Approved: 4.4.2019

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| **MEETING OF FEBRUARY 28th , 2019** | RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY AIRPORT ADVISORY BOARD HELD February 28th, 2019. |
| **CALL TO ORDER** | Chair, Richard Bouters called the meeting to order at 5:37 PM followed by the pledge of allegiance. |
| **ROLL CALL ATTENDANCE** | Present: Richard Bouters, Doug Brubaker, Brian Harrington, Richard Wright, Allen Sturza*,Jerry Schmidt*, Leon Jarema*, Rod Cortright*<br>Absent: Leon Vercruysee, Bud Chipman*,<br>*Ex Officio Members<br><br>Citizens: None present<br>Staff: Airport and City of Boyne City Manager, Michael Cain |
| **EXCUSED ABSENCES** | None (Board member absences were unintentionally omitted) |
| **APPROVAL OF MINUTES** | Motion by Brian Harrington, seconded by Doug Brubaker to approve the January 24th Airport Advisory Board Meeting Minutes as written. |
| **CORRESPONDENCE** | Received February 11th, 2019 from Department of Internal Medicine, Division of Rheumatology, Medical School, University of Michigan. Thank you letter from Eliza PS Tsou, PhD, Research Assistant Professor, Division of Rheumatology, Internal Medicine thanking the Boyne City Airport for the generous contribution made by Avfuel on behalf of the Boyne City Airport. Letter concludes with;<br><br>*I am grateful to you and Avfuel Corporation for empowering me to further pursue audacious – yet rewarding – ideas and to achieve the ultimate goal of finding a cure of this mysterious and devastating disease. My work would not be possible without support of partners like you.* |
| **CITIZENS COMMENTS** | None |
| **COMMITTEES** | Nothing reported |

**UNFINISHED BUSINESS**

**Airport Automated Weather Observing System, *Say Weather* Update:**

- Adding visibility and sky condition information will cost an additional $40,000.
- Richard Wright recommend continue searching, board unanimously agreed.

**Distance Remaining Markers Update**

Richard Wright provided relevant portions of FAA Advisory Circular 150-5340-18F, STANDARDS FOR AIRPORT SIGN SYSTEMS

Para. 17, **INSTALLATION**, p. 13. *The signs are mounted on a concrete slab, concrete pedestals, or angle iron stakes so the top of the sign is level. The concreted edges or stakes may not protrude above grade. Sings are oriented so that the face is perpendicular to the centerline of the taxiway or runway.*

Para. 22, **CONFIGURATION**, p. 15, (1) Preferred Method. *The most economical installation consist of double-faced signs located on only one side of the runway. Where this method is used, the signs should be placed on the left side of runway as viewed from the most often used direction.*

Para. 24, **SIZE AND LOCATION**, p. 16. *There are 2 types of runway distance remaining sign[s], size 4 signs (48-inch sign face with a 40-inch legend)... The sign must provide 12 inches of clearance between the top of the sign and any part of the most critical aircraft using, or expect to use, the airport when the aircraft wheels are at the pavement edge.*

Para. 25. **INSTALLATION**, Table 2. **Sign Heights and Location Distances for Runway Distance Remaining Signs**, p. 16.

| Sign Size | Legend Height [inches (cm)] | Legend Panel Height [inches(cm)] | Installed (max)* [inches (cm)] | Perpendicular distance from defined runway pavement edge to the near side of the sign [feet(m)] |
|---|---|---|---|---|
| 4 | 40 (100) | 48 (120) | 60 (152) | 50-75 (15-22.5) |

**2019 Goals Ranking –**

Results of the individual Airport Advisory Board member's goal priority ranking, weighting / sorting and ownership.

| 2019 Boyne City<br>Airport Advisory Board Goals Prioritized | Score | Owners |
|---|---|---|
| Purchase and Install N98 Weather Recording and Reporting Equipment | 173 | R Wright |
| Airport to obtain General Utility status by January 1, 2020 | 151 | A Sturza, R Wright |
| Establish a 2019 Airport Budget | 149 | R Wright |
| Develop Pavement Management Plan Focused on MI State Funding | 141 | R Bouters |
| Aircraft Mishap Training | 130 | D Brubaker, R Wright |
| Airport Master Plan | 126 | R Bouters |
| Terminal Building and Grounds Beautification | 117 | A Sturza, R Wright |
| Property Management Plan | 115 | |
| Airport Tenant Appreciation Event | 108 | R Wright, A Sturza, R Cortright |
| Terminal Improvements-Remodeling | 101 | |
| Develop Comprehensive List of Recurring Airport Inspections | 100 | B Harrington, R Wright |
| Airport Emergency Plan-Review & Revise | 91 | |
| Airport Snow Plow Protocol-Including Training | 91 | |
| Consolidate Airport Policies, Memos, Letters of Instruction Etc. Into One Comprehensive Medium | 82 | R Bouters, R Wright |
| Dedicated Airport Manager | 74 | |
| Explore Revenue Opportunities | 73 | L Jarema, R Cortright |
| Drone Involvement | 64 | |
| Runway Extension | 61 | |
| Review Overnight Ramp & Tie-Down Fees | 60 | |
| Runway Distance Markers | 47 | R Wright, A Sturza, B Harrington |
| Offer Jet Fuel | 37 | |
| Fixed Base Operator | 35 | L Jarema, B Harrington |
| Float Plane Docking Space-Waterfront | 19 | |

**Power Line High Visibility Markers (Catenary Unlighted Markers)**
Michael Cain reported information learned at the Michigan Association of Airport Executives. "…the need for and authority for catenary unlighted markers is within the purview of the FAA [sic MDOT]…" The Michigan Department of Transportation – will inform the City of Boyne City regarding its final determination.

