



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday January 24, 2013 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
www.cityofboynecity.com
click on boards commissions
for complete
agenda packets & minutes
for each board*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
 - Excused Absences
3. READING AND APPROVAL OF MINUTES
 - Approval of the October 25, 2012 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Hangar Inquires/Leasing
 - B. Open House
 - C. ACIP-CIP
8. NEW BUSINESS
 - A. Budget Requests
 - B. Emergency Plan update
9. GOOD OF THE ORDER
 - Fuel Price \$5.17 per gallon as of 11/14/2012
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, February 28, 2013
11. ADJOURNMENT

Mission Statement:

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

ATTENDANCE RECORD												
Member	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Richard Bouters	P	P	X	P	P	P	X					
Ed Hennessey	P	P	X	P	P	P	X					
Jerry Schmidt	P	P	X	P	P	P	X					
Roger Reynolds	P	P	X	P	P	P	X					
Oral Sutliff	P	P	X	P	P	P	X					

P=Present
A=Absent
E=Excused
X=Meeting canceled

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance:

Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712

(231) 582-0334



Approved: _____

**MEETING OF
OCTOBER 25, 2012**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD OCTOBER 25, 2012**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Bud Chipman*, Rod Cortright*, Ed Hennessey, Leon Jarema*, Jim Kozlowski* Roger Reynolds, Jerry Schmidt, and Oral Sutliff

ATTENDANCE

Absent Larry Trumble*

*Ex Officio Members

Staff: Airport Manager/City Manager Michael Cain

**APPROVAL OF MINUTES
MOTION**

Sutliff moved Schmidt seconded PASSED UNANIMOUSLY to approve the September 27, 2012.

CORRESPONDENCE

None

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

Kozlowski reported on plans for the "aviation day", suggested for the same day as Boyne Thunder, July 13, 2013. He presented the board with a list of twenty six items (received and filed) that he suggested should be covered, which were discussed by the board. He will prepare a more detailed list to be distributed to the board.

UNFINISHED BUSINESS

- Hangar Inquires/Leasing: Nothing to report
- Drag race results: Cain submitted the expense sheet (received and filed the Airport received \$5445.38.
- Courtesy Car: Cain reported that the City Commission approved a courtesy car for the Airport. Some details to be worked out, availability, keys, etc. The door sign will be provided by the Wood Shop. **Sutliff moved, Bouters seconded PASSED UNANIMOUSLY** to approve the use of a courtesy car at the airport.

NEW BUSINESS

MOTION

- Election of Officers: **Schmidt moved, Bouters seconded PASSED UNANIMOUSLY** to appoint Roger Reynolds as Chair, Sutliff as Vice Chair, Karen Seeley as secretary and Hennessey as recording secretary.
- Crack Sealing: The board reviewed the bid from Applied Pavement Marking, LLC for \$9800.00

- Directory listing: Cain reported on update, copy attached
 - Joint meeting: It was agreed that a joint meeting regarding "aviation day" Date to be set since there will be no regular meeting until January 24, 2013. November and December regular meeting are cancelled because of the holidays.
 - Consultant Contact: Cain reported that he has been speaking with Michael Borta, Manager of QoE Consulting regarding some matters for future airport improvements.
-

GOOD OF THE ORDER

- AV Fuel price as of 9/14/2012 \$5.73
 - Cain reported on: East Jordan opened their 2nd turf runway.
 - A couple inquired about use of a seaplane from Lake Charlevoix at Boyne City this summer.
 - Cain reported on his road trip.
 - Cement tie down blocks for aircraft parking area (generally discouraged by the board).
-

NEXT MEETING

The next Airport Advisory Board will be held Thursday, January 24, 2013 at 5:30 p.m.

ADJOURNMENT

Chair Reynolds adjourned the Airport Advisory Board meeting at 6:54 p.m.

Ed Hennessey, Recording Secretary

Subsequent to our meeting on October 15, I've taken the liberty of updating the 2005 ACIP for Boyne City Municipal Airport (N98). It's summary spreadsheet is attached for your consideration.

