



Approved: 3/22/18 *JH*

**MEETING OF  
FEBRUARY 22, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY  
AIRPORT ADVISORY BOARD HELD FEBURARY 22, 2018.**

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**CALL TO ORDER**

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

**ROLL CALL  
ATTENDANCE**

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

*\*Ex Officio Members*

**Citizens:** Avery Stadt, Brooklyn Fitzpatrick, Katelyn Gabos

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

**EXCUSED ABSENCES**

None

**APPROVAL OF MINUTES**

Motion by Harrington Seconded by Sutliff. Passed Unanimously to approve the January 25, 2018 Airport Advisory Board minutes.

**CORRESPONDENCE**

NONE

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

Leon Jarema snow removal comment, "...they [City of Boyne City Department of Public Works] have done an excellent job of plowing the runway this year especially the turnaround area on the end of the runway. Both sides [of the runway] were cleared."

**COMMITTEES**

**Airport Inspection Plan**

Tree/Shrub Removal: On February 19, 2018 Richard Wright met Mr. Burt Moeke at the airport. Mr. Moeke viewed the tree/scrub growth within the 125 foot clear zone of each side of the runway centerline. Mr. Moeke's Rough Order of Magnitude (ROM) estimate to clear that area required three days of work at \$1000 dollars per day. The estimate included completely chipping all cut growth and leaving it on site at each cleared area. Richard commented that he would seek at least one more estimate for the same work.

Water Spigot: City Manager, Michael Cain reported the Drag Race Committee has not convened since the January 25<sup>th</sup> Airport Advisory Board Meeting. Agreement from the Drag Race Committee to fund the underground spigot housing is pending.

## UNFINISHED BUSINESS

### Boyne City 2018 Airport Goals

Richard Wright provided a brief presentation regarding the importance of setting goals and goal setting steps. Armed with a weighted scale worksheet reflecting Board Members votes and the relative importance of that member's vote all 26 goals were evaluated for adoption. The goal discussion culminated with all 26 goals adopted for action in 2018. All Board Members agreed some goals are rather simple *go-do* events and some are already underway. Those goals are paired with either a Goal Champion and Team Member or both. The other category included those goals which are important yet require further analysis.

#### ON GOING or NEAR TERM GOALS (Go-Do):

1. Airport obtain General Utility status by January 1, 2020 (Richard Wright – Champion, Richard Bouters – Team Member)
2. Establish Airport Budget – (Michael Cain, Richard Bouters, Richard Wright)
3. Airport Internet Upgrade (Richard Bouters)
4. Review and Revise Airport Mission Statement (Richard Bouters and Richard Wright – Team Members)
5. Review and Revise Boyne City Emergency Plan (Richard Wright)
6. Develop Airport Ground Traffic Management Plan (Brian Harrington)
7. Airport Snow Plow Training and Protocol (Rod Cortright, pending)
8. Review Overnight Ramp and Tie-Down Fees (Richard Bouters)
9. Comprehensive Review of Drag Race Issues (Michael Cain)
10. Community Involvement (Richard Wright)
11. Obtain Runway Distance Markers (Leon Jarema, Richard Wright)

#### GOALS REQUIRING FURTHER ANALYSIS

12. Install Weather Reporting Equipment
13. Boyne City Airport Property Management Plan
14. Terminal Improvements – Remodeling
15. Dedicated Airport Manager
16. Airport Master Plan
17. Develop Pavement Master Plan
18. Airport Economic Impact Plan Related to Community
19. Explore Revenue Opportunities
20. Extend The Runway
21. Wildlife Control Plan
22. Recruit Fixed Base Operator (FBO)
23. Recurring Airport Property Inspections – Plan and Execution
24. Drone Involvement
25. Offer Jet Fuel
26. Boyne City Waterfront Float Plane Docking

**NEW BUSINESS**

**Airport Hangar Leases:**

Michael Cain reported that of the 13 hangars reverting to Boyne City ownership and operational control hangars A13 and A24 are empty (available). No response was received from the occupants of hangars C23 and C25 regarding change of ownership.

Michael Cain informed the Airport Advisory Board that the Michael Borta, Manager, QoE Consulting, will attend the Airport Advisory Board meeting on April 26<sup>th</sup>, 2018.

Richard Bouters relayed that on February 8, 2018 he represented the Boyne City Airport at the City of Boyne City Joint City Commission Meeting. Richard conveyed to all the City Commissioners that Boyne City’s Airport Advisory Board is very active and currently is adopting viable goals for 2018. Additionally Richard stressed that the Boyne City Airport is a valuable contributor to the Boyne City economy. Through use of a free airport crew car pilots and passengers are provided the chance to drive to and engage in local shopping, recreation and dining attractions offered by Boyne City. Additionally Richard reported that the Boyne City Airport attracts local air traffic by offering fuel prices at \$4.24 a gallon, the lowest aviation gas price in Northwestern Lower Michigan.

**GOOD OF THE ORDER**

The Boyne City Airport Aviation Fuel (AvGas) price has remained at \$4.24 per gallon since October 23, 2017.

**ANNOUNCEMENTS**

None

**NEXT MEETING**

The next regular Airport Advisory Board meeting is scheduled for **Thursday, March 22, 2018 at 5:30 p.m.** at the Airport Terminal.

**ADJOURNMENT**

The meeting was adjourned at **7:23 p.m.** by **Chair, Richard Bouters.**

Richard K. Wright -Secretary 