



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, July 26, 2018 at 5:30 p.m.
Airport Terminal
Boyne City Municipal Airport
1040 E. Main Street

- A. CALL TO ORDER & PLEDGE OF ALLEGIANCE
- B. ROLL CALL
 - Richard Wright will be absent
- C. READING AND APPROVAL OF MINUTES
 - Approval of the June 28, 2018 minutes
- D. CORRESPONDENCE
 - Richard Wright Certificate of Appreciation
- E. CITIZENS COMMENTS (non-agenda items)
- F. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
- G. UNFINISHED BUSINESS
 - A. Hangar Update
 - B. Overnight Parking Update – Richard Bouters
 - C. Request for Proposal for Hunt Consulting - General Utility Status
 - D. Other
- H. NEW BUSINESS
 - A. Other
- I. GOOD OF THE ORDER
 - A. The fuel price decreased to \$4.61 per gallon as of July 11, 2018
 - B. Other
- J. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, August 23, 2018.
 - The Airport will be closed for the annual Drag Race beginning at Noon on Saturday, September 1, 2018 until 8:00 p.m. on Sunday, September 2, 2018.
- K. ADJOURNMENT



Approved: _____

**MEETING OF
June 28th, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE
CITY AIRPORT ADVISORY BOARD held June 28th, 2018.**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Richard Wright, Leon Vercruysee, Bud Chipman*, Rod Cortright*, Jerry Schmidt*

Excused Absences: Oral Sutliff, Leon Jarema*

**Ex Officio Members*

Staff: Airport/City Manager - Michael Cain

Citizens: Ken Allen

Excused: Motion by Richard Bouters to permanently excuse Oral Sutliff until he is physically able to attend future Airport Advisory Board meetings. Motion seconded by Leon Vercruysee, passed.

**READING AND
APPROVAL OF
MINUTES**

Motion by Richard Wright seconded by Leon Vercruysee unanimously passed to approve the May 24th, 2018 minutes as written.

CORRESPONDENCE

None

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

Ken Allen asked the Airport Advisory Board to consider what type of airport Fixed Based Operator (FBO) services would be in the best interest of the Boyne City Airport.

Collectively the board asked Mr. Allen to assemble a list of viable service providers. Mr. Allen agreed to provide that information in a future board meeting.

REPORTS OF OFFICERS, None
BOARDS AND STANDING
COMMITTEES

UNFINISHED BUSINESS A. Quarterly Review of 2018 Goals

1. Obtain General Utility Status by Jan 2020
Trees/shrubs removed, water spigot improved, old *No Motor Vehicles* signs removed, Adney device purchased
2. Community Involvement
Developed airport Power Point presentation. Delivery to Lions Club scheduled for July. Developing abbreviated presentation for BC Chamber of Commerce delivery
Provided Director of BC Chamber of Commerce airport and terminal tour
3. Distance Remaining Markers
Six proposals solicited and received. Met with John Cooper 6/27/18.
Will pay up to \$4000. Vendor selection contingent on Leon Jarema's endorsement.
4. Emergency Plan
Draft copy given to Randy Collier for review. Marked up copy returned. Changes incorporated.
5. Mission Statement
Complete, accepted by city council, on airport web site.
6. Airport Economic Plan Related to the Community
MDOT Community Business Assessment (CBA) completed.
7. Airport Internet Upgrade
Complete
8. Overnight Ramp and Tie-down Fee
Plan developed, aircraft tracking in progress. Data review end of month August to determine plan possible modification or as is acceptance.
9. Establish airport budget
No comment
10. Weather Reporting Equipment
No comment
11. Property Management Plan
No comment
12. Terminal Improvements – Remodeling
No comment
13. Ground Traffic Management Plan
No comment
14. Dedicated airport Manager
No comment
15. Airport Master Plan
No comment
16. Develop Pavement Management Plan
No comment
17. Airport Snow Plow Protocol – Including Training
Plan in work
18. Explore Revenue Opportunities
No comment
19. Runway Extension
No comment

20. Wildlife Control

Police patrol for deer and geese. Predator silhouettes installed in high wildlife concentrated areas.

21. Drag Race Issues

Water spigot near main taxiway and runway relocated sub-grade.

22. Fixed Base Operator

No comment

23. Recurring Airport Property Inspections

No comment

24. Drone Involvement

No comment

25. Jet Fuel Offering

No comment

26. Float Plane Docking Space – Waterfront

No comment

B. Airport Consulting Services

QoE Consulting / Mike Borta

Mead & Hunt – Due Diligence regarding QoE Consulting / Mike Borta Request For Proposal (RFP) to Stephanie Ward for Basic to General Utility upgrade assistance. Action moved to AAB September meeting for review and discussion.

