



Approved: 8/27/20 *JA*

**MEETING OF  
July 16th, 2020**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY AIRPORT ADVISORY BOARD** held July 16<sup>th</sup>, 2020.  
(Irregular meeting date due to COVID-19 mitigation efforts and personnel scheduling conflicts)

**CALL TO ORDER**

Chair Richard Bouters called the meeting to order at 5:28 PM followed by the Pledge of Allegiance.

**ROLL CALL**

**Present:** Richard Bouters, Doug Brubaker, Brian Harrington, Richard Wright, Allen Sturza\*, John Van Etten\*, Leon Jarema\*, Rod Cortright\* via telephone conference

**Excused Absence:** Leon Vercruysee

*\*Ex Officio Members*

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

**Citizens:** Ron Lungren

**Guests:** Michael Borta, Brian Merk (*Prein & Newhof*, airport services consulting.)

**READING AND  
APPROVAL OF  
MINUTES**

Motion by Richard Wright, seconded by Doug Brubaker to approve the February 27<sup>th</sup>, 2020 minutes as written. Unanimously passed.

Note: March, April, May and June 2020 Airport Advisory Board Meetings were cancelled due COVID-19 concerns.

**CORRESPONDENCE**

**FAA Request to Decommission Charlevoix Non-Directional Beacon**  
The Board agreed unanimously with the FAA's decision to decommission the Charlevoix Non-Directional Beacon. There is no effect from this decommissioning on the Boyne City Airport.

**Letter from Spectrum Business**

Michael Cain is reviewing cost savings options with Northern Homes.

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

**Hangar Door Mechanical Failure**

Citing a recent incident where Leon Jarema's hangar door opening mechanism failed and serious personal injury was narrowly avoided, Leon suggested all airport hangar doors should be marked, *Stand Clear When Door in Operation*.

The failure occurred when the master link on the door opening chain opened disconnecting the chain which allowed the door to fall shut. Citing this incident as a possible indicator of other like hangar door opener mechanism failures, Richard Wright suggested randomly selected, or all hanger doors, should be safety inspected for wear-and-tear and proper operation. Michael Cain committed to coordinate with the door support service provider regarding hangar door inspections.

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

---

None

---

**UNFINISHED BUSINESS**

**Michael Borta / Brian Merk, (*Prein & Newhof*) Runway 27 Approach Obstructions**

Prior the Board Meeting Richard Wright accompanied Messrs. Borta and Merk while they conducted an informal yet informative survey of vertical obstructions penetrating the approach slope safety zone to approach end of runway 27. The high terrain east of the runway 27 landing threshold is “marginally” under and within the Michigan Department of Transportation/Aviation (MDOT-A) safety limits.

Further Runway 27 discussion centered on Precision Approach Path Indicator (PAPI) lights. Issues regarding the need for the lights and technical installation requirements and constraints lead to Richard Wright taking an action to research the issues and report back to the Board at the August meeting.

When asked if State or Federal monies were available for Boyne City capital improvements/maintenance Borta replied yes, monies are available but standard protocol must be followed. Michael Borta responded:

1. Apply to MDOT-A for the consulting engineering selection process (FAA requirement).
2. Update Boyne City’s Airport, Airport Capital Improvement Plan (ACIP) and Airport Layout Plan (ALP)
3. Request Michigan Airport Meeting with MDOT-A

**Trailhead**

**Bicycles on Taxiway**

Leon Jarema commented he has observed numerous bicyclists on the airport taxiways who are apparently looking for the entrance to the Boyne City – Boyne Falls Non-Motorized Trail. Leon cited the need for a larger sign clearly delineating the route to the trail entrance. Brian Harrington and Alan Sturza agreed to research placing warning signs around the terminal indicating unauthorized personnel to keep out.

**Fencing**

Alan Sturza’s mentioned the absence of airport fencing on the northeast corner of the approach end of runway 27. The very near proximity of the trailhead in that area creates an attractive nuisance where bicyclist/pedestrians may view the runway as an interesting shortcut, depart the trail and continue their travel down the runway. In response Michael Cain reported the City plans to install signs restricting persons from the airport property and or security fencing.

**NEW BUSINESS**

---

**Addition for Hangar B5**

Alan Sturza presented printed building plans formalizing his desire to build an extension on the back side of his hangar (B5). When the building is complete the hangar will accommodate two Boyne City based aircraft. The extension requires minimal soil preparation and other than trimming tree branches no trees need to be removed.

Motion by Doug Brubaker to petition the Boyne City, City Commission to review Sturzs’s building plans. Upon City Commission approval the airport manager will determine a new lease agreement with Sturza. Motion seconded by Richard Wright and unanimously passed by the board.

**Fencing by Airport Terminal Building**

Michael Cain, Brian Harrington and Richard Bouters agreed to meet after the meeting to discuss the fence type, location and length.

**Other**

Leon Jarema recalled his concern for the aviation public perception of the Boyne City Airport. During the July 4<sup>th</sup> weekend multiple aircraft parked in the airport tiedown area yet the area was unmowed. Michael Cain advised that Boyne City’s Department of Public Works has been working with reduced staff due to the COVID-19 crisis.

Michael Cain presented the City’s Planning Commission work on a new plan for painted parking place lines enabling better vehicle parking allocation and control.

Michael Cain’s also commented that the Labor Day Drag Races will most likely be cancelled. Estimated net effect to the Boyne City Airport is a \$5000 revenue reduction.

**GOOD OF THE ORDER**

**ANNOUNCEMENTS**

---

Boyne City Airport 100 Low Lead aviation fuel price increased to \$3.71 per gallon on July 10<sup>th</sup> 2020.

**ADJOURNMENT**

---

The next regular Airport Advisory Board meeting is scheduled for Thursday, August 27th, 2020 at 5:30 PM at the Boyne City Airport Terminal.

---

The meeting was adjourned at 7:12 PM by meeting chair, Richard Bouters.

---



Richard K. Wright  
Boyne City Airport Advisory Board Secretary