



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

Thursday, June 27, 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. COOPER HANGAR TOUR
4. READING AND APPROVAL OF MINUTES
  - Approval of the May 23, 2019 minutes
5. CORRESPONDENCE
6. CITIZENS COMMENTS (non-agenda items)
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
8. UNFINISHED BUSINESS
  - A. Safety Seminar
  - B. Airport Patron Appreciation Event Update
  - C. Consolidation of Airport Policies, Guides & Procedures
  - D. Tie-down Cable Refurbishment
  - E. Emergency Plan Status
  - F. Distance Remaining Signs Installation
  - G. Terminal Grounds Landscaping
  - H. Other
9. NEW BUSINESS
  - A. FBO Inquiry
  - B. Other
10. GOOD OF THE ORDER
  - The fuel price increased to \$4.51 per gallon on May 23, 2019.
11. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, July 25, 2019
12. ADJOURNMENT



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

**MEETING OF  
May 23, 2019**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE  
CITY AIRPORT ADVISORY BOARD held May 23<sup>th</sup>, 2019.**

**CALL TO ORDER**

Chair Richard Bouters called the meeting to order at 5:00 PM followed by the Pledge of Allegiance.

**ROLL CALL**

**Present:** Richard Bouters, Doug Brubaker, Brian Harrington, Richard Wright, Leon Jarema\*, Jerry Schmidt\*

**Absences:** Leon Vercruysee, Rod Cortright\*, Bud Chipman\*

*\*Ex Officio Members*

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

**Citizens:** John Van Etten, Elena Roskosri

**Excused:** Allen Sturza\*

**READING AND  
APPROVAL OF  
MINUTES**

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

**CORRESPONDENCE**

None

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

None

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

None

**UNFINISHED BUSINESS**

**Airport Patron Event**

All event planning completed to date was reviewed and revised with Board input. Foremost, August 17<sup>th</sup>, 2019 was selected as the event date between the hours of 6 and 8 PM. The updated invitee list includes local Michigan State Representatives and a Boyne City property owner who sits on the Michigan

Aeronautics Commission. Planned local media coverage is Board self-coverage with event narrative and photos submission to the Petoskey News Review and Boyne City Gazette post event through Barb Brooks at Boyne City Hall. In lieu of a formal moderated program, paper copies of recently completed actions and planned Boyne City Airport Advisory Board goals and actions may be reviewed by event attendees. City provided garment stick on name tags and markers will be available. Near term coordination actions include a tentative change in event venue to a larger hanger (i.e. to accommodate over 100 invited guests) and an initiation to the Boyne City Lion's Club to provide event hot dogs and hamburgers (contracted through Boyne City Hall).

#### **Cooper Hangar Update**

Brian Harrington reported the Cooper hangar door modification actions are near complete. The door frame is installed and the hydraulic door lifts are fully operational. Work remaining includes final door frame covering (skin) and other minor cosmetic actions. No insurmountable problems are anticipated.

#### **Runway Distance Markers**

Richard Wright relayed Mr. Tim Fass' (Boyne City Director of Public Works - DPW), comments regarding installation of the runway distance markers. 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 May.

#### **Lifting and Painting of Tie Down Cables**

After signing a hold harmless agreement Brian Harrington has gained permission to use Mr. John Cooper's (Boyne City hangar tenant) fork lift. Plans include lifting the cables free from soil and vegetation, power washing and painting the cables before returning the cables to their original position. A Notice To Airmen (NOTAM) listing the nature of the work, date, time and work duration will provide the general aviation community of the work and temporary ground obstructions.

#### **Other**

None

### **NEW BUSINESS**

#### **Safety Seminar**

Richard Bouters provided the Board with copies of email exchanges between himself and Mr. Samuel Heiter, FAA Safety Team Program Manager – Operations, regarding the seminar. Mr. Heiter relayed several possible topics. The Board adopted October 10<sup>th</sup> as the best date for the event.

**Terminal Landscaping**

Richard Bouters provided a written report of an informal meeting he attended with Allen Sturza, and Boyne City resident Gow Litzenburger on Sunday May 19<sup>th</sup> 2019. The Board reviewed and discussed the list of low cost and low maintenance curb side initiatives. Richard reported that Alan Sturza will coordinate with the Boyne City Garden Club asking for Garden Club support with Boyne City Airport Terminal grounds plantings and maintenance. Other Board suggested grounds beautification input is needed from DPW and airport terminal tenant Northern Homes.

**Other**

Michael Cain informed the Board that Leslie Pritchard will soon vacate her Boyne City Airport hangar.

The Boyne Mountain Airport Manager has contacted Michael Cain about cost sharing of an Automated Surface Weather Observing (AWOS) system. Leon Jarema commented, "... that to be compliant allowing air charter operations under Federal Aviation Regulation, Part 135, AWOS equipment must be installed at that particular airport where the operation will occur." Michael Cain will continue dialog with the Boyne Mountain Airport Manager.

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**GOOD OF THE ORDER**

Since March 14<sup>th</sup>, 2019 Boyne City Airport aviation 100 low lead fuel remains at \$4.31 per gallon.

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**ANNOUNCEMENTS**

The next regular Airport Advisory Board meeting is scheduled for Thursday, June 28th, 2019 at 5:30 PM.

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**ADJOURNMENT**

The meeting was adjourned at 6:06 P.M. by meeting chair, Richard Bouters.

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Richard K. Wright  
Boyne City Airport Advisory Board Secretary