



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

Thursday, July 25, 2019 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 June 27, 2019 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
  - A. Safety Seminar
  - B. Airport Patron Appreciation Event Update
  - C. Consolidation of Airport Policies, Guides & Procedures
  - D. Emergency Plan Status
  - E. Distance Remaining Signs Installation
  - F. Terminal Grounds Landscaping
  - G. Other
8. NEW BUSINESS
  - A. Other
9. GOOD OF THE ORDER
  - The fuel price increased to \$4.68 per gallon on July 18, 2019.
  - Young Eagle Event Saturday, August 10<sup>th</sup> from 9 am to Noon.
10. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, August 29, 2019.
11. ADJOURNMENT



Approved: \_\_\_\_\_

**MEETING OF  
June 27, 2019**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE  
CITY AIRPORT ADVISORY BOARD** held June 27<sup>th</sup>, 2019.

---

**CALL TO ORDER**

Chair Richard Bouters called the meeting to order at 5:30 PM followed by the Pledge of Allegiance.

---

**ROLL CALL**

**Present:** Richard Bouters, Doug Brubaker, Brian Harrington, Richard Wright, Leon Vercruysee, Jerry Schmidt\*, Rod Cortright\*, Bud Chipman\*, Allen Struza\*

**Absences:** Leon Jarema\* (excused)

*\*Ex Officio Members*

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

**Citizens:** Reg Cooper

---

**COOPER HANGAR TOUR**

Immediately following the Pledge of Allegiance Messrs. John and Reg Cooper demonstrated the operation of their newly installed and fully operational custom hangar door. Previously approved by the airport board, the new hangar door concept provides additional hangar entrance vertical clearance to accommodate Boyne City Airport's first home based business jet.

---

**READING AND  
APPROVAL OF  
MINUTES**

Motion by Leon Vercruysee, seconded by Brian Harrington, to approve the April 4<sup>th</sup>, 2019 minutes as written. Unanimously passed.

---

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

None

---

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

None

---

## UNFINISHED BUSINESS

### **Safety Seminar**

Scheduled for October 10<sup>th</sup>, 2019 suggested advisory board topics for the FAA Safety Seminar Presentation were discussed. Richard Bouters provided candidate seminar topics:

- Automatic Dependent Surveillance Broadcast (ADS-B) - Out
- Cold weather/winter operations
- *Fly the Aircraft First*
- *The Flight Review*
- Runway Safety
- Loss of Control – Approach, Go Around, Take-off and Climb Out

### **Airport Patron Event**

Richard Wright provided event planning progress.

Lions Club will provide turn-key catering billed directly to Boyne City.

Menu items provided:

- Hamburgers, hot dogs and possible pulled pork sandwiches
- One side dish
- Potato chips
- Bottled water and a selection of assorted soda beverages served in original cans or bottles
- Ice cream sandwiches
- Flatware and napkins
- Iced drinks

City provided beverages:

- Beer and wine

Richard Wright pledged to draft an RSVP letter to invitees for approval by the airport manager, then subsequent mailing. Following RSVP/Regrets responses those numbers will in-turn drive menu and other event planning actions.

Messrs. John and Reg Cooper have graciously allowed use of their hangar (A-12) for the event.

### **Consolidation of Airport Policies, Guides and Procedures**

Richard Bouters is continuing his review of disparate Boyne City Airport policies, guides and procedures. His near term efforts include an airport search of like directives for use as a benchmark to consolidate Boyne City Airport directives.

### **Tie Down Cables Refurbishment**

Project action person Brian Harrington relayed his thanks to Richard Bouters, Jerry Schmidt, Allen Sturza and Richard Wright for their hard work in tie down cable lifting, cleaning, painting, weed and grass control and replacement of the airport tie down cables. Existing cables refurbished are those adjacent to the aircraft refueling area and those positioned between the hangar row east of the taxiway and the runway.

## Emergency Plan Status

Richard Wright provided the following chronology of actions taken, not-taken or inadvertently over looked further delaying City Council Emergency Plan approval and implementation (Bulleted items in italics are archived AAB minutes excerpts).

- **Feb 2018**, *ON GOING or NEAR TERM GOALS (Go-Do): Review and Revise Boyne City Emergency Plan (Richard Wright)*
- **Mar 2018**, *Review and Revise Boyne City Municipal Airport Emergency Plan. Richard Wright committed to attend the April 10th City of Boyne City Commissioner's meeting for formal presentation and acceptance of the plan.*

NOTE: April 10<sup>th</sup>, 2018 City Commission Meeting attend by RKW.

**Airport Mission Statement** Ayes - 4, Nay - 0, Absent - 1; Motion Carried. Airport Emergency Plan not on Agenda.

- **Apr 2018**, *Plan ... provided to ... Fire Chief...for review, comments and edits [implemented]. Plan forwarded to EMT chief for review. Never responded to.*
- **Jun 2018**, *Edited plan received from MDOT (Randy Collier) review, changes incorporated.*
- **Oct 2018**, *Review of National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing pending with Boyne City Fire Chief. Never responded to.*
- **Feb 2019**, *Awaiting review and approval by Airport Manager*

Richard Wright took an action to provide an electronic plan copy to Boyne City Hall for dissemination to the Boyne City's Fire and EMS Chiefs.

## Distance Remaining Signs Installation

Information relayed to Richard Wright in June by Mr. Tim Fass' (Boyne City Director of Public Works -DPW) are, "Marker installation is awaiting DPW's opportunity to leverage availability of a leased heavy duty ground auger maximizing auger use between two city jobs. Mr. Fass anticipates work completion near the end of June".

## Terminal Grounds Landscaping

The Terminal Grounds Landscaping project champion, Allen Sturza relayed his planning progress with landscaping professional and Boyne City resident Gau Litzenburger. Overall the plan presented for approval is a crawl-walk-run approach first aimed towards no cost, followed by low cost then a shared cost approach. Action items planned for the terminal grounds north side include:

- Power Pole
  - Remove pole
  - Relocate powerline underground
  - No cost objective (Spectrum)

- Weather/Light/Radio Pole
  - Determine functional items on pole, then relocate
  - Remove pole, discard inoperative items
  - No cost objective
- Drip Edge
  - Remove all north-side vegetation next to terminal foundation
  - Lay weed blocking fabric and river rock directly under roof drip edge
  - Add topsoil contour
  - Contour beginning six inches below siding
  - Slope away from building
  - Low cost action
  - Compost soil available from DPW
  - Possible river rock donation
- Outdoor Water Spigot
  - Install water spigot on southwest corner of terminal building
  - Relocate water hose and associated items to terminal SW side
  - Low cost action
- Utility Meters
  - Install utility enclosure structure (visual appeal)
  - Low cost action
- Airport Street Sign
  - Remodel reflecting Trail Head
  - Relocate to street corner
- Northside Sidewalk Porch
  - Replace sidewalk with wider, curving sidewalk displaced further from building edge
  - Possible trailhead funds
- Northside Porch
  - Remove porch
  - Replace with American Disabilities Act (ADA) compliant entrance way
  - Possible trailhead funds

Michael Cain granted permission for AAB volunteers to immediately begin work on the terminal building Drip Edge and Weather/Light/Radio Pole initiatives.

### **Other**

Airport Advisory Board members commented on the recent dumping of dirt by DPW adjacent to the boat parking area. Michael Cain pledged to research the issue.

The frayed and torn condition of the City of Boyne City Flag flown at the airport terminal was noted. A new flag is available and will replace the currently displayed unserviceable flag.

**NEW BUSINESS**

Michael Cain shared information he received regarding an inquiry from a representative from the Clare, MI airport for a sponsor and working space for an airport Fixed Based Operator (FBO). Board members agreed the solicitation is interesting and merits further detailed information from the caller. Michael Cain to follow-up.

Mr. Cain asked the Board if free use bicycles available at the airport would offer a useable convenience to airport visitors. The collective response was to the affirmative. Michael Cain to pursue this action.

---

**GOOD OF THE ORDER**

Boyne City Airport 100 Low Lead aviation fuel price remains at \$4.51 per gallon.

---

**ANNOUNCEMENTS**

The next regular Airport Advisory Board meeting is scheduled for Thursday, July 25th, 2019 at 5:30 PM.

---

**ADJOURNMENT**

The meeting was adjourned at 7:19 P.M. by meeting chair, Richard Bouters.

---

---

Richard K. Wright  
Boyne City Airport Advisory Board Secretary