



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

Thursday, January 24, 2019 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
  - Welcome New Board Members
  - Introduction of Tim Faas, Director of Public Works
3. READING AND APPROVAL OF MINUTES
  - Approval of the October 25, 2018 minutes
  - Approval of the January 10, 2019 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
  - A. Review Consolidated Goals List
  - B. Airport Parking Final Summary
  - C. Other
8. NEW BUSINESS
  - A. Budget Suggestions
  - B. Proposed Establishment of Grayling Temporary Military Operations Area
  - C. Other
9. GOOD OF THE ORDER
  - The fuel price remains at \$4.72 per gallon as of October 5, 2018.
10. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, February 28, 2019
11. ADJOURNMENT



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

**MEETING OF  
October 25<sup>th</sup>, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE  
BOYNE CITY AIRPORT ADVISORY BOARD** held October 25th,  
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, Brian Harrington, Richard Wright, Jerry Schmidt\*, Rod Cortright\*

*\*Ex Officio Members*

**Absent:** Leon Vercruysee, Bud Chipman, Oral Sutliff\*, Leon Jarema\*

*\*Excused Absences*

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

Citizens: Michael Borta P.E., (QoE Consulting), Frank Carleton, Ada Moore & Becca Wood (East Jordan High School Civics Class), Chris Cheadle (Boyne City High School)

**READING AND  
APPROVAL OF  
MINUTES**

Motion by Brian Harrington seconded by Richard Wright unanimously passed to approve the September 27th, 2018 minutes as written.

**CORRESPONDENCE**

The Michigan Department of Transportation (MDOT) – Aviation mailed solicitations for updates to the 2019 Michigan Airport Directory. Five Airport Directory updates were made.

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

Mr. Mike Carleton voiced concern about the ability to pay for aviation fuel purchased at the airport via credit card. Michael Cain explained credit card payment services are cost prohibitive and rather than an attraction to purchase fuel at the Boyne City Airport the increased costs would have the opposite effect.

Mr. Michael Borta offered a cost attractive alternative to achieve the MDOT mandated 20/1 glideslope ratio to runway 27. His suggestion was displacing the runway 27 landing threshold further down the runway. Mr. Borta will coordinate with the Boyne City Planning/Zoning Administrator, Scott McPherson to determine the availability of existing Light Detection and Ranging (LIDAR) information. If available, Mr. Borta will analyze LIDAR data and provide a QoE Runway Options proposal to the city for consideration.

**REPORTS OF OFFICERS,  
BOARDS AND STANDING  
COMMITTEES**

None

**UNFINISHED BUSINESS**

- I. 2018 Airport Goal Review
  - a. Obtain General Utility Status by January 1, 2020
    - i. All areas within 125 feet of the runway center line are cleared of existing obstructions.
  - b. Airport Internet Upgrade
    - i. Complete
  - c. Review and Establish Airport Mission Statement
    - i. Completed, posted on Boyne City – Airport web page
  - d. Airport Emergency Plan
    - i. In-work: Review of National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing pending with Boyne City Fire Chief.
  - e. Airport Ground Traffic Management Plan: Aircraft and Vehicles
    - i. Completed
  - f. Airport Snow Plow Protocol – Including Training
    - i. Training In-Work with Boyne City Department of Public Works
  - g. Review Overnight Ramp and Tie-Down Fees
    - i. Extensive data collected
    - ii. Data analysis in-work
  - h. Drag Race Issues
    - i. Water spigot relocated to sub-grade meter pit
  - i. Community Involvement
    - i. Airport familiarization presentations:
      1. Boyne City Lions Club
      2. Boyne City Chamber of Commerce
    - ii. Airport familiarization tour to Boyne City Chamber of Commerce Director – Ashley Cousins
  - j. Runway Distance Markers
    - i. Vendor selected
    - ii. Donor funds received
    - iii. Product order submitted
- II. Relocation of Airport Fuel Pump Emergency Shut-Off Switch
  - a. Research regarding the Boyne City Airport Emergency Fuel Shutoff System (NFPA 407) yielded:
    - i. *Emergency Fuel Shutoff Systems -1*  
*Each fuel system, shall have means for quickly and completely shutting off the flow of fuel in an emergency. The emergency fuel shutoff system shall include shutoff stations located outside of probable spill areas and near the route that normally is used to leave the spill area or to reach the fire extinguishers provided for the protection of the area.*

ii. Conclusion - The Boyne City Airport Emergency Fuel Shutoff System is compliant.

iii. Richard Wright will research associated costs of acquiring and placing a sign(s) near the refueling pumps delineating where the emergency shutoff switch location.

