



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

**MONDAY, AUGUST 25, 2014** 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](http://www.cityofboynecity.com)  
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1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
  - Excused Absences
3. READING AND APPROVAL OF MINUTES
  - Approval of the June 26, 2014 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/Inspections
  - B. Airport Terminal improvements/Laura Gray
  - C. Roof Repair
  - D. Other – AICP update
8. NEW BUSINESS
  - A. Resignation of Roger Reynolds
  - B. Richard Bouters term expiring 8/24/2014 three year term
  - C. Board member applications (term expired August 24, 2014)
  - D. Estimate from Northern Driveway Services
  - E. Drag Race
  - F. Trail Project Update
  - G. Other
9. GOOD OF THE ORDER
  - Fuel Price \$6.02 per gallon as of July 14, 2014
10. ANNOUNCEMENTS
  - Safety Seminar, Tuesday, September 16, 2014
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, September 25, 2014
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				canceled					
Ed Hennessey	E	P	X				canceled					
Jerry Schmidt	P	P	X				canceled					
Roger Reynolds	E	P	X				canceled					
Oral Sutliff	P	P	X				canceled					

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  
June 26, 2014**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE  
BOYNE CITY AIRPORT ADVISORY BOARD HELD June 26, 2014**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Richard Bouters, Jerry Schmidt, Oral Sutliff, Roger Reynolds, Ed Hennessy, Bud Chipman\*,

**Absent:** Jim Kozlowski\* Larry Trumble\* Leon Jarema\* Rod Cortright\*

*\*Ex Officio Members*

**ATTENDANCE**

**Citizens:** Ron Ludgin

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

**EXCUSED ABSENCES**

None

**MOTION**

**APPROVAL OF MINUTES**

**Sutliff moved Reynolds seconded PASSED UNANIMOUSLY** to approve the **May 22, 2014** minutes as written.

**MOTION**

**CORRESPONDENCE**

NONE

**COMMITTEES/REPORTS**

NONE

**UNFINISHED BUSINESS**

**A. Airport Capital Improvement Plan**

The Airport Capital Improvement Plan was presented to the city commission in June and Unanimously approved to move forward. The board will determine the next steps in this process.

**B. Hangar Inquires/ Leasing:**

A full term lease has been signed for hangar C-19. Hangar A-18 is currently available for lease and is used for overnight and short term rental.

**C. Goals/Priorities:**

Motion by **Sutliff and seconded by Bouters, PASSED UNANIMOUSLY** to budget not more than \$200.00 for paint and supplies to paint and re-hab the Segmented Circle around the Wind Sock.

As many board members as able will meet on Wednesday, July 2, 2014 to work on this project.

**D. Wildlife Undate:** Wildlife encounters at the airport have reportedly

decreased.

## NEW BUSINESS

### A. Hangar Inspections

Bi-Annual hangar inspections will take place in July or August.

### B. Terminal Roof:

The city will begin to put out bids to re-shingle the Terminal Roof with work to be completed by the fall.

### C. Drag Race:

At this time, there are no firm plans for a Drag Race to be held at the Airport during the Labor Day weekend. The board will re-visit this topic in July.

### D. Trail Project:

Plans continue for a biking/walking trail from Boyne City to Boyne Falls with a trail head at the airport terminal. Trail construction will likely begin in 2015.

### E. Remote Control Airplanes:

Remote control airplane pilots have been using the airport and some are reported to be using the runway. The board will monitor this activity to ensure the safety of arriving and departing airport users.

### F. Other:

\*The Annual Pilots Safety Seminar is scheduled for Tuesday, September 16, 2014 at 6:00pm in the airport terminal.

\*A sub-committee of Michael Cain & Oral Sutliff will look at the possibility of providing bicycles at the airport as a mode of transport for fly-in visitors. They will report to the board in July.

## GOOD OF THE ORDER

\*Fuel price is \$6.05 per gallon as of June 19, 2014.

## ANNOUNCEMENTS

### NEXT MEETING

\*The next regular Airport Advisory Board meeting is scheduled for Thursday, July 24, 2014 at 5:30pm in the Airport Terminal.

### MOTION

## ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at 6:25pm.


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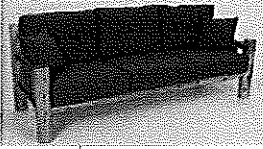
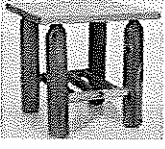
Richard L. Bouters-Secretary\_\_\_\_\_

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# Boyne City Airport Terminal Scope of Work and Budget



