



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, January 25, 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 October 26, 2017 minutes and January 18, 2018 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Tree Removal - Richard Wright Report
 - B. Airport Goals
 - C. Other
8. NEW BUSINESS
 - A. Jerry Schmidt – resignation from Board/reappointment as Ex Officio member
 - 1) Recommendation to City Commission to accept Jerry Schmidt’s resignation from Airport Advisory Board
 - 2) Recommendation to City Commission to reappoint Jerry Schmidt to the Airport Advisory Board as an Ex Officio member
 - 3) Recommendation to the City Commission an appointment to fill Schmidt’s vacancy with a term ending 8/24/2018
 - B. Election of Airport Advisory Board Chairperson
 - C. Airport Hangar Leases
 - D. MAAE 2018 Dues
 - E. Other
9. GOOD OF THE ORDER
 - A. The fuel price remains at \$4.24 per gallon as of October 23, 2017.
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, February 22, 2018.
11. ADJOURNMENT



Approved: _____

**MEETING OF
OCTOBER 26, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD OCTOBER 26, 2017**

CALL TO ORDER

Chair Schmidt called the meeting to order at **4:30 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

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

Citizens: Ron Ludgin, Jim Coughlin, Tyler Bouters
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

Motion by **Harrington**, seconded by **Vercruysee PASSED UNANIMOUSLY** to excuse **Oral Sutliff & Leon Jarema.**

**APPROVAL OF MINUTES
MOTION**

Motion by **Harrington** Seconded by **Bouters PASSED UNANIMOUSLY** to approve the **September 28, 2017** minutes as written.

CORRESPONDENCE

1. Airport Survey received and reviewed. 2. Annual MDOT Airport Directory information reviewed for Boyne City Airport.

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

1. Jim Coughlin – Leases Hangar A20 from the City and would like to upgrade the hangar floor. Discussion by the board with no objections raised.
2. Tyler Bouters – Boyne City High student observing this meeting for Civics class assignment.

COMMITTEES

NONE

UNFINISHED BUSINESS

- A. Hangar C – 19:** This city controlled hangar is currently available for lease.
- B. Internet Improvement (Terminal):** Richard Bouters reported on the status of Internet upgrades to the Terminal. The time-line for implementation of upgrades will be by the end of November.

- C. **Other:** 1. Michael Cain reported that the final accounting for the Drag Race was being gathered and a report will be forthcoming.

NEW BUSINESS

- A. **Re-Appointment of Richard Bouters & Brian Harrington for a 3 yr. Term.**
1. Motion by **Schmidt** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to recommend that the City Commission re-appoint Richard Bouters & Brian Harrington to 3yr. Terms on the Airport Advisory Board.
- B. **Election of 2018 Officers:** Motion by **Harrington** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to elect Jerry Schmidt – Chair, Oral Sutliff – Vice Chair & Richard Bouters – Secretary of the Airport Advisory Board for 2018.
- C. **Airport Inspection Plan:** The board reviewed and discussed an Airport Inspection Action Plan authored by Richard Wright. Implementation of this plan will be supervised by Mr. Wright as an Airport Inspection Plan Standing Committee.
- D. **Airport Terminal Housekeeping:** Richard Wright brought to the board comments from the staff of Northern Homes regarding lack of housekeeping at the Terminal. Michael Cain will contact the cleaning service for resolution.
- E. **Approval of the 2018 Meeting Schedule:** Motion by **Harrington** Seconded by **Bouters** **PASSED UNANIMOUSLY** for the Airport Advisory Board to meet on the 4th Thursday of each month at 5:30pm in the Airport Terminal with the months of November & December excluded from the calendar.
- F. **Boyne Business Expo:** The Airport will be represented at the Boyne Business Expo on November 2, 2017 from 3pm – 7pm at the Boyne Mountain Civic Center.

GOOD OF THE ORDER

- A. The Aviation Fuel price is **\$4.24 per gallon as of October 23, 2017.**

ANNOUNCEMENTS

NEXT MEETING

MOTION

- A. The next regular Airport Advisory Board meeting is schedule for **Thursday, January 25, 2018 at 5:30pm** at the Airport Terminal.

ADJOURNMENT

- A. The meeting was adjourned **5:55pm** by **Chair Schmidt.**

Richard L. Bouters-Secretary_____



Approved: _____

**MEETING OF
JANUARY 18, 2018**

**RECORD OF THE PROCEEDINGS OF THE SPECIAL MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD JANUARY 18, 2018**

CALL TO ORDER

Chair Schmidt called the meeting to order at **9:30 am** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

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

Absent:, Oral Sutliff, *Bud Chipman

**Ex Officio Members*

Citizens: Ken Allen

Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

None

**APPROVAL OF MINUTES
MOTION**

NONE

CORRESPONDENCE

NONE

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

NONE

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

A. 2018 Goal/Planning: The board compiled and discussed a list of suggested goals for the Airport. The board will prioritize this list and begin this process at the January 25, 2018 Airport Board meeting.

B. Other: None

NEW BUSINESS

A. Other: The Joint Commission meeting will take place on Thursday, February 8, 2018 at 6:00 pm in the City Commission Chambers.

GOOD OF THE ORDER

NONE

ANNOUNCEMENTS

NEXT MEETING

MOTION

A. The next regular Airport Advisory Board meeting is scheduled for
Thursday, January 25, 2018 at 5:30 pm in the Airport Terminal.

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at 11:00 am.

Richard L. Bouters-Secretary

**Boyer City Municipal Airport Advisory Board
Goal Setting Session
January 18, 2018**

Suggested Goals (*not listed in order of priority*)

→ Categories are indicated in *Italics*

1. Review Overnight Ramp & Tie-Down Fees:
 - a. *Revenue*
2. Airport to obtain General Utility status by January 1, 2020:
 - a. *Revenue/Economy/Management*
3. Establish an Airport Budget:
 - a. *Management*
4. Install Weather reporting equipment:
 - a. *Safety*
5. Develop a Pavement Management Plan:
 - a. *Safety/Maintenance*
 - b. Annual/5yr/10yr/15yr.
6. Airport Economic impact plan related to community:
 - a. *Revenue/Marketing/Education*
7. Airport Internet Upgrade:
 - a. *Infrastructure*
8. Terminal Improvements-Remodeling:
 - a. *Infrastructure*
9. Offer Jet Fuel:
 - a. *Revenue/Marketing*
10. Extend the Runway:
 - a. *Infrastructure/Revenue*
11. Runway Distance Markers:
 - a. *Safety/Infrastructure*
12. Wildlife Control:
 - a. *Safety*
13. Property Management Plan:
 - a. *Maintenance/Infrastructure*
14. Airport Snow Plow Protocol-Including Training:
 - a. *Maintenance/Infrastructure/Safety*
15. Airport Emergency Plan-Review & Revise:
 - a. *Safety*
16. Airport Ground Traffic Management Plan: Aircraft & Vehicles
 - a. *Safety*
17. Drag Race Issues:
 - a. *Revenue/Infrastructure*
18. Community Involvement:
 - a. *Education/Marketing*

19. Review & Revise Airport Mission Statement:
 - a. *Management/Education*
 - b. *Marketing*
20. Explore Revenue Opportunities:
 - a. *Revenue/Marketing*
21. Dedicated Airport Manager:
 - a. *Management*
22. FBO (Fixed Base Operator):
 - a. *Management/Revenue*
 - b. *Marketing*
23. Drone Involvement:
 - a. *Marketing/Revenue*
24. Float Plane Docking Space-Waterfront:
 - a. *Marketing*
25. Airport Master Plan:
 - a. Short Range – 1yr.
 - b. Intermediate Range – 2-5yrs.
 - c. Long Range – 6yrs. +
 - d. *Management*
26. Recurring Airport Property Inspections:
 - a. *Maintenance/Safety*

January 19, 2018

To: Boyne City Airport Advisory Board

Due to personal schedules, I must resign from the Boyne City Airport Advisory Board effective with our January 25, 2018 meeting. I am willing to remain as a ad-hoc member and will consider being a full board member in the future.

I have enjoyed serving on the Board and look forward to working as an ad-hoc member as my schedule permits.

Jerry Schmidt

231-582-1619



December 2017

Boyne City Municipal Airport
Michael Cain
319 N. Lake St.
Boyne City, MI 49712

Dear Michael:

The Michigan Association of Airport Executives would like to thank you for your continued support and looks forward to working with you throughout the coming year. Below you will find an invoice for your 2018 dues.

As a member of MAAE you have the opportunity to network with other aviation professionals, sharing information and experiences as they relate to operation of airports; the ability to promote legislation for the good of aviation at the State and Federal level as well as the opportunity to work cooperatively with the FAA and Michigan Department of Transportation for the benefit of the Michigan aviation community. The MAAE Executive Board continues to work on your behalf with other aviation groups and government officials to meet the needs of our airports and explore new opportunities for them as well.

We want to be sure that you are receiving up to date information so please forward current email address to maae@michairports.org. If you have any questions, please do not hesitate to contact us via email or 517.977.1172.

Invoice #18-162

2018 MAAE Membership Dues Invoice

Description	Amount
2018 MAAE Member Dues - Boyne City Municipal Airport	\$ \$200.00
Total	\$ \$200.00

Please make your check payable to:
Michigan Association of Airport Executives
6126 Trumbull Street
Lansing, MI 48911
www.michairports.org

Don't Forget - Please include the names of the employees you would like to be an MAAE Member and their email address. Thank you!

Rec'd 12-29-17