



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, April 4, 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 February 28, 2019 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Lease for John Cooper – 15 year term
 - B. Other
8. NEW BUSINESS
 - A. Airport Patron Event
 - B. Multi-media Presentation Equipment
 - C. Local Airport Survey – Tentative Airport User Fee Increases
 - D. Other
9. GOOD OF THE ORDER
 - The fuel price decreased to \$4.31 per gallon as of March 14, 2019.
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, April 25, 2019
11. ADJOURNMENT



Approved: _____

**MEETING OF
FEBRUARY 28th , 2019**

RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE
CITY AIRPORT ADVISORY BOARD HELD February 28th, 2019.

CALL TO ORDER

Chair, Richard Bouters called the meeting to order at 5:37 PM followed by the
pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Doug Brubaker, Brian Harrington, Richard Wright,
Allen Sturza*, Jerry Schmidt*, Leon Jarema*, Rod Cortright*
Absent: Leon Vercruysee, Bud Chipman*,
*Ex Officio Members

Citizens: None present

Staff: Airport and City of Boyne City Manager, Michael Cain

**EXCUSED
ABSENCES**

None (Board member absences were unintentionally omitted)

**APPROVAL OF
MINUTES**

Motion by Brian Harrington, seconded by Doug Brubaker to approve the
January 24th Airport Advisory Board Meeting Minutes as written.

CORRESPONDENCE

Received February 11th, 2019 from Department of Internal Medicine,
Division of Rheumatology, Medical School, University of Michigan. Thank
you letter from Eliza PS Tsou, PhD, Research Assistant Professor, Division of
Rheumatology, Internal Medicine thanking the Boyne City Airport for the
generous contribution made by Avfuel on behalf of the Boyne City Airport.
Letter concludes with;

*I am grateful to you and Avfuel Corporation for empowering me to
further pursue audacious – yet rewarding – ideas and to achieve the
ultimate goal of finding a cure of this mysterious and devastating disease.
My work would not be possible without support of partners like you.*

**CITIZENS
COMMENTS**

None

COMMITTEES

Nothing reported

Airport Automated Weather Observing System, Say Weather Update:

- Adding visibility and sky condition information will cost an additional \$40,000.
- Richard Wright recommend continue searching, board unanimously agreed.

Distance Remaining Markers Update

Richard Wright provided relevant portions of FAA Advisory Circular 150-5340-18F, STANDARDS FOR AIRPORT SIGN SYSTEMS

Para. 17, **INSTALLATION**, p. 13. *The signs are mounted on a concrete slab, concrete pedestals, or angle iron stakes so the top of the sign is level. The concreted edges or stakes may not protrude above grade. Signs are oriented so that the face is perpendicular to the centerline of the taxiway or runway.*

Para. 22, **CONFIGURATION**, p. 15, (1) Preferred Method. *The most economical installation consist of double-faced signs located on only one side of the runway. Where this method is used, the signs should be placed on the left side of runway as viewed from the most often used direction.*

Para. 24, **SIZE AND LOCATION**, p. 16. *There are 2 types of runway distance remaining sign[s], size 4 signs (48-inch sign face with a 40-inch legend)... The sign must provide 12 inches of clearance between the top of the sign and any part of the most critical aircraft using, or expect to use, the airport when the aircraft wheels are at the pavement edge.*

Para. 25. **INSTALLATION**, Table 2. **Sign Heights and Location Distances for Runway Distance Remaining Signs**, p. 16.

| Sign Size | Legend Height [inches (cm)] | Legend Panel Height [inches(cm)] | Installed (max)* [inches (cm)] | Perpendicular distance from defined runway pavement edge to the near side of the sign [feet(m)] |
|-----------|-----------------------------|----------------------------------|--------------------------------|---|
| 4 | 40 (100) | 48 (120) | 60 (152) | 50-75 (15-22.5) |

2019 Goals Ranking –

Results of the individual Airport Advisory Board member’s goal priority ranking, weighting / sorting and ownership.