Category	Type	Description	Est. Material Cost	Labor Cost	Remarks
<b>Architectural Finishes/Changes</b>					
	Drywall Ceiling	Remove ceiling tiles and existing light fixtures		\$250	
		Drywall ceiling		\$1,600	previous quote
	Flooring	Carpet lounge	\$1,950	\$500	
		Tile Entry	\$192	\$1,500	
		Remove existing flooring in above areas		\$320	
	Add Window	Picture window on south wall Vinyl with J Channel built in	\$2,500		
		Millwork on interior/exterior	\$300	\$500	
	Painting	Ceiling/finish new millwork	\$120	\$1,000	
	Door	Change door to lounge	\$500	\$100	
		Add door closure to kitchen door	\$80	\$40	
	Coat Rack	Built into east wall next to drinking fountain	\$300	\$320	
	Dumpster		\$500		
	Permits		\$100		
		<b>SUBTOTAL</b>	<b>\$12,672</b>		
<b>Electrical</b>					
	Recessed cans		\$525		
	Floor outlet		\$100	\$1,850	
		<b>SUBTOTAL</b>	<b>\$2,475</b>		
<b>Decorative</b>					
	Art/Information	Remove, clean, reframe items to keep	\$550	\$160	
		Organize into groupings		\$320	
		New art	\$500	\$50	
		New Signage	\$200	\$25	
	Furniture	Three chairs- Moon Valley Rustic with COM fabric	\$1,332		

Category	Type	Description	Est. Material Cost	Labor Cost	Remarks
		One Sofa in COM Fabric	\$1,104		
		End tables (two side tables and two coffee tables)	\$696		
		<b>SUBTOTAL</b>	<b>\$4,937</b>		

Design Services for creating construction documents, managing ordering and installation schedule of above: (based on 40 hours @ \$80/hr)

\$3,200
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**\$23,284**

**Estimated Total**

\* Numbers reviewed by Rob Goedike of Plain & Fancy Contracting for reasonable accuracy considering this is a renovation of an existing space where other items may come up as construction progresses.

Other items on Terminal planning notes for 2014 not currently included in above estimate:

- General Cleaning: Walls, trim, windows, floors and kitchen
- Paneling: Wood treatment
- Kitchen: New wall cabinet over sink  
New sink and countertop  
Relocation of microwave

**Michael Cain**

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**From:** Mike Borta [MBorta@QoEConsulting.com]

**Sent:** Thursday, June 12, 2014 3:20 PM

**To:** Michael Cain

**Subject:** Boyne City Municipal Airport

Good afternoon Mike –

I enjoyed the Boyne City Commission meeting the other evening and the opportunity to introduce QoE to the Commission. You did a great job explaining the approach slope and having trees penetrating it. I'll have to keep in mind the sloping left forearm (runway approach) and vertical right forearm (trees) as the visual. Worked well. As I understand it, you've been authorized to sign and submit the ACIP to AERO, after which a MAP meeting should be scheduled.

I just want to give you a heads up about airport consulting services. First of all, QoE very much wants to be Boyne City's airport consultant, as we've demonstrated by the meetings and services we've thus far provided. And, I hope, you and the City Commission are in agreement on this. However, it may be requested by Kelly Crannell that Boyne City go through a Consultant Selection process. This process is a federal requirement, particularly where FAA funding is involved, something that Boyne City will not have.

There is no state law, rule, policy, or procedure requiring a community to do a formal Consultant Selection for state/local funded airport development, just something I'm thinking Kelly might ask of you. It is the City's prerogative whether or not to go through this process. If it is decided that Boyne City will undertake the Consultant Selection process, then Kelly can advise on the advertisement for Consultant Services, and, in general, the overall selection process.

If the City is happy with QoE's services and has confidence in what QoE brings to the table, we are happy to continue with what we're doing for Boyne City and include assisting you at a MAP meeting later in the year.

My suggestion on how to move forward:

- Submit the ACIP
- Let Betsy Steudle schedule Boyne City for a MAP meeting
- See how the MAP meeting goes and whether there is any discussion regarding consultant selection
- React accordingly

If you would like to further discuss QoE consulting services or the Consultant Selection process, don't hesitate to give me a call.

**Michael Borta, P.E.**  
Manager



***'Quality of Experience. Quality of Engineering. Quality of Everything!'***

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](http://www.QoEConsulting.com)

8/18/2014

**July 3, 2014**

**Attn: Mr Jerry Schmidt, Chairman**

**Subj: Resignation from the Airport Board**

**Dear Jerry,**

**It is with deep regret that I submit my resignation effective today, from the Airport Board. I have enjoyed serving with you and the other members.**

**I feel that my contributions are no longer needed and I would like to give someone else the opportunity to serve.**

**Sincerely,**

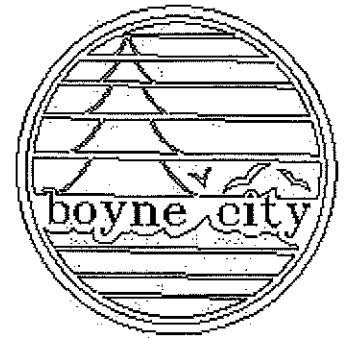
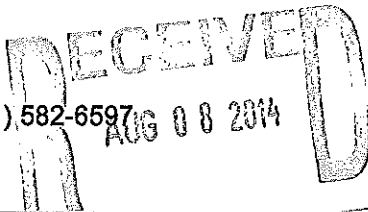
**Roger Reynolds**

**cc: Michael Cain**



# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



## BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: BRIAN HARRINGTON

Address: 811 Boyne Ave. Boyne City, MI. 49712

Telephone: 231-675-6307 (daytime) SAME (evening)

Email: flyboy.1959@att.net

Occupation: A&P Mechanic

Please check any Advisory Board or Commission you may be interested in.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission             | <input type="checkbox"/> Main Street / DDA Program        |
| <input type="checkbox"/> Planning Commission               | <input type="checkbox"/> Parks and Recreation Commission  |
| <input type="checkbox"/> Board of Review                   | <input type="checkbox"/> Housing Commission               |
| <input type="checkbox"/> Local Development                 | <input type="checkbox"/> Zoning Board of Appeals          |
| <input type="checkbox"/> Finance Authority                 | <input type="checkbox"/> District Library Board           |
| <input type="checkbox"/> Historic District Commission      |   |

Reason(s) you wish to serve:

To help serve the area aviation community & keep the Boyne airport growing & a great place to fly into.

Other community or civic service activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature Brian Harrington

Date 8-8-14

# CITY OF BOYNE CITY

19 North Lake Street Boyne City, MI 49712 (231) 582-6597



## BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: Kenneth E. (Ken) Allen

Address: 501 Spring St.

Email: Kelliotallen@gmail.com

Occupation: RETIRED/CITIZEN

Please check any Advisory Board or Commission you may be interested in. (Preferences: 1-5)

Airport Advisory Board - #3

Economic Development Corporation - #5

Historical Commission

Downtown Development Authority/ Main Street Program

Planning Commission - #4

Parks and Recreation Commission

Board of Review

Housing Commission

Local Development

Zoning Board of Appeals

Finance Authority

District Library Board - #2

Historic District Commission

\* Broadband Committee - #1

Reason(s) you wish to serve: GIVE SERVICE TO CITY OF RESIDENCE;

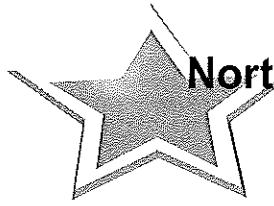
Provide help with Broadband Committee formation and county-wide collaborative initiatives.

Other community or civic service activities: Charlevoix County Board of Canvassers (Term exp 2014/5); Charlevoix County Roads Steering Committee (Vice Chair)

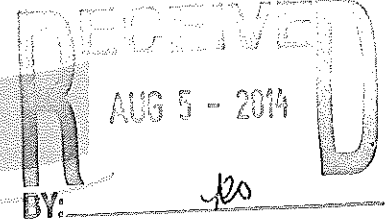
Signature:

Date:

# PROPOSAL



## Northern Driveway Services

122 W Pine  
Boyne City, MI 49712  
(231) 675-9520

PROPOSAL SUBMITTED TO <u>Boyne City Airport</u>		PHONE	DATE <u>8-5-2014</u>
STREET <u>1040 E. Main St</u>		JOB NAME <u>Boyne Runway</u>	
CITY, STATE and ZIP CODE <u>Boyne City Mi 49712</u>		JOB LOCATION	
CONTACT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

There are 23,864 Feet of Heavy Crack Repair To be Done with a MDOT - FAA Grade Hot Rubber Filler and 2721 feet of Crack Filling with Hot Asphalt then Hot Rubber Cap.

**JOB SITE**3000 LB Hot Rubber

<u>Crack Repair Rubber</u>	<u>11,932.00</u>
<u>Hot Asphalt Mix Repair</u>	<u>2721.00</u>
	<u>= 14653.00</u>

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:fourteen thousand six hundred fifty three dollars (\$ 14653.00).

Payments to be made as follows:

50% Down Payment on Start up. Balance on Job Completed

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature

Mark W. Peters

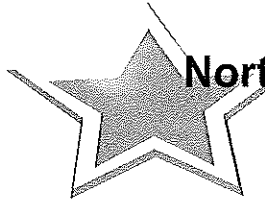
**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above,

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

# PROPOSAL



## Northern Driveway Services

122 W Pine  
Boyne City, MI 49712  
(231) 675-9520

PROPOSAL SUBMITTED TO <i>Boyne City Airport</i>		PHONE	DATE <i>8-5-2014</i>
STREET <i>1040 E. MAIN ST</i>		JOB NAME <i>Boyne Taxiway</i>	
CITY, STATE and ZIP CODE <i>Boyne City Mi</i>		JOB LOCATION	
CONTACT <i>Dr</i>	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for: *5479*  
*You Have ~~2740~~ Feet of Heavy Crack Repair To be done with a MDot- FAA Grade Hot Rubber Filler.*

### JOB SITE

$$5479 \times .50 = 2740.00$$

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

*Two Thousand Seven Hundred forty* — dollars (\$ *2740.00* )

Payments to be made as follows:

*50% Down Payment on Start up. Balance on Job completion.*

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature

*Mark W. Poles*

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above,

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_