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**NEW BUSINESS**

- I. Re-appointment of Rod Cortright and Richard Wright for new three year terms to the Boyne City Airport Advisory Board.
  - a. Motion by Brian Harrington, seconded by Richard Bouters. Motion carried.
- II. Election of 2019 Boyne City Airport Advisory Board Officers
  - a. Motion carried for new officers:
    - i. Richard Bouters – Board Chair
    - ii. Brian Harrington – Vice Chair
    - iii. Richard Wright – Secretary; Assistant Airport Manager
- III. 2019 Boyne City Airport Advisory Board Meeting Schedule
  - a. Motion carried to continue current meeting times, days, months and location – fourth Thursday of each month at 5PM excluding November and December.
- IV. 2019 Boyne City Airport Advisory Board Goal Planning Date
  - a. January 10<sup>th</sup>, 10AM, Boyne City Airport Terminal Building
- V. Other
  - a. Michael Cain reported the Boyne City Department of Public Works has repainted the taxiway markings marred by the Labor Day Drag Races.
  - b. Michael Cain provided a MDOT LICENSE CRITERIA check sheet for action in 2019.
    - i. Activity focus areas include items under GENERAL UTILITY clear approach slopes and primary surfaces clear of all obstructions.

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**GOOD OF THE ORDER**

- I. Aviation 100LL Fuel Price
  - a. Aviation fuel price increased to \$4.72 per gallon in October 2018.

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**ANNOUNCEMENTS**

- I. Boyne Business Expo
  - a. Oct. 30th. 3pm to 7pm at Boyne Mt
  - b. Boyne City Airport representation, Richard Bouters
- II. Next Meeting
  - a. The next Boyne City Airport Advisory Board meeting is scheduled for Thursday, January 24th, 2019, 5PM at the Boyne City Airport Terminal.

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**ADJOURNMENT**

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The meeting was adjourned at 7:00 PM by meeting chair, Richard Bouters.

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Richard K. Wright  
Secretary \_\_\_\_\_



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

**MEETING OF  
January 10th, 2019**

RECORD OF THE PROCEEDINGS OF THE SPECIAL *2019 AIRPORT ADVISORY BOARD GOAL SETTING* MEETING OF THE **BOYNE CITY AIRPORT ADVISORY BOARD** held January 10th, 2019.

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**CALL TO ORDER**

Chair Richard Bouters called the meeting to order at 1:00 PM followed by the pledge of allegiance.

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**ROLL CALL**

**Present:** Richard Bouters, Richard Wright, Brian Harrington, Leon Jarema\*, Bud Chipman\*, Rod Cortright\*, Jerry Schmidt\*

**Excused Absences:**

*\*Ex Officio Members*

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

**Citizens:** Doug Brubaker, Allen Sturza, John Van Etten, Lynn Van Etten

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**INTRODUCTIONS**

Richard Bouters' welcome to the attending citizens and guest was followed by round table self-introductions of each board/staff member.

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**CANDIDATE BOYNE  
CITY AIRPORT 2019  
GOALS**

Chair Bouters conducted a brief review of *Completed, In-Work* and *Waiting* 2018 goals.

Richard Wright offered the following 2019 candidate goals:

- Aircraft Mishap Training
- Terminal building and grounds beautification
- Airport tenant appreciation event
- Airport pavement management plan
- Develop comprehensive list of recurring airport inspections
- Consolidate airport polices, memo, letters of instruction etc. into one comprehensive airport management and reference medium
- Research all aspects of and develop a plan to obtain Boyne City Airport specific weather reporting equipment.

The Board unanimously agreed to adopt these goals for 2019.

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**OTHER GOAL RELATED** Michael Cain suggested to keep those 2018 goals identified as *Waiting* and *In-Work* for action continuity over multiple years. Richard Wright will create an amalgamated multiple year (2018 and 2019) goal list.  
Two 2018 *In-Work* goals merited only a very brief discussion. Considered *Go-Do*'s, the Board acknowledged follow-on actions required to install the Runway Distance Remaining Markers and final acceptance of the reworked Emergency Action plan are expected and did not require further discussion.

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**FILLING BOARD VANCY** Two candidate Airport Advisory Board members attended the 2019 Goal Setting meeting. A motion was made by Richard Wright and seconded by Brian Harrington (all other Board members voting "aye") to endorse Mr. Douglass Brubaker and Allen Sturza nomination to the Boyne City Airport Advisory Board. The endorsement is for presentation to the Boyne City Commissioners at their next scheduled meeting, Mr. Douglass' nomination is as a full voting member, Mr. Sturza ex officio.