| 2019 Boyne City Airport Advisory Board Goals Prioritized | Score | Owners |
|--|--------------|--|
| Purchase and Install N98 Weather Recording and Reporting Equipment | 173 | R Wright |
| Airport to obtain General Utility status by January 1, 2020 | 151 | A Sturza, R Wright |
| Establish a 2019 Airport Budget | 149 | R Wright |
| Develop Pavement Management Plan Focused on MI State Funding | 141 | R Bouters |
| Aircraft Mishap Training | 130 | D Brubaker, R Wright |
| Airport Master Plan | 126 | R Bouters |
| Terminal Building and Grounds Beautification | 117 | A Sturza, R Wright |
| Property Management Plan | 115 | |
| Airport Tenant Appreciation Event | 108 | R Wright, A Sturza, R Cortright |
| Terminal Improvements-Remodeling | 101 | |
| Develop Comprehensive List of Recurring Airport Inspections | 100 | B Harrington, R Wright |
| Airport Emergency Plan-Review & Revise | 91 | |
| Airport Snow Plow Protocol-Including Training | 91 | |
| Consolidate Airport Policies, Memos, Letters of Instruction Etc. Into One Comprehensive Medium | 82 | R Bouters, R Wright |
| Dedicated Airport Manager | 74 | |
| Explore Revenue Opportunities | 73 | L Jarema, R Cortright |
| Drone Involvement | 64 | |
| Runway Extension | 61 | |
| Review Overnight Ramp & Tie-Down Fees | 60 | |
| Runway Distance Markers | 47 | R Wright, A Sturza, B Harrington |
| Offer Jet Fuel | 37 | |
| Fixed Base Operator | 35 | L Jarema, B Harrington |
| Float Plane Docking Space-Waterfront | 19 | |

Power Line High Visibility Markers (Catenary Unlighted Markers)

Michael Cain reported information learned at the Michigan Association of Airport Executives. "...the need for and authority for catenary unlighted markers is within the purview of the FAA [sic MDOT]..." The Michigan Department of Transportation – will inform the City of Boyne City regarding its final determination.

Airport Parking Final Determination

Richard Bouters presented concise results of his study, *AIRCRAFT OVERNIGHT PARKING PROJECT, June 1st thru August 31st 2019*. The *Projected Actions* of the study are:

1. Continue charging overnight parking fees based on the honor system
2. Continue charging overnight parking fees via written guidelines to monitor, record and collect fees
3. Boyne City Airport Advisory Board recommend to the Boyne City Commission to abandon aircraft overnight parking fees.

Board's unanimously decided to adopt course of action number one, *continue charging overnight parking fees based on the honor system*.

Status of Emergency Plan

Awaiting review and approval by Airport Manager.

NEW BUSINESS

MAAE Conference Takeaways:

MDOT Environmental Specialist, Steve Houtteman mentioned that Mr. Randy Collier had passed on to him the Boyne City AAB request to determine if the low ground on the south side of the approach end of runway 27 should be treated as a Michigan wetland.

MDOT Construction Specialist, Christina Thelen agreed to pass on a list of those funds available to airports regardless of the airport designation, e.g. Basic vs. General Utility.

Lumacurve Airfield Signs sales representative, Keith Piper promised to provide information regarding compliance issues regarding the installation of Runway Distance Markers.

Matt Barresi, Gaylord Regional Airport Director, invited AAB representatives to visit him at the Gaylord Regional Airport to discuss runway distance markers visibility snow plow issues. Also will share information regarding the Gaylord Airport Emergency Plan.

Landing Fees- During Q&A Session only one airport, CVX, responded they collect landing/overnight parking fees. Charlevoix Airport does not pursue fee collection if not paid. Further, none responded that landing/overnight parking fees were waived if fuel is purchased. They simply do not charge those fees.

Unmanned Aerial Systems (UAS)

Q: Do airports have the authority to deny UAS operations?

A: No. Gaylord Airport keeps extensive spread sheet continually updated recording critical info regarding:

- Point Of Contact info
- Location of operation
- When and duration

Military Operating Areas (MOA)

- Need to modify in response to changing Close Air Support (CAS) tactics
- Current MOAs designed in 1970s
- Public comment period is 45 days, not currently opened
- Aeronautical Proposal, receives assessment, yet to begin
- Assessment considers General, Commercial and Public Aviation
- Currently the planning is about one year into a 3-7 year process
- Consult Alpena Combat Resource Training Center (ACRT) for meeting times and other information
- Comment period to begin sometime in April 2019

Multimedia Presentation Equipment (Smart TV)

An ongoing test to determine the utility of using multimedia presentation media for the Airport Advisory Board meetings netted very positive results.

Allen Sturza provided information regarding the purchase price of a 52 inch smart television from the Petoskey, MI Walmart. All required equipment to install the smart TV is just short of \$400.

Richard Wright added, "... provided Northern Homes (co-sharing the Boyne City Airport Terminal) may use the multimedia devices they will share 50/50 the purchase cost of the new equipment."

Further, Richard Wright applied for a Walmart gift card provided by the Petoskey, MI Walmart manager equal to a \$100 dollar discount. Determination of the card award is sometime in March 2019. If awarded the full card amount will be applied towards the equipment purchase.

Airport Insurance for Renters

Michael Cain provided an extract from the License & Use Agreement dtd. 2-25-2011.

All property stored in or on the space shall be at the risk of the Licensee and the Licensee is responsible for securing his or her own insurance and the cost of same to cover any personal injury or damage to the Licensee's property. Licensee shall carry commercial general liability insurance coverage, including endorsement for contractual liability and aircraft liability, with responsible company in the amount of not less than \$1,000,000.00 ... All insurance policy or policies to be obtained hereunder by Licensee shall name Licensor and the airport as an additional insured and provide that it may not be canceled until at least 30 days after notice to Licensor.