C. **Other** – Federal Aviation Agency (FAA) commented about trees on high terrain obstructing runway 09 departure zone. Official amendment to non-standard departure procedures may be forthcoming in the near future.

NEW BUSINESS

A. **Power Outage** – Discussion regarding the unavailability of runway and Precision Approach Path Indicator (PAPI) lights, terminal building lighting and aircraft fuel availability during periods of interruptions of electrical power. Board agreed that during those times a Notice To Airman (NOTAM) should be initiated advising airmen of the unavailability of those services.

B. **25 year lease proposal from John Cooper** – Initial discussion. Follow-on decision forthcoming at future AAB meetings.

C. **Airport Conference Report**

- Michigan is a BLOCK GRANT state, i.e. FAA gives money to MI in-block. MI distributes granted FAA according to Michigan Department of Transportation (MDOT) aviation determination.
- Airport Inspections – The Boyne City Airport receives inspections for federal (FAA) and state (MI) compliance. Both inspections are conducted by MDOT.
- Wildlife Management - If airport fencing is not 100 percent MDOT does not consider an airport to be fenced in.
- Policies – If they simply state Airport Policy it is not regulatory.

However if policies reflect Boyne City Airport Advisory Policy (Name of Policy) it then is regulatory and enforceable.

D. Other

- **Short Wing Piper Club – Poker Run Stop**
 - Tuesday, June 26th
 - 3 airplanes, no fuel.
 - 8:30 to 12:30
- **Statue at airport?**
 - Follow-up with Boyne City Main Street Committee
- **July 4th Parade Airport Float?**
 - Too late for this year
 - Reconsider for 2019 July 4th parade
- **Airport Policies**
 - Discussion regarding where the Boyne City airport policies are posted, are they all in one location and who owns them i.e. periodic reviews and updates.
 - Suggestion made to include one link on the City of Boyne City web site, Aviation page to enable local and intenerate Pilots In Command (PIC) easily locate and gain cognizance of those policies affecting flight traffic in the Boyne City airspace.

GOOD OF THE ORDER

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- A. Aviation 100LL Fuel Price at the Boyne City Airport is \$4.78 per gallon as of June 15, 2018
 - B. Other - None
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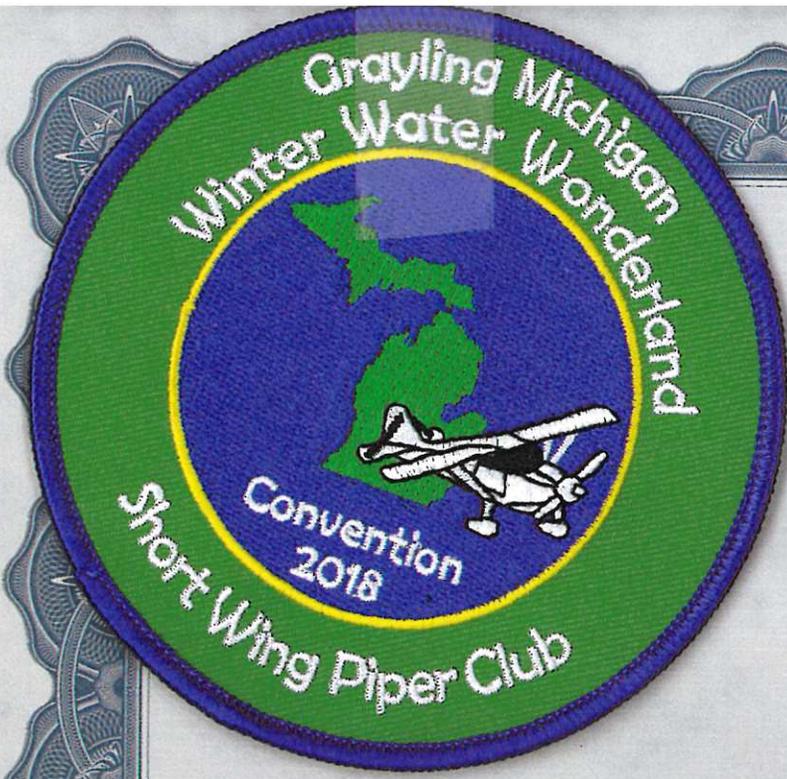
ANNOUNCEMENTS

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ADJOURNMENT

The meeting was adjourned at 6:50 P.M. by meeting chair, Richard Bouters.

Richard K. Wright-Secretary_____



CERTIFICATE OF APPRECIATION

This certificate is awarded to:

Richard Wright

Airport Board
Boyne City Airport

*in recognition of your valuable support to the
Short Wing Piper Club Michigan Chapter*



Garry Butler
Garry Butler, Michigan Chapter President

June 26, 2018

Bill Green
Bill Green, Poker Run Event Chairperson

June 26, 2018