



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

Thursday, June 28, 2018 at 5:30 p.m.  
Airport Terminal  
Boyne City Municipal Airport  
1040 E. Main Street

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. READING AND APPROVAL OF MINUTES  
Approval of the May 24, 2018 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
  - A. Quarterly review of 2018 Airport Goals
  - B. Airport Consulting Services
    - QoE Consulting/Mike Borta
  - C. Other
8. NEW BUSINESS
  - A. Power Outage
  - B. 25 year lease proposal from John Cooper
  - C. Airport Conference Report
  - D. Other
9. GOOD OF THE ORDER
  - A. The fuel price increased to \$4.78 per gallon as of June 15, 2018
  - B. Other
10. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, July 26, 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.
11. ADJOURNMENT



Approved: \_\_\_\_\_

**MEETING OF  
May 24, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE  
CITY AIRPORT ADVISORY BOARD** held May 24<sup>th</sup>, 2018.

---

**CALL TO ORDER**

Chair Richard Bouters called the meeting to order at 4:34 PM followed by the pledge of allegiance.

---

**ROLL CALL  
ATTENDANCE**

**Present:** Richard Bouters, Brian Harrington, Richard Wright, Leon Vercruysee, Rod Cortright\*, Leon Jarema\*

**Absent:** Oral Sutliff, Bud Chipman\*, Jerry Schmidt\*

**Staff:** Airport/City Manager - Michael Cain

**Citizens:** Cameron Knight, David Sharer, Miles Bates, Dicie Siska, Eric Jabubiah, Rylie Woodall, Annie Johnson, Olivia Knitter, Camden Rajhovies, Connor Lannen, David Shaler

**EXCUSED ABSENCES**

**Excused:** Motion to excuse Oral Sutliff, Bud Chipman and Jerry Schmidt by Brian Harrington, seconded by Richard Wright. Motion passed.

---

**APPROVAL OF MINUTES**

Motion by Brian Harrington seconded by Richard Wright unanimously passed to approve the April 26<sup>th</sup> minutes as written.

---

**CORRESPONDENCE**

See NEW BUSINESS, **QoE Consulting**

---

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

None

---

**COMMITTEES**

**Develop Airport Ground Traffic Management Plan (Brian Harrington)**

Harrington presented ground traffic advisory sign “**Slow – Aircraft Have Right of Way**” Sign is reflecting orange with black lettering. Posting area of two like signs is the left and right side of the airport environment access gate. Action Complete.

**Airport Internet Upgrade (Brian Harrington)**

Upgraded WiFi service via Spectrum Internet Service Provider. Action Complete.

**Review Overnight Ramp and Tie-Down Fees (Richard Bouters)**

Bouters reiterated that currently there is no differentiation between fuel and aircraft parking chargers. One option discussed to capture parked aircraft information is for weekday airport ramp visits by a city employee. Based on his observations of other general aviation airports Jarema suggested no parking charges should be assessed if aviation fuel was purchased at the Boyne City Airport for the parked aircraft during that specific parking period. Issue not resolved and requires further study/discussion.

---

**UNFINISHED BUSINESS**

**Bicycle Trail Head**

Full airport terminal bicycle trail head implementation will occur next year, 2019. Some airport terminal improvements may begin in 2018.

---

**NEW BUSINESS**

**QoE Consulting (See Attachment No. 1)**

Offer from Mike Borta, QoE Consulting via email dated May 2, 2018 offering to update the Boyne City's Airport Capital Improvement Plan (ACIP) pro bono. Additionally Borta offered, "...would the City/Committee consider QoE remuneration for services pertaining to the GU [General Utility] license?" Richard Wright will research the possibility of obtaining a competitive bid.

**Airport Capital Improvement Plan (ACIP)**

Cain requested move to put ACIP review on the September 2018 Airport Advisory Board agenda.

**Airport Wild Game Decoys**

Board approved the purchase of wild game decoys to assist in keeping wild game from the airport runway. The Board suggested occasional relocation of the decoys.

**Short Term Hangar Rental**

Board approved the lessor monthly customer charge for an eight day short term hangar rental in lieu of a straight daily charge of the same duration.

**Removal of Stored Tables and Chairs**

Richard Wright will coordinate with Northern Homes representative for a mutually acceptable storage area for tables and chairs currently stored in the airport terminal.

