



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, March 24, 2016 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
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for each board*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
 - Excused Absences
3. READING AND APPROVAL OF MINUTES
 - Approval of the March 3, 2016 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Airport Pavement Markings
 - B. Runway distance markers
 - C. Spring Safety Seminar
 - D. General Utility Inspection
 - E. Budget
 - F. Airport Property Request
 - G. Model Aircraft/UAS Guidelines
 - H. Airport User Survey
 - I. Business After Hours—April 28, 2016
 - J. Other
8. NEW BUSINESS
 - A. Hangar Inspections
 - B. Other
9. GOOD OF THE ORDER
 - A. Fuel Price decreased to \$4.57 per gallon as of November 2, 2015
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, April 28, 2016
11. ADJOURNMENT

Mission Statement:

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



Approved: _____

**MEETING OF MARCH 3,
2016**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD MARCH 3, 2016**

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:29 p.m.** followed by the pledge of allegiance.

ROLL CALL

Present: Richard Bouters, Jerry Schmidt, Brian Harrington, Oral Sutliff
Ed Hennessy *Rod Cortright

ATTENDANCE

Absent:, *Jim Kozlowski * Larry Trumble *Bud Chipman* Leon Jarema
**Ex Officio Members*
Citizens: Ron Ludgin, Ken Allen
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

None

**APPROVAL OF MINUTES
MOTION**

Sutliff moved Harrington seconded PASSED UNANIMOUSLY to approve the minutes of **January 28, 2016** as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

- A. **Airport Pavement Markings:** The board reviewed information from MDOT regarding pricing and a timetable for re-marking the runway. Michael Cain indicated that he would continue to research additional quotes. The board authorized Michael to move forward with what he considers to be the best option for the airport.
- B. **Runway Distance Markers:** This project will resume as weather permits with a Spring completion.
- C. **Spring Safety Seminar:** An aviation Safety Seminar presented by MDOT Office of Aeronautics will take place on Thursday, May 12, 2016 at 6:30 p.m. in the Airport Terminal.

- D. **General Utility Inspection:** The board will invite Mike Borta of Qoe Consulting and Randy Collier from MDOT Office of Aeronautics to visit in the Spring. This will give the board the opportunity to walk the property and identify items that need attention based on the last airport inspection by MDOT.
- E. **Budget:** The board discussed the upcoming budget with Michael Cain. The board reviewed airport fees and will maintain these at current levels. A final budget will be reviewed at the March 24th meeting.
- F. **Airport Property Request:** No current action is taking place regarding this issue.
- G. **Model Aircraft/UAS Guidelines:** The board reviewed the final draft of the Model Aircraft/UAS Guidelines. **Harrington moved Sutliff seconded PASSED UNANIMOUSLY to recommend to the City Commission to adopt these guidelines as written for the Boyne City Airport.**
- H. **Airport User Survey:** The final draft of the Airport User Survey was considered by the board. **Sutliff moved Harrington seconded PASSED UNANIMOUSLY for Richard Bouters to move forward with the distribution of the survey with the addition of a comment section.**
- I. **Business After Hours – April 28, 2016:** The board reviewed quotations for catering and discussed planning.
- J. **Other:** The board discussed some decorating changes to the terminal to progress over the next few weeks.

MOTION

MOTION

NEW BUSINESS

- A. **Other:** Michael Cain reported that an inquiry had been made regarding someone building a new hangar at the airport. No plan in progress at this time.

GOOD OF THE ORDER

- A. Fuel price is **\$4.57** per gallon as of **November 2, 2015.**
- B. City/Airport Manager Michael Cain attended the Annual Michigan Association of Airport Executives meeting February 17 – 18 in Lansing and reported to the board.
- C. The bike trail from Boyne City to Boyne Falls with the Airport as a Trail Head is slated for starting in 2018.

ANNOUNCEMENTS

NEXT MEETING

- A. The next regular Airport Advisory Board meeting is scheduled for **Thursday, March 24, 2016 at 5:30 p.m. in the Airport Terminal.**

MOTION

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:38 p.m.**

Richard L. Bouters-Secretary_____

AIRPORT
Fund Code: 295-030
Revenues

See page 59 on 12 Yr History

Code	Account Title	Prior year FYE 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
400	Allocated from Fund Balance	0	1,024	262	4,375
625	Airport Gasoline Sales	63,508	99,500	60,000	65,000
630	Event Revenues	25	0	0	0
630.100	Drag Race Registrations	13,329	10,000	11,873	10,000
670	Rent - Terminal	5,434	4,876	4,876	5,000
675	Rent -- Hangar	18,240	16,250	16,250	17,000
690	Charges for Services/Fees	174	0	133	0
691	Transfers from General Fund	0	25,000	25,000	15,000
TOTAL		100,710	156,650	118,394	116,375

Summary	Prior FYE 2015	Current FYE 2016	Proposed FYE 2017
Fund Balance, Beginning of Year	42,840	25,317	25,055
Revenues Over (Under) Expenditures	(17,523)	(262)	(4,375)
Fund Balance, End of Year	25,317	25,055	20,680

AIRPORT
Fund Code: 295-040
Expenditures

See page 60 on 12 Yr History

Code	Account Title	Prior year 2015	Current Year FYE 2016		Proposed FYE 2017
			Budgeted	Projected	
705	Salaries/Wages	3,137	6,000	4,500	6,000
713	Medical Insurance	288	1,500	1,500	1,500
714	Social Security	233	500	500	500
716	Unemployment Compensation	0	100	100	100
727	Supplies	3,444	3,000	3,500	3,500
730	Repairs/Maintenance	15,081	1,000	1,000	1,000
736	Aviation Fuel (for sale)	56,358	92,500	55,000	60,000
740	Telephone/Utilities	6,919	6,000	6,000	6,000
817	Drag Race Expenses	546	5,000	9,382	5,725
819	Environmental	0	250	250	250
860	Motor Pool	7,619	10,000	10,000	10,000
870	Training	327	500	200	500
880	Events	800	500	1,000	500
910	Insurance: Liability/Equipment	2,938	4,000	5,000	5,000
911	Insurance: Workers Comp	117	300	212	300
970	Capital Outlay/Equipment	90	500	250	500
975	Airport Improvements	22,153	25,000	20,000	15,000
TOTAL		120,050	156,650	118,394	116,375

A. MISSION STATEMENT

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

B. PERSONNEL

Michael CainCity Manager/Airport Manager
Andrew KovolskiSuperintendent of Maintenance and Safety
Leon Jarema..... Volunteer Airport Assistant Manager
Richard Bouters..... Volunteer Airport Assistant Manager
Street Department..... Mowing and Plowing

C. LINE-ITEM CLARIFICATION

705 - Salaries and Wages.....\$ 6,000

This line item covers the general maintenance costs for the airport property, including mowing, plowing, repairs, etc. performed by Street Department personnel.

730 - Repairs and Maintenance.....\$ 1,000

This line item covers routine repairs and maintenance items for the airport terminal building and the runway lighting system.

736 - Aviation Fuel Cost\$ 60,000

Aviation fuel is purchased from AV Fuel, Inc. The City sells approximately 13,000 gallons of fuel per year at a profit of approximately \$0.40/gallon.

819 - Environmental.....\$ 250

This expenditure covers the cost of any possible testing and monitoring of the aviation fuel tanks.

860 - Motor Pool.....\$ 10,000

Covers equipment usage for mowing, plowing, and general maintenance.

970 - Capital Outlay/Equipment.....\$ 500

Miscellaneous small items.

975 - Airport Improvements.....\$ 15,000

Covered in this line item is fence relocation and repair and pavement marking, with other improvements