (fire out; possibility of rekindling of fire is low; injured are removed; wreckage is non hazardous).

Although it is technically the responsibility of the aircraft owner or their insurance company to remove aircraft wreckage, the airport manager may be responsible for directing wreckage removal after proper FAA/NTSB approvals have been secured. Fire equipment should be considered due to the risk of worker injury and potential fuel spill. It is a good idea to have a qualified A&P aircraft mechanic on site to avoid further damage. The airport, or closed portions of the airport, will be reopened as soon as practical.

Command Center:

Command Center, if needed, will be established at the scene if practical and safe. Alternate command center locations would be in the terminal building or in a hangar.

Closing the Airport:

1. Close the entire airport or necessary portions as needed
Only the airport manager and assistant airport managers can close or open the airport.

The following are persons authorized to open and close the airport and issue NOTAMS for that purpose:

Michael Cain, Airport Manager
Leon Jarema, Assistant Airport Manager
Richard Bouters, Assistant Airport Manager
Jerry Schmidt, Airport Advisory Board Chair
Jeff Gaither, Chief of Police
Dennis Amesbury, Fire Chief

2. Close any runways that emergency vehicles will be crossing.
3. Announce airport condition or closure on 122.8 Unicom and standby the radio to issue advisories to arriving aircraft.
4. Deactivate runway lights.

NOTAM's (Notice to Airmen):

1. 1-877-487-6867: Lockheed Martin Flight Service
2. Make sure NOTAM has time of closure and expected reopening.
3. Cancel NOTAM after situation resolved and runways are cleared.

Reopening the airport:

1. Before reopening the airport, make sure there is an agreement between the airport manager and emergency responders that opening the airport is safe.
2. Obtain permission to clear disabled aircraft from the FAA or NTSB.
3. Inspect pavement and clear zones of debris (walk the areas if needed).
4. Emergency equipment and personnel clear of the area.
5. Cancel NOTAM.
6. Reactivate runway lights.

Communications:

1. Telephone in airport terminal.
2. Cellular phones.
3. Aircraft-VHF Radio in terminal-Monitor.
4. Internet access in terminal.
5. Radio's in Police/Fire/Ambulance vehicles.
6. VHF Radio's in Aircraft at airport.

Crowd Control:

Boyne City Police Department is responsible for crowd control. They will restrict access to the scene until the emergency is resolved. Unauthorized persons may be arrested for trespassing. Secure the accident site, preserving evidence, prevent additional damage, or damage from looters. Overnight security if needed will be arranged for by the manager as necessary.

Removal of disabled aircraft:

1. Make sure the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) have given permission to move any disabled aircraft.

2. If the disabled aircraft is on the runway at night, deactivate runway lighting and beacon.
3. Contact excavating or towing company for aircraft removal.
4. If possible, consult with the aircraft owner, operator or insurance carrier during aircraft removal.

Media:

1. Only the airport manager or his/her designee will talk to the media.
2. If needed a press conference would be held at City Hall.
3. Be respectful to the reporters they have their job to do also.
4. Stick to the facts.
5. Do not speculate. "No Comment", "Not my area of expertise", "Will require more investigation by the NTSB".
6. IMPORTANT, remember, there is no such thing as "Off the record when it comes to the press.

Emergency Planning and Coordination:

Airport Access: (see attached map)

1. Main Entrance: East End of Main Street
2. Intersection of Boice and Brockway Streets
3. Access just off Brockway-through fence
4. Corner of Air Industrial Park and Airview Drive
5. Airview Drive, East end of airport runway

Post Accident Review:

Within one week all agencies involved in an accident or incident will have a post accident meeting to review the emergency response and make suggestions for improvements.

Criteria for notification to the National Transportation Safety Board (NTSB):

NTSB Sec. 830.2 Definitions.

As used in this part the following words or phrases are defined as follows:

Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Civil aircraft means any aircraft other than a public aircraft. *Fatal injury* means any injury which results in death within 30 days of the accident.

Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Public aircraft means an aircraft used exclusively in the service of any government or of any political subdivision thereof, including the government of any State, Territory, or possession of the United States, or the District of Columbia, but not including any government-owned aircraft engaged in carrying persons or property for commercial purposes. For purposes of this section “*used exclusively in the service of*” means, for other than the Federal Government, an aircraft which is owned and operated by a governmental entity for other than commercial purposes or which is exclusively leased by such governmental entity for not less than 90 continuous days.

Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Substantial damage means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered “substantial damage” for the purpose of this part.

All accidents should be reported to the NTSB (800-992-7433) if there are any **injuries or** damage to the aircraft **that meets the criteria above**. Anything that effects the flight characteristics of the aircraft as determined by an airworthiness inspector. Any personal injury or death.

Subpart B-Initial Notification of Aircraft Accidents, Incidents, and Overdue Aircraft

Sec. 830.5 Immediate notification.

The operator of an aircraft shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (Board) field office when:

- (a) An aircraft accident or any of the following listed incidents occur:
 - (1) Flight control system malfunction or failure;
 - (2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
 - (3) Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes;
 - (4) In-flight fire; or
 - (5) Aircraft collide in flight.
 - (6) Damage to property, other than the aircraft, estimated to exceed \$25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

- (7) For large multiengine aircraft (more than 12,500 pounds maximum certificated takeoff weight):
- (i) In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;
 - (ii) In-flight failure of hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;
 - (iii) Sustained loss of the power or thrust produced by two or more engines; and
 - (iv) An evacuation of an aircraft in which an emergency egress system is utilized.
- (b) An aircraft is overdue and is believed to have been involved in an accident.

An aircraft that runs off the end of the runway and taxis back with no damage does not require contacting the FAA.

Evidence:

City police have cameras in vehicles-digital at office.

A digital camera is located at City Hall in the Conference Room and should be used to obtain pictures of the accident or incident. Photos of the scene and surrounding area from all angles. Take photos of the interior of the aircraft noting control locations and instrument panel.

NTSB 830 requires the aircraft operator of the aircraft to notify the NTSB when:

An aircraft accident or any of the following has occurred:

1. Flight control system malfunction
2. Inability of any required crew member to perform his or her normal duties as a result of injury or illness.
3. Turbine engine rotor failures excluding compressor blades and turbine buckets.
4. In flight fire.
5. Aircraft collide in flight.
6. Aircraft is overdue and is believed to have been involved in an accident.
7. The following information is required: location, date, time, aircraft make, model and registration number, nationality, names of operator and crew, number of persons involved, injuries of each person weather conditions. Pilots license/health certificate.

NTSB Regulations:

Preservation of aircraft wreckage:

The operator of an aircraft is responsible for preserving wreckage, cargo and mail and all records pertaining to the operation and maintenance of the aircraft.

Aircraft wreckage, mail and cargo may be disturbed or moved only to the extent necessary:

1. To remove persons injured or trapped.
2. To protect wreckage from further damage.
3. To protect the public from injury.

Where necessary to disturb or move aircraft wreckage, sketches, descriptive notes and photographs shall be made, if possible.

State Requirements:

259.80b

(6) When an aircraft is involved in an accident in this state that causes injury or death, the owner or person in control of the aircraft shall immediately report the accident to the nearest state police post located in Petoskey (231-347-8101) or Gaylord (989-732-5141).

259.80c

(1) An aircraft owner, pilot or authorized agent is responsible for the prompt disposal of a wrecked aircraft and its parts to avoid interference with aircraft operations, unless specifically directed by the airport manager, (Michigan Aeronautics Commission), state police or appropriate federal agency to delay removal pending investigation.

(2) Participants in an accident at or near a licensed aeronautical facility shall report to the airport manager or responsible authorities as soon after an accident as possible, furnishing their names, addresses and rendering required reports.

Suggested steps in the event of an accident/incident:

Aircraft accident on the airport

Call 911

Call Airport Manager

Render assistance to the occupants until help arrives

Ensure crowd control and preserve the accident scene

Aircraft accident off the airport

Call 911

Call Airport Manager

Render assistance to the occupants until help arrives, within reasonable distance

Notify the owner of the property

Ensure crowd control and preserve the accident scene

In-flight emergency, aircraft will be landing at the airport

Call 911

Call Airport Manager

Direct emergency response vehicles to appropriate location

Ensure crowd control

Aircraft overdue or missing

Search hangars and tie downs (Boyer City Police have key)

Contact family members if known

Call **Lockheed Martin** Flight Station Service: 1-800-332-5694 and notify

Call 911

Medical Emergency

Call 911

Administer first aid as needed until help arrives

After patient has been moved to the hospital, determine who will contact family and friends to advise them of the situation.

Fueling accident /fuel spill / fuel fire

Assess the severity of the fuel spill

Call 911

Remove all ignition sources

Evacuate area

Contact Department of Environmental Quality (DEQ) 1-800-292-4706

Power lines down / gas line leak

Call 911

Emergency dispatch will contact utility company

Keep people away from area

Do not touch any wires

Building Fire

Evacuate building

Call 911

Call Airport Manager

Bomb Threat-VIA incoming call

Get as much information from the caller as possible

Get someone else on the line to listen

Takes notes:

Male/Female

Accent, speech impediments, words used

Ask where the device is and when it will go off

Call 911

Determine if evacuation will be implemented

Evacuation

Designate who will search

Who makes the decision to reoccupy?

No evacuation

Advise occupants of the building of the situation so they may leave if they wish to do so.

Conduct search-normally those familiar with the area will do the search; they know what is supposed to be there.

Suspicious Package

Call 911

Keep area clear

Chemical Spills

Call 911

Call Department of Environmental Quality (DEQ) 1-800-292-4706

Arrange for cleanup

Weather related (tornado, severe thunderstorm, etc.)

Prior to

Check aircraft on tie down to ensure that they are secure

Tie down any untied aircraft

Check hangar doors and make sure that they are all shut

If unable to tie down aircraft, consider parking airport vehicle in front of wing to disrupt the airflow.

After

Assess the damage

Clear the runways of debris

If extensive damage, call the Airport Manager

Hangar Fire

Call 911

Evacuate occupants

Call the Airport Manager

Emergency Contacts Boyne City Airport 1040 Main Street 231-582-5703 (All Area Codes are 231 unless otherwise indicated)				
Agency	Telephone (days)	Telephone (nights)	Contact Person	Address
EMERGENCY	911			
Airport Manager	582-0377 582-2188 675-0636	Office Home Cell	Michael Cain	852 Deer Run Boyne City, Mi 49712
Asst. Airport Manager	549-2143 881-1113	Home Cell	Leon Jarema	P.O. Box 436 Boyne Falls, MI 49713
Asst. Airport Manager	582-9887 675-0797	Home Cell	Richard Bouters	126 West Cedar St Boyne City, MI 49712
Airport Advisory Board-Chair	582-1619	Home	Jerry Schmidt	920 North Lake St Boyne City, Mi 49712
Airport Terminal Tenant: Northern Homes Community Development	582-6244 582-6274 582-0486	Office Fax Home	Jane MacKenzie	1040 Main Street Boyne City, MI 49712
Boyne City Fire Dept. (911)	582-3642 675-7643 317-0338	Fire Hall Cell Pager	Dennis Amesbury, Chief	635 Call St. Boyne City, MI 49712
State Fire Marshall	517-732-3275			
Ambulance (911)	347-6678 582-9535 330-2535	Home Office Cell	John Lamont Director	4172 River Road Petoskey, MI 49770
City of Boyne City Police (911)	582-6611 582-0352 758-4186	Office Chief Cell	Jeff Gaither Chief	

Charlevoix County Sheriff Dept. (911)	547-4461 Cell 675-1501 or 675-1502 Chuck Vondra Emergency only	Don Schneider, Sheriff	
C.C.E. Office of Emergency Management	855-515-1624 office gwilliams@cceoem.net	Director Greg Williams	1694 U.S. 131 Hwy Petoskey, MI 49770
Insurance Carrier Avsurance	1-800-472-7090	Donia Perin Global Aerospace Inc	Grand Rapids
State Police	Petoskey Post #78 347-8101	Gaylord Post 989-732-5141	
City Attorney	348-6413 Office 838-6102 Cell 347-0376 Home	Jim Murray Plunkett & Cooney, PC	1000 Grand Ave. Petoskey, MI 49770
Charlevoix Hospital	547-4024		Lake Shore Dr. Charlevoix, MI 49720
McLaren Hospital	487-4520 Emergency 487-4000 General		416 Connable Petoskey, MI 49770
Consumers Energy	800-477-5050		100 N East Street Boyne City, MI 49712
DTE/MichCon	800-947-5000 Emer. 800-477-4747 Service 347-8902 Local		MichCon 1294 N US 31 Petoskey, MI 49770
ATT Telephone	800-727-2273		
US Coast Guard CHARLEVOIX	547-2541 Emergency		FAA 24 hour Accident and Incident response 817-222-5006
US Coast Guard TRAVERSE CITY	922-8210 Emergency 922-0722 Office		
National Transportation Safety Board (NTSB)	800-683-9369 202-314-6290-emergency	Flight Service Station 800-992-7433	FAA Regional Office 11677 South Wayne Road, Suite 107 Romulus, MI 48174 (734) 229-2900
Civil Air Patrol	517-732-1581 Office 810-830-8077 Pager	Lt. Col. Thomas Dickenson	Gaylord

Water/Wastewater Superintendent	582-6656 Office 944-8073 Cell	Mark Fowler Superintendent	319 N Lake St Boyne City, MI 49712
Department of Public Works	582-0339 Office 675-3212 Cell	Andy Kovolski	319 N Lake St. Boyne City, MI 49712
Boyne City Public Schools	Peter Moss Superintendent 439-8190 Work	AFTER HOURS Frank Malin 437-0121	321 South Park Boyne City, MI 49712
STATE OF MICHIGAN			
Michigan Dept. Of Transportation	517-335-9283 Office 517-321-6422 Fax	Office of Aeronautics	2700 Port Lansing Rd. Lansing, MI 48906
MDOT-Aeronautics	517-335-8521 Work 517-321-6422 Fax 517-784-0237 Home	Randy Coller State Airports Manager 517-745-3606	2700 Port Lansing Rd Lansing, MI 48906
Lockheed Martin Flight Service NOTAMS	 800-332-5694 Lockheed Martin 1-877-487-6867	Close airport, Request FAA notification, Request NTSB notification 800-992-7433	
Hazardous Waste	800-535-5053	Info-Trac	
FAA Flight Standards District Offices (FSDO)	Grand Rapids 616-954-6657 East Michigan 734-487-7222		
MDEQ	800-292-4706		
Miss Dig	800-482-7171		
DEA	313-234-4000		
FBI-Ann Arbor	313-965-2323 313-995-1310		
Secret Service	517-752-8076		
FEMA Manager	810-469-5270	Louis Mioduscewski	
Homeland Security	906-632-3383 24 hr. 1-800-537-3220 Cell: 906-632-5094	Christopher Franklin	
Arson Tip Line	800-44ARSON		
Poison Control	800-764-7661		
AV Fuel Corporation	800-521-4106		
TSA			

AIRPORT ADVISORY BOARD

Name	Work Phone	Home Phone
Richard Bouters, Secretary 126 West Cedar Street Boyne City, MI 49712 rlbouters@sbcglobal.net		582-9887 Home 231-675-0797 Cell
Oral Sutliff, Vice Chair 1000 Sutliff Lane Boyne City, MI 49712 oesutliff@twin-valley.net		582-9194
Ed Hennessey P.O. Box 52 Boyne City, MI 409712 edirene43@att.net		582-7636
Jerry Schmidt, Chair 920 North Lake Street Boyne City, MI 49712 donajerry@sbcglobal.net		582-1619
Brian Harrington 811 Boyne Ave Boyne City, MI 49712 Flyboy.1959@att.net		675-6307
Bud Chipman * 06454 Zenith Heights Road Boyne City, MI 49712 signot@freeway.net	582-2320	582-6164
Rod Cortright * P.O.Box 435 Boyne City, MI 49712 cortrigh@msue.msu.edu		582-7196
Leon Jarema * P.O. Box 436 Boyne Falls, MI 49713		549-2143 Home 881-1113 Cell
Larry Trumble * P.O. Box 356 Boyne City, MI 49712 katrum@freeway.net	582-6707	582-2186
James Kozlowski * 480 Call St. Boyne City, MI 49712 weldex2@msn.com		582-7974

MICHIGAN STATE BLOCK GRANT PROGRAM

FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2016* to FY-2021

*ACIP includes current development year (2014 already programmed - minor changes acceptable)

Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NP/AS Priority Rating**	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2010	Update Airport Layout Plan (ALP)	NA	62	PUP/UMA	72,000	9,000	80,000	The current ALP does not meet Federal standards and was done to have a "clean on file". An updated ALP is needed to obtain airspace review of future projects. The ALP update does not include survey to the FAA Advisory Circular, 150/5300-1B, -17A, and -18B standards.
2017	Land acquisition in west runway approach	Yes	41	ST/LAKZ	540,000	60,000	600,000	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 assessments needed.
2017	Construct Parallel Taxiway - Phase I (3,445' x 35')	Yes	56	CA/TWCO	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. Ph. 2012 M Airport Director, Boyne City Municipal Airport, has 13 leased aircraft, 2,629 total ops, 6,673 transient ops (0,202 total ops).
2018	Construct Parallel Taxiway - Phase II (1,240' x 35')	Yes	56	CA/TWCO	247,500	27,500	275,000	Phase II of the parallel taxiway is to reduce backing and improve airport safety. Ph. II will be taxiway from the N-S connector taxiway to the west runway end.
2019	Airport security fencing (3,000')	Yes	38	ST/EG/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.
2020	Rehabilitate Runway 9-27	Yes						Estimates not yet prepared, but must be a consideration in the upcoming years.
2021								
TOTALS:					1,692,000	176,000	1,768,000	

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

**In accordance with FAA Order 5100.38A, 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)



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

November 30, 2015

Mr. Michael Cain, Airport Manager
Boyne City Municipal Airport
319 N. Lake St.
Boyne City, MI 49712

Dear Mike,

Boyne City Municipal Airport – Airport Inspection

The airport inspected on November 9, 2015. Thank you and Leon Jarema for taking the time to meet with me at the airport to review the airport information and the inspection findings. As usual, the airport looked neat and well maintained.

You inquired about the airport meeting the General Utility licensing standards since the fence along Brockway Rd. was moved. Unfortunately, there are several objects inside the required 125 ft. primary surface that remain including the brush, several trees, the fence in a few places, and a sign.

Additionally, the following items may require your attention:

1. Runway 9 approach does not have the required 20:1 approach surface to the displaced threshold based on the state standards for a straight out approach and the federal standards. Several trees located west of the runway end on both sides of Boice St. penetrate the 20:1 obstruction clearance slope. You most likely have easements over this property as it was previously cleared. The Exhibit A Property Map that is part of your Airport Layout Plan (ALP) should provide guidance on what property you own and what property you have easements for.
2. Runway 9 approach also has a group of trees approximately 66 ft. tall, 624 feet from the displaced threshold, 186 ft. north of the runway centerline that obstruct the approach.
3. The taxiway leading from the terminal building to runway 9 has a 4 x 4 wood post supporting a water spigot. The wood post has been "saw-cut" to make it frangible, however, the water pipe is not frangible. Recommend the pipe be relocated outside the safety area.

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Mr. Michael Cain, Airport Manager
Boyne City Municipal Airport
November 30, 2015

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4. Runway 9 brush and trees within 125 ft. of the runway centerline should be removed.
5. Runway 9 displaced threshold: approach markers have been installed 125 ft. each side of runway centerline, however they appear to not be in line with the displaced threshold markings and lights.
6. Recommend mounting the 2 "No Trespassing signs on the fence and removing the sign posts from the safety area.
7. Recommend removing the "No Motor Vehicles" sign from the safety area near the runway 27 end.
8. Runway 27 approach, power poles 734 ft. from the runway end, 135 ft. left of centerline (viewed from the approach) penetrate the obstruction clearance slope at 14:1. Recommend moving or lowering the power poles or having them powerlines placed underground as it traverses the approach.

It's important to note that penetrations to the 20:1 obstruction clearance slope increase the likelihood of losing the instrument approach procedure. Already both the runway 9 and 27 approaches have been made "N/A" (Not Authorized) at night.

9. Runway and taxiway markings are poor to none and should be repainted as soon as possible. Since it is not feasible to paint in the winter, this work should be scheduled in the spring.
10. Pavement crack sealing needs to be performed again. Both pavement marking and crack sealing should be scheduled about every three years. Contact Neal Barncard in our office at 517-335-9484 for assistance.

Thanks again for meeting with me at the airport. Feel free to contact me 517-335-8521 or via e-mail at collerr@michigan.gov if you have any questions.

Sincerely,



Randy L. Coller A.A.E.
Manager, Inspection & Enforcement
Office of Aeronautics