Tentative Airport User Fees Increases

Michael Cane advised AAB Board members of tentative increased airport user fees regarding boat trailer monthly and seasonal parking fees, increased cost of Airport Commercial Operator Permits and increased hangar rents. Before implementation Brian Harrington pledged to survey and report back what other local airports charge for similar services.

Airport Tenant Appreciation Event

Richard Wright solicited and received feedback and guidance regarding invitees to the Boyne City Airport Tenant Appreciation Event. Early invitee information is needed to determine quantities of food/beverage and disposables for city budget planning.

Richard will check with the Boyne City Chamber of Commerce for the best date for the event. He will present that date at the next AAB meeting.

GOOD OF THE ORDER

As of October 5th the price of aviation 100 Low Lead (LL) at the Boyne City Airport is \$4.72 per gallon.

ANNOUNCEMENTS

The next regular Boyne City Airport Advisory Board meeting is scheduled for Thursday, March 28th, 2019 at 5:30 p.m. at the airport terminal.

ADJOURNMENT

The meeting was adjourned 8:00 PM by Chair, Richard Bouters.

Richard K. Wright
Boyne City Airport Advisory Board Secretary

MISCELLANEOUS FEES

1 May 2019 - 30 April 2020

STREET FEES

| | <u>2019 FYE</u> | <u>2020 FYE</u> | <u>Change</u> | <u>% Increase</u> |
|--|-------------------------|-----------------|---------------|---------------------------|
| ROAD CUTS | | | | |
| Permit Fee | \$25.00 | \$25.00 | \$0.00 | 0.0% |
| (Plus cost of Repairs) | Time and Material + 15% | | | |
| Sand/salt (5 gallons) | \$10.00 | \$15.00 | \$5.00 | 33.0% |
| (1 yard) | N/A | N/A | \$0.00 | 0.0% |
| PARK FEES | | | | |
| Veterans Park Pavillion | \$50.00 | \$100.00 | \$50.00 | revised 3-15-19 100.0% |
| Rotary Park Pavillion | \$50.00 | \$80.00 | \$30.00 | revised 3-15-19 60.0% |
| Old City Park Gazebo | \$50.00 | \$50.00 | \$0.00 | 0.0% |
| 1910 Building | \$50.00 | \$50.00 | \$0.00 | 0.0% |
| River Trail Pavillion | \$50.00 | \$50.00 | \$0.00 | 0.0% |
| Peninsula Beach | \$0.00 | \$80.00 | \$80.00 | revised 3-15-19 new |
| Sunset Park | \$0.00 | \$80.00 | \$80.00 | revised 3-15-19 new |
| Avalanche Warming House(off season only) | \$50.00 | \$80.00 | \$30.00 | revised 3-15-19 60.0% |
| 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.

| | | | | |
|------------------|--------|--------|--------|------|
| 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 | \$5.00 | \$5.00 | \$0.00 | 0.0% |
| Boat Trailer Parking-Weekly Fee | \$25.00 | \$25.00 | \$0.00 | 0.0% |
| Boat Trailer Parking-Monthly Fee | \$50.00 | \$75.00 | \$25.00 | 50.0% |
| Boat Trailer Parking- Seasonal Fee | \$150.00 | \$200.00 | \$50.00 | 33.0% |

AIRPLANES

| | | | | |
|------------------------|---------|---------|--------|------|
| Overnight | \$5.00 | \$5.00 | \$0.00 | 0.0% |
| Monthly - hard surface | \$30.00 | \$30.00 | \$0.00 | 0.0% |
| Monthly - grass | \$30.00 | \$30.00 | \$0.00 | 0.0% |
| Fuel (Market Rate +) | \$0.40 | \$0.40 | \$0.00 | 0.0% |

AIRPORT HANGERS

| | <u>2019 FYE</u> | <u>2020 FYE</u> | <u>Change</u> | <u>% Increase</u> |
|--|-----------------|-----------------|---------------|-------------------|
| Airport Commercial Operator Permit (3 years) | \$25.00 | \$50.00 | \$25.00 | 100.0% |
| T-Hanger-Monthly* | \$200.00 | \$210.00 | \$10.00 | 5.0% |
| T-Hanger+Garage -Monthly* | \$235.00 | \$250.00 | \$15.00 | 6.3% |
| Big Hanger -Monthly* | \$0.00 | \$500.00 | \$500.00 | new |
| Medium Hanger-Monthly* | \$0.00 | \$300.00 | \$300.00 | new |
| Small Garage Only-Monthly* | \$105.00 | \$110.00 | \$5.00 | 4.8% |
| Daