



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, March 3, 2016 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 January 28, 2016 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Airport Pavement Markings
 - B. Runway distance markers
 - C. Spring Safety Seminar
 - D. General Utility Inspection
 - E. Budget
 - F. Airport Property Request
 - G. Model Aircraft/UAS Guidelines
 - H. Airport User Survey
 - I. Business After Hours—April 28, 2016
 - J. Other
8. NEW BUSINESS
 - A. Other
9. GOOD OF THE ORDER
 - A. Fuel Price decreased to \$4.57 per gallon as of November 2, 2015
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, March 24, 2016
11. ADJOURNMENT

Mission Statement:

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



Approved: _____

**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 Manager 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_____

Michael Cain

From: Barncard, Neal (MDOT) <BarncardN@michigan.gov>
Sent: Monday, February 29, 2016 10:09 AM
To: Michael Cain
Subject: RE: Boyne City Pavement Marking

We will start the contract process as soon as I get a budget amount form you. It can take weeks if not months to process as it is not what I take care of the entire process. So I can't be sure to tell you at this point. I have the contractor under contract already... I have to get contracts back from many airports as the contractor is not going to travel all around the state many times to get all the locations we have that need painting. So this takes a long time to arrange the state-wide program before it starts. It takes longer than it takes to do the work in the field.

Make sure you can see all the edges of the markings so they can repaint it and know where it starts and stops.

From: Michael Cain [mailto:mcaïn@boynecity.com]
Sent: Monday, February 29, 2016 9:57 AM
To: Barncard, Neal (MDOT) <BarncardN@michigan.gov>
Subject: RE: Boyne City Pavement Marking

Thank you very much Neal. While faded, I believe all the existing markings are visible, when the snow isn't covering them. If we said yes, about when this spring could the work be done, weather permitting of course? Mike

From: Barncard, Neal (MDOT) [mailto:BarncardN@michigan.gov]
Sent: Monday, February 29, 2016 9:48 AM
To: Michael Cain <mcaïn@boynecity.com>
Subject: RE: Boyne City Pavement Marking

Hi Michael,

I have taken a look at what I can see on Google Earth. Attached PDF. The photo is well over a year old so I can't be sure that your paint markings are visible to remark them. That may make them fall into the need to be laid out again. When they are painted this way to put them in the correct placement. That cost will be higher to do that. I have your quantities from a paint project you had over 10 years ago.

Black 300 sq/ft
Yellow 3,400 sq/ft
White 20,000 sq/ft

That puts you at 23,700 sq/ft at a cost of \$0.45 sq/ft with \$200 admin cost put you at \$10,865. Round that up to \$11,000 just to make sure we get the same quantities covered and don't fall short. It is much easier to give money back than try to ask for more.

If you do have visible paint out there the cost is \$0.25 sq/ft that makes the cost at \$6,125. Round up to \$6,500.

I hope you found the conference informative and enjoyable. I will need a request to formalize all the needs to setup a contract for the budgeted project and get you a contract sent out.

Let me know if you have any questions. Stay in touch and keep up the good work!

Neal A. Barncard
MDOT Airports Division
2700 Port Lansing Rd.
Lansing MI, 48906
517 335 9484 Desk
517 974 2363 Cell
517 886 0366 FAX

From: Michael Cain [<mailto:mcain@boynecity.com>]
Sent: Monday, February 29, 2016 9:03 AM
To: Barncard, Neal (MDOT) <BarncardN@michigan.gov>
Subject: Boyne City Pavement Marking

Good Morning Neal, I hope you weren't one of the ones taken ill after the recent airport conference. I was spared. When we spoke there you mentioned you would look up one of our past pavement marking projects to help determine what the current costs would be. I was wondering if you had any success with that so I could talk to our airport board about that Thursday night and build it into our coming budget. Please let me know. Thank you. Mike

Michael Cain
City Manager
City of Boyne City
231.582.0377
mcain@boynecity.com

Boyne City Municipal Airport

AIRPORT USER SURVEY

As with many small airports, the Boyne City Municipal Airport is consistently working to be recognized as a valuable economic asset to the surrounding community they serve. While airport supporters and users have a clear vision as to the viability of the airport and its facilities, we feel it is important to determine and document how valuable the airport is to the community.

With this in mind, we would greatly appreciate your participation in this survey. Please include comments and ideas for improvement that will assist us in planning for the future of the Boyne City Municipal Airport.

Name: (optional) _____ Date _____

City/State: (optional) _____

Aircraft N#: _____ Make _____ Model _____

Type of Visit:

- Business - Name of Business: (optional) _____
- Pleasure
- Medical

Why did you choose Boyne City Municipal Airport?

- Location
- Services
- Courtesy Car
- Fuel
- Other _____

Where did you visit?

- Restaurant
- Retail Shopping
- Hotel/Motel
- Recreation
- Vacation Residence
- Other _____

During your visit, approximately how much did you spend while in the area? Please include both the community and the airport.

- \$1 - 25
- \$25 - 100
- \$100 - 500
- \$500 - 1000
- More than \$1000.00

(please see reverse side)

What available features and/or services would you consider important at the Boyne City Airport both currently and for the future?

How important would you consider the addition of Jet A fuel to the Boyne City Airport?

Please forward your response to:

Richard L. Bouters – Assistant Airport Manager
Boyne City Municipal Airport
126 W. Cedar St., Boyne City, MI 49712
or Email: rlbouters@hotmail.com

Thank you for your time and attention.

Boyne City Municipal Airport Advisory Board

Green Plate Kitchen, LLC

08415 Bear Cove Lane
 Petoskey, MI 49770

Estimate

Date	Estimate #
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Phone # 231-675-3013 king.a.jessie@gmail.com
 www.greenplatecateringcompany.c...

12/17/2015 193

Name / Address

Jerry Schmidt
 Boyne City Airport
 Business After Hours

Project

Description	Qty	Rate	Total
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Business After Hours April 28, 2016, at the Boyne City Airport Terminal

Food menu with Raspberry Citrus Spritzer (muddled raspberries, citrus, soda water, vodka) & lemonade \$7/person

Food menu without beverages \$5/person

Option One:

Spring Pesto on Penne Pasta (pureed fresh herbs, leeks, garlic, with asparagus and parmesan cheese)

Spinach Artichoke Spread

Tomato Basil Bruschetta with Fustini's 18-year balsamic vinegar

Assortment of bite-sized Crazy Woman Cookies

Option Two:

Baked Brie and Preserves

Roasted Pine nut Hummus

Sausage and Tomato on Polenta

Assortment of bite-sized Crazy Woman Cookies

Option Three:

Bite of Pulled Pork with grilled pineapple salsa on tortilla chip

Roasted sweet potatoes tossed in lime and cilantro and pink Himalayan sea salt

Three bean and sweet corn salad (kidney, pinto, black bean with diced onion, tomato, and chili pepper dressing)

Assortment of bite-sized Crazy Woman Cookies

50	7.00	350.00
50	7.00	350.00
50	7.00	350.00

Total

\$1,050.00