Because I did not have back-up estimates for work in the 2005 ACIP, QoE has prepared supporting estimates for the proposed 2012 ACIP land acquisition and construction projects. At your request, these can be provided to you.

As has been advised by Betsy Steudle, because N98 is not in the NPIAS, the City can request a Programming Meeting with AERO at any time to discuss/program proposed work. This programming meeting is the first step in requesting/obtaining state funding for airport development.

At your discretion, I am available to assist the City in meeting with AERO (my office is located across the street from AERO) to review the ACIP and lay out a schedule to make the ACIP a reality.

Please feel free to contact me via phone or e-mail to further discuss.

Thanks for your time and consideration in this matter.

Michael Borta, P.E.
Manager



4100 Capital City Blvd., Flr 2, Lansing, MI 48906
Office: 517.327.1980 x 860 // Fax: 517.327.1982
Mobile: 517.775.1491 // www.QoEConsulting.com



Boyerne City, Michigan

MICHIGAN AIRPORT DEVELOPMENT PROGRAM PACKAGE

TEN YEAR AIRPORT CAPITAL IMPROVEMENT PLAN

Fiscal Years 2014 - 2020

BOYNE CITY MUNICIPAL AIRPORT

Boyerne City, Michigan

Submitted By: City of Boyne City

Date: _____

MAP Meeting Date: _____

Revision Date: _____

Prepared By:



MICHIGAN STATE BLOCK GRANT PROGRAM
TEN-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2013* to FY-2023

*ACIP includes current development year (2013 already programmed - minor changes acceptable)

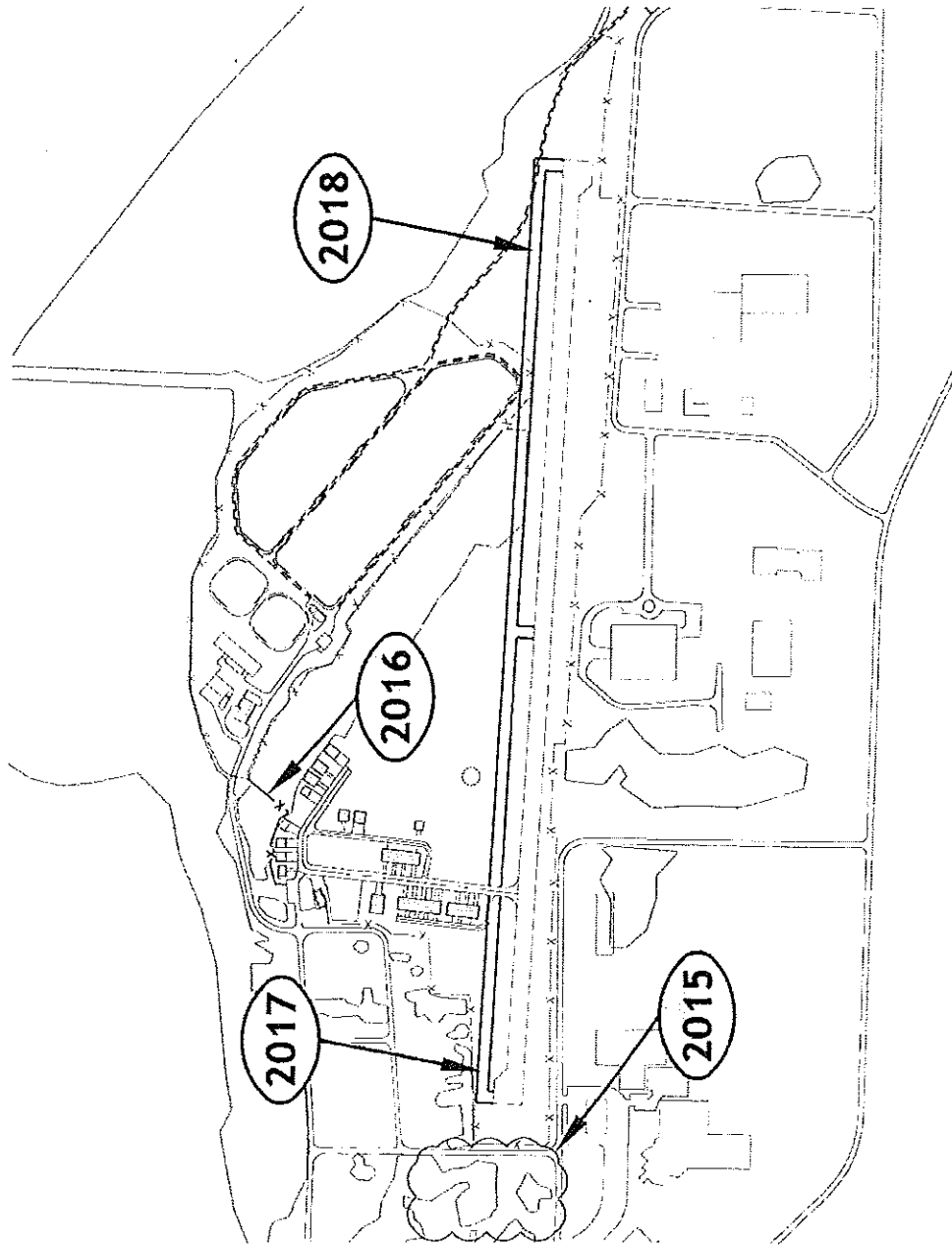
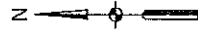
Airport Name: Boyne City Municipal Airport
 Associated City: Boyne City
 Sponsor: City of Boyne City
 Airport Identifier: N98
 Date prepared: 11/12/12
 Revised:
 Prepared By: Q&E Consulting
 Sponsor email address & phone: mca@boyne-city.com (231) 582-6597
FINAL ACIP due to MDOT AERO: at discretion of Boyne City

Development Year	Project Description	Shown on ALP? (Yes or No)	ACIP Code**	NPIAS Priority Rating**	State	Local	Total	Remarks/Item Justification - Provide as much detail as possible.
2014	Update Airport Layout Plan (ALP)	NA	62	PL/PL/MA	72,000	8,000	80,000	The current ALP does not meet Federal standards and was done to have a plan on file. An updated ALP is needed to obtain airspace review of future projects.
2015	Land acquisition in east runway approach	Yes	41	ST/LA/SZ	225,000	25,000	250,000	Property is needed to clear trees at existing residences in the east runway approach in order to reduce the Runway 9 displaced threshold.
2016	Airport security fencing (3,000')	Yes	38	ST/EQ/SE	90,000	10,000	100,000	Fencing is needed to control pedestrians, ATVs, and snowmobile traffic, as well as reduce deer incursions on the runway
2017	Construct Parallel Taxiway - Phase I (1,240'± x 35')	Yes	56	CA/TW/CO	236,250	26,250	262,500	Phase I of the parallel taxiway is to reduce back-taxiing and improve airport safety. Per 2012 MI Airport Directory Boyne City Municipal Airport has 13 based aircraft, 2,629 local ops, 6,573 itinerant ops (9,202 total ops). Ph I will be taxiway from the N-S connector taxiway to the east runway end.
2018	Construct Parallel Taxiway - Phase II (3,440'± x 35')	Yes	55	CA/TW/CO	562,500	62,500	625,000	Phase II of the parallel taxiway (broken into two phases to reduce annual construction costs). Ph II will be taxiway from the N-S connector taxiway to the west runway end.
2019								
2020								
TOTALS:					1,185,750	131,750	1,317,500	

*Proposed airport development must be shown on current FAA-approved ALP prior to funding project.

**In accordance with FAA Order 5100.39A, Appendix 6 - Fields need to be completed

(Refer to Airport Code spreadsheet provided on MDOT-Aeronautics website under 'Block Grant Program' for specific airport code.)



- 2014. ALP UPDATE
- 2015. LAND ACQUISITION (EASEMENTS) AND CLEARING
- 2016. AIRPORT SECURITY FENCING
- 2017. PARALLEL TAXIWAY - PHASE I
- 2018. PARALLEL TAXIWAY - PHASE II

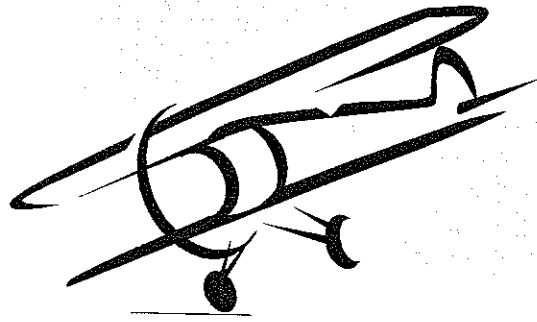


BOYNE CITY MUNICIPAL AIRPORT

ACIP FY-2013 TO FY-2018

AIRPORT CAPITAL IMPROVEMENT PLAN

DECEMBER 20, 2012



EMERGENCY PLAN
AND PROCEDURES
FOR
THE CITY OF BOYNE CITY
MUNICIPAL AIRPORT



First revision August 20, 2003
Second revision Sept. 18, 2003
Third revision Sept. 2008
Revised 2-17-09
Revised 1-22-13

Final 2-23-04
adopted by City Commission 3-9-04

EMERGENCY PLAN

Emergency Procedures for the City of Boyne City Municipal Airport

Purpose:

This document outlines emergency procedures at the City of Boyne City Municipal Airport.

Command Authority:

The highest ranking police official will take charge of the accident scene, even if it is on the airport. The highest ranking fire official will take charge in case of fire or rescue. Police and fire officials will establish lines of authority as appropriate.

Emergency activities require close cooperation with the airport manager.

Control of the airport will revert back to the manager when the "emergency" nature of the incident or accident has been resolved (fire out; possibility of rekindling of fire is low; injured are removed; wreckage is non hazardous).

Although it is technically the responsibility of the owner/operator the airport manager will probably be responsible for directing wreckage removal after proper FAA/NTSB approvals have been secured. Fire equipment should be considered due to the risk of worker injury and potential fuel spill. It is a good idea to have a mechanic (A & P) on site to avoid further damage. The airport, or closed portions of the airport, will be reopened as soon as practical.

Command Center:

Command Center, if needed, will be established at the scene if practical and safe Alternate command center locations would be in the terminal building or in a hangar.

Closing the Airport:

1. Close the entire airport or necessary portions as needed
Only the airport manager, assistant airport managers can close, open or issue *NOTAM* for the airport

Persons authorized to close the airport:

Michael Cain, Airport Manager
Leon Jarema, Assistant Airport Manager
Roger Reynolds, Airport Advisory Board Chair
Jeff Gaither, Chief of Police
Dennis Amesbury, Fire Chief

Name	Work Phone	Home Phone
James Kozlowski 480 Call St Boyne City, MI 49712 Jakoz2001@aol.com		1-989-964-8164 Cell
Richard Bouters 126 West Cedar Street Boyne City, MI 49712 rlbouters@hotmail.com		582-9887 Home 231-675-0797 Cell
Oral Sutliff 1000 Sutliff Lane Boyne City, MI 49712 oesutliff@twin-valley.net		582-9194
Ed Hennessey P.O. Box 52 Boyne City, MI 409712 edward.h.h.@att.net		582-7636
Jerry Schmidt 920 North Lake Street Boyne City, MI 49712 donajerry@sbcglobal.net		582-1619
Bud Chipman 06454 Zenith Heights Road Boyne City, MI 49712 signot@freeway.net	582-2320	582-6164
Rod Cortright P.O. Box 435 Boyne City, MI 49712 cortrigh@msue.msu.edu		582-7196
Leon Jarema P.O. Box 436 Boyne Falls, MI 49713 ljarema@me.com		549-2143 Home 881-1113 Cell
Larry Trumble P.O. Box 356 Boyne City, MI 49712 katrum@freeway.net	582-6707	582-2186
Roger Reynolds, Chair 624 Lake Park Dr Boyne City, MI 49712 weldex2@msn.com		582-7974