**Quarterly Review of Airport Advisory Board 2018 Goals**

Board will review 2018 goals during June meeting.

---

**GOOD OF THE ORDER**

As of April 5<sup>th</sup>, 2018, the Boyne City Airport charge for 100 low lead aviation fuel is \$4.45 per gallon.

---

**ANNOUNCEMENTS**

Richard Wright will attend the Michigan Department of Transportation – Aviation, Michigan Aviation Professional Course June 18-19.

---

**NEXT MEETING**

The next regular Airport Advisory Board meeting is scheduled for Thursday, June 28<sup>th</sup>, 2018 at 5:30 P.M. at the Airport Terminal.

---

**ADJOURNMENT**

The meeting was adjourned at 5:45 P.M. by Bouters.

Richard K. Wright-Secretary

---

draft

## Jane Halstead

---

**From:** Michael Cain  
**Sent:** Wednesday, May 02, 2018 10:31 AM  
**To:** Jane Halstead  
**Subject:** FW: Boyne City Airport - Upgrade Airport License from Basic Utility to General Utility

For May airport agenda. Mike

---

**From:** Mike Borta [mailto:MBorta@QoEConsulting.com]  
**Sent:** Wednesday, May 02, 2018 9:32 AM  
**To:** Michael Cain <mcaain@boynecity.com>  
**Subject:** Boyne City Airport - Upgrade Airport License from Basic Utility to General Utility

Good morning Mike –

Good meeting last week with the Airport Committee. Since that meeting I've had a chance to review what might be needed to assist the City/Committee in attaining the GU license. While QoE has provided pro bono services to prepare/update the airport's ACIP, and will continue to do so, would the City/Committee consider QoE remuneration for services pertaining to the GU license?

If so, I propose an hourly fee not to exceed \$5,000 at an hourly rate of \$120/hour. The services QoE will provide would include:

- meeting with AERO (i.e. Randy Coller) to clarify the specifics AERO requires for the GU license
- evaluate in more detail the steps to attain the GU license
- provide guidance/advice to the City/Airport of steps to take to achieve this license
- up to two site visit/meetings

If this acceptable to you, simply replying to this email in the affirmative is sufficient for QoE to undertake the services.

Let me know, and QoE will proceed accordingly.

Thanks.

BTW, I toured the new City Hall last week. Really nice digs!! I particularly liked the second floor patio area outside the Commission Chambers.

**Michael Borta, P.E.**  
Owner/Manager



***'Quality of Experience. Quality of Engineering. Quality of Everything!'***

4100 Capital City Blvd., Flr 2, Lansing, MI 48906

Toll Free: 1-844-QoE-Info (1-844-763-4636)

Office: 517.327.1980 x 860 // Fax: 517.327.1982

Mobile: 517.775.1491 // [www.QoEConsulting.com](http://www.QoEConsulting.com)

## Jane Halstead

---

**From:** Michael Cain  
**Sent:** Friday, May 25, 2018 9:29 AM  
**To:** Jane Halstead  
**Subject:** FW: New lease  
**Attachments:** image1.jpeg; ATT00001.htm; attachment 1.pdf; ATT00002.htm

Jane, Please pull our current lease for his hanger for me please. Thanks. Mike

**From:** John Cooper [mailto:john@coopercompanies.net]  
**Sent:** Friday, May 25, 2018 1:52 AM  
**To:** Michael Cain <mcaain@boynecity.com>  
**Cc:** Reg Cooper <reg@coopercompanies.net>  
**Subject:** New lease

Hi Michael

We will be back in beautiful Michigan June 19th

We are considering the purchase of a new Aircraft that has a 52'6" wingspan that will not fit the 52' width of our hangar door

I have attached a written bid for a new 59' door.

I understand it could be in the range of \$35-\$40,000 installed

I will need to engage a structural engineer to stamp plans to submit for a building permit.

Could you please Inquire of the Aviaion Board if we could get a 25 year lease to amortize the cost?

Thank you  
John Cooper  
480 696 7664  
15881 N 80th St  
Suite 100  
Scottsdale, AZ 85260



# **BIFOLD DOORS**

**HAVE GREAT DESIGN FEATURES BUILT IN...  
TRIED & PROVEN FOR MANY YEARS**