**Airport Parking Final Determination**
Richard Bouters presented concise results of his study, ***AIRCRAFT OVERNIGHT PARKING PROJECT, June 1st thru August 31st 2019***. The ***Projected Actions*** of the study are:

1. Continue charging overnight parking fees based on the honor system
2. Continue charging overnight parking fees via written guidelines to monitor, record and collect fees
3. Boyne City Airport Advisory Board recommend to the Boyne City Commission to abandon aircraft overnight parking fees.

Board's unanimously decided to adopt course of action number one, *continue charging overnight parking fees based on the honor system.*

**Status of Emergency Plan**
Awaiting review and approval by Airport Manager.

**NEW BUSINESS**

**MAAE Conference Takeaways:**
MDOT Environmental Specialist, Steve Houtteman mentioned that Mr. Randy Collier had passed on to him the Boyne City AAB request to determine if the low ground on the south side of the approach end of runway 27 should be treated as a Michigan wetland.

MDOT Construction Specialist, Christina Thelen agreed to pass on a list of those funds available to airports regardless of the airport designation, e.g. Basic vs. General Utility.

Lumacurve Airfield Signs sales representative, Keith Piper promised to provide information regarding compliance issues regarding the installation of Runway Distance Markers.

Matt Barresi, Gaylord Regional Airport Director, invited AAB representatives to visit him at the Gaylord Regional Airport to discuss runway distance markers visibility snow plow issues. Also will share information regarding the Gaylord Airport Emergency Plan.

Landing Fees- During Q&A Session only one airport, CVX, responded they collect landing/overnight parking fees. Charlevoix Airport does not pursue fee collection if not paid. Further, none responded that landing/overnight parking fees were waived if fuel is purchased. They simply do not charge those fees.

Unmanned Aerial Systems (UAS)
Q: Do airports have the authority to deny UAS operations?
A: No. Gaylord Airport keeps extensive spread sheet continually updated recording critical info regarding:

- Point Of Contact info
- Location of operation
- When and duration

Military Operating Areas (MOA)

- Need to modify in response to changing Close Air Support (CAS) tactics
- Current MOAs designed in 1970s
- Public comment period is 45 days, not currently opened
- Aeronautical Proposal, receives assessment, yet to begin
- Assessment considers General, Commercial and Public Aviation
- Currently the planning is about one year into a 3-7 year process
- Consult Alpena Combat Resource Training Center (ACRT) for meeting times and other information
- Comment period to begin sometime in April 2019

**Multimedia Presentation Equipment (Smart TV)**
An ongoing test to determine the utility of using multimedia presentation media for the Airport Advisory Board meetings netted very positive results.

Allen Sturza provided information regarding the purchase price of a 52 inch smart television from the Petoskey, MI Walmart. All required equipment to install the smart TV is just short of $400.

Richard Wright added, "… provided Northern Homes (co-sharing the Boyne City Airport Terminal) may use the multimedia devices they will share 50/50 the purchase cost of the new equipment."

Further, Richard Wright applied for a Walmart gift card provided by the Petoskey, MI Walmart manager equal to a $100 dollar discount. Determination of the card award is sometime in March 2019. If awarded the full card amount will be applied towards the equipment purchase.

**Airport Insurance for Renters**
Michael Cain provided an extract from the License & Use Agreement dtd. 2-25-2011.

> *All property stored in or on the space shall be at the risk of the Licensee and the Licensee is responsible for securing his or her own insurance and the cost of same to cover any personal injury or damage to the Licensee's property. Licensee shall carry commercial general liability insurance coverage, including endorsement for contractual liability and aircraft liability, with responsible company in the amount of not less than $1,000,000.00 … All insurance policy or policies to be obtained hereunder by Licensee shall name Licensor and the airport as an additional insured and provide that it may not be canceled until at least 30 days after notice to Licensor.*

**Tentative Airport User Fees Increases**
Michael Cain advised AAB Board members of tentative increased airport user fees regarding boat trailer monthly and seasonal parking fees, increased cost of Airport Commercial Operator Permits and increased hangar rents. Before implementation Brian Harrington pledged to survey and report back what other local airports charge for similar services.

**Airport Tenant Appreciation Event**
Richard Wright solicited and received feedback and guidance regarding invitees to the Boyne City Airport Tenant Appreciation Event. Early invitee information is needed to determine quantities of food/beverage and disposables for city budget planning.

Richard will check with the Boyne City Chamber of Commerce for the best date for the event. He will present that date at the next AAB meeting.

**GOOD OF THE ORDER**

As of October 5th the price of aviation 100 Low Lead (LL) at the Boyne City Airport is $4.72 per gallon.

**ANNOUNCEMENTS**

The next regular Boyne City Airport Advisory Board meeting is scheduled for Thursday, March 28th, 2019 at 5:30 p.m. at the airport terminal.

**ADJOURNMENT**

The meeting was adjourned 8:00 PM by Chair, Richard Bouters.

Richard K. Wright
Boyne City Airport Advisory Board Secretary

Approved on 4.4.2019
Richard L Bouters
Chair