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**OTHER** Michael Cain informed the Board that it would be prudent to invite the new Director of the Department of Public Works, Mr. Tim Faas to the next regular scheduled Airport Advisory Board Meeting.

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**ADJOURNMENT** The meeting was adjourned at 2:15 P.M. by meeting chair, Richard Bouters.

Richard K. Wright \_\_\_\_\_  
Boyne City Airport Advisory Board Secretary

**AIRPORT**  
**Fund Code: 295-030**  
**Revenues**

See page 63 on 12 Yr History for FYE 2006 - 2016

See page 20 on 12 Yr History for FYE 2005

Code	Account Title	Prior year FYE 2017	Current Year FYE 2018		Proposed FYE 2019
			Budgeted	Projected	
400	Allocated from Fund Balance	0	10,350	1,664	0
625	Airport Gasoline Sales	64,654	65,000	65,000	65,000
630.100	Drag Race Registrations	14,005	10,000	13,611	10,000
670	Rent - Terminal	23,604	5,000	5,000	5,000
675	Rent - Hangar	200	17,000	22,000	39,000
675	Contributions	0	0	0	3,000
690	Charges for Services/Fees	441	500	200	250
691	Transfers from General Fund	0	0	0	0
<b>TOTAL</b>		<b>102,904</b>	<b>107,850</b>	<b>107,475</b>	<b>122,250</b>

Summary	Prior FYE 2017	Current FYE 2018	Proposed FYE 2019
Fund Balance, Beginning of Year	41,351	46,123	44,459
Revenues Over (Under) Expenditures	4,772	(1,664)	1,950
Fund Balance, End of Year	46,123	44,459	46,409

**AIRPORT**  
**Fund Code: 295-040**  
**Expenditures**

See page 63 on 12 Yr History for FYE 2006 – 2016

See page 20 on 12 Yr History for FYE 2005

Code	Account Title	Prior year 2017	Current Year FYE 2018		Proposed FYE 2019
			Budgeted	Projected	
705	Salaries/Wages	6,145	6,250	6,250	6,250
713	Medical Insurance	163	1,500	1,500	1,500
714	Social Security	461	500	500	500
715	Clearing A/C Retirement	167	0	200	200
716	Unemployment Compensation	0	100	100	100
727	Supplies	3,917	3,500	3,500	3,500
730	Repairs/Maintenance	1,153	1,000	1,000	2,500
736	Aviation Fuel (for sale)	58,366	60,000	60,000	60,000
740	Telephone/Utilities	6,355	6,000	6,000	6,000
817	Drag Race Expenses	4,037	7,000	7,000	5,000
819	Environmental	100	250	250	250
860	Motor Pool	10,546	8,000	8,000	8,000
870	Training	50	500	750	750
880	Events	0	250	600	500
910	Insurance: Liability/Equipment	3,461	5,000	3,575	4,000
911	Insurance: Workers Comp	213	250	250	250
970	Capital Outlay/Equipment	0	250	500	1,000
975	Airport Improvements	3,000	7,500	7,500	20,000
<b>TOTAL</b>		<b>98,134</b>	<b>107,850</b>	<b>107,475</b>	<b>120,300</b>

**A. MISSION STATEMENT**

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

**B. PERSONNEL**

Michael Cain ..... City Manager/Airport Manager  
Andrew Kovolski..... Superintendent of Maintenance and Safety  
Leon Jarema..... Volunteer Airport Assistant Manager  
Richard Bouters..... Volunteer Airport Assistant Manager  
Street Department ..... Mowing and Plowing

**C. LINE-ITEM CLARIFICATION**

**705 - Salaries and Wages ..... \$ 6,250**

This line item covers the general maintenance costs for the airport property, including mowing, plowing, repairs, etc. performed by Street Department personnel.

**730 - Repairs and Maintenance..... \$ 1,000**

This line item covers routine repairs and maintenance items for the airport terminal building and the runway lighting system.

**736 - Aviation Fuel Cost ..... \$ 60,000**

Aviation fuel is purchased from AV Fuel, Inc. The City sells approximately 13,000 gallons of fuel per year at a profit of approximately \$0.40/gallon.

**819 - Environmental ..... \$ 250**

This expenditure covers the cost of any possible testing and monitoring of the aviation fuel tanks.

**860 - Motor Pool..... \$ 8,000**

Covers equipment usage for mowing, plowing, and general maintenance.

**970 - Capital Outlay/Equipment..... \$ 250**

Miscellaneous small items.

**975 - Airport Improvements ..... \$ 7,500**

Covered in this line item is fence relocation and repair and pavement marking, with other improvements