



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, March 27, 2014 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
www.cityofboyne.com
click on boards and
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 February 27, 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
 - B. Goals/Priorities
 - C. Budget Update
8. NEW BUSINESS
 - A. Jet fuel update
 - B. Business Expo – Thursday, April 24, 2014
 - C. Drag Race Update
 - D. Other
9. GOOD OF THE ORDER
 - Fuel Price \$5.31 per gallon as of November 20, 2013
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, April 24, 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	P	P	P	P	canceled		P	P		
Ed Hennessey	P	P	E	P	P	P	canceled		E	E		
Jerry Schmidt	P	E	P	P	P	P	canceled		P	P		
Roger Reynolds	P	P	P	E	P	P	canceled		E	P		
Oral Sutliff	P	E	p	P	P	P	canceled		P	P		

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
February 27, 2014

RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD FEBRUARY 27, 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, Leon Jarema * Roger Reynolds

ATTENDANCE

Absent: Rod Cortright*, Jim Kozlowski*, Larry Trumble* Bud Chipman*
*Ex Officio Members
Citizens: Ken Allen
Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

Bouters moved Sutliff seconded PASSED UNANIMOUSLY to excuse Ed Hennessy.

APPROVAL OF MINUTES
MOTION

Sutliff moved Reynolds seconded PASSED UNANIMOUSLY to approve the January 23, 2014 minutes as written.

CORRESPONDENCE

Letter from UofM Health System Emergency Medicine reviewed (*see attached*)

UNFINISHED BUSINESS

Hangar Inquires/Leasing:

- *Hangar's A18 & C19 are available for rental.
- *There has been some interest in overnight hangar rentals and fees will be reviewed by Michael Cain.

Delinquent Hangar/Fuel bills:

- *An overdue fuel bill was reviewed by the board and the city office will continue to attempt contact for payment.

Goal/Priorities

- *The board reviewed and discussed Terminal and property upgrades for 2014 (*see attached list*).
- *By request from the board, Jerry Schmidt obtained quotes to have the inside of the terminal dry walled. (*see attached quotes*)

NEW BUSINESS

Budget Discussion

- *The board reviewed and discussed the 2014 Airport budget presented by City Manager, Michael Cain. No additions at this time.

NEW BUSINESS: CONT.

Jet Fuel Update

*Richard Bouters gave an update (*see attached notes*) regarding offering Jet Fuel at the Airport. The board reviewed and discussed the information. No action taken at this time.

MOTION

Business Expo – Thursday, April 24, 2014

*A report was given by Richard Bouters regarding the Airport participation in the Business Expo. (*see attached notes*) **Sutliff moved Reynolds seconded PASSED UNANIMOUSLY** to budget \$200.00 to spend on give-a-way items to the expo.

Airport Conference Report

*Michael Cain attended the Michigan Association of Airport Executives in Lansing and offered a report.

MOTION

Request of the City Manager to go into closed session to consider the purchase of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976)

***Sutliff moved Reynolds seconded** to go out of regular session at 6:28pm.

Roll Call:

Aye: Sutliff, Reynolds, Schmidt, Bouters

Nay: None

Abstain: None

Absent: Hennessy

Motion Carried.

MOTION

***Reynolds moved Sutliff seconded** to go into regular session at 6:48pm.

Roll Call:

Aye: Sutliff, Reynolds, Schmidt, Bouters

Nay: None

Abstain: None

Absent: Hennessy

Motion Carried

GOOD OF THE ORDER

*Fuel price is \$5.31 per gallon as of November 20, 2013.

*Joint Commission Meeting on February 13, 2014. Richard Bouters gave a brief report regarding his attendance at this meeting.

*Michael Cain reminded the board of the March 6, 2014 meeting at the Library to discuss Food Trucks in Boyne City.

**ANNOUNCEMENTS
NEXT MEETING**

The next regular Airport Advisory Board meeting is scheduled for Thursday, March 27, 2014 at 5:30pm in the Airport Terminal.

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at 6:54 pm.

Richard L. Bouters-Secretary_____

AIRPORT
Fund Code: 295-030
Revenues

See page 65 on 12 Yr History

Code	Account Title	Prior year FYE 2013	Current Year FYE 2014		Proposed FYE 2015
			Budgeted	Projected	
400	Allocated from Fund Balance	0	36,074	36,074	22,774
625	Airport Gasoline Sales	83,815	75,500	97,000	99,500
630	Event Revenues	6,030	8,000	4,113	0
670	Rent - Terminal	21,844	4,876	4,876	4,876
675	Rent - Hangar	0	16,250	16,250	16,250
690	Charges for Services/Fees	0	0	207	0
TOTAL		111,689	140,700	158,520	143,400

Summary	Prior FYE 2013	Current FYE 2014	Proposed FYE 2015
Fund Balance, Beginning of Year	40,106	46,133	60,059
Revenues Over (Under) Expenditures	6,027	13,926	(22,774)
Fund Balance, End of Year	46,133	60,059	37,285

AIRPORT
Fund Code: 295-040
Expenditures

See page 66 on 12 Yr History

Code	Account Title	Prior year 2012	Current Year FYE 2013		Proposed FYE 2014
			Budgeted	Projected	
705	Salaries/Wages	5,888	6,000	7,000	6,000
713	Medical Insurance	934	2,000	2,000	2,000
714	Social Security	428	500	500	500
716	Unemployment Compensation	0	100	100	100
727	Supplies	3,430	2,500	3,500	3,000
730	Repairs/Maintenance	0	1,250	1,250	1,250
736	Aviation Fuel (for sale)	76,782	65,000	90,000	92,500
740	Telephone/Utilities	6,146	5,500	7,500	6,000
818	Engineering	0	50	0	0
819	Environmental	0	250	250	250
860	Motor Pool	9,039	10,000	12,000	10,000
870	Training	250	500	500	500
880	Events	0	500	400	500
910	Insurance: Liability/Equipment	2,830	3,750	4,294	4,500
911	Insurance: Workers Comp	(66)	300	300	300
970	Capital Outlay/Equipment	0	2,500	0	1,000
975	Airport Improvements	0	40,000	15,000	15,000
TOTAL		105,661	140,700	144,594	143,400

MISCELLANEOUS FEES

1 May 2014 - 30 April 2015

STREET FEES

	<u>2014 FYE</u>	<u>2015 FYE</u>	<u>Change</u>	<u>% Increase</u>
ROAD CUTS				
Permit Fee	\$20.00	\$20.00	\$0.00	0.0%
(Plus cost of Repairs)	Time and Material + 15%			
Sand/salt (5 gallons)	\$5.00	\$5.00	\$0.00	0.0%
(1 yard)	\$25.00	\$25.00	\$0.00	0.0%
PARK FEES				
Park Shelter	\$50.00	\$50.00	\$0.00	0.0%
Deposit required	\$0.00	\$0.00		
Non-Profit Organization	No charge	No charge		

Reservation fee is due within 2 weeks of the date the reservation is taken.
 Payment is refundable if there is a minimum of two weeks notice prior to the date of the event.
 If the shelter is not left clean, a fee may be assessed.

ICE SKATING FEES

Skate Sharpening	\$3.00	\$3.00	\$0.00	0.0%
------------------	--------	--------	--------	------

AIRPORT FEES

CARS

Overnight	\$2.00	\$2.00	\$0.00	0.0%
Weekly	\$10.00	\$10.00	\$0.00	0.0%
Monthly	\$25.00	\$25.00	\$0.00	0.0%
Six Month	\$75.00	\$75.00	\$0.00	0.0%
Yearly	\$125.00	\$125.00	\$0.00	0.0%
Boat Trailer Parking-Daily Fee	\$0.00	\$5.00	new	0.0%
Boat Trailer Parking-Weekly Fee	\$0.00	\$25.00	new	0.0%
Boat Trailer Parking-Monthly Fee	\$0.00	\$50.00	new	0.0%
Boat Trailer Parking- Seasonal Fee	\$0.00	\$150.00	new	0.0%

AIRPLANES

Overnight	\$3.00	\$5.00	\$2.00	66.7%
Monthly - hard surface	\$30.00	\$30.00	\$0.00	0.0%
Monthly - grass	\$20.00	\$30.00	\$10.00	50.0%
Fuel (Market Rate +)	\$0.40	\$0.40	\$0.00	0.0%

AIRPORT HANGERS

	<u>2014 FYE</u>	<u>2015 FYE</u>		
Airport Commercial Operator Permit (3 years)	\$25.00	\$25.00	\$0.00	0.0%
Regular-Monthly*	\$200.00	\$200.00	\$0.00	0.0%
Regular+Garage -Monthly*	\$235.00	\$235.00	\$0.00	0.0%
Small Garage Only-Monthly*	\$105.00	\$105.00	\$0.00	0.0%
Daily- Any Size	\$20.00	\$60.00	\$40.00	200.0%
Weekend- Fri & Sat	\$0.00	<u>\$100.00</u>	\$100.00	0.0%
Deposit= One Month Rate				

* Pay 10 months in advance/at once get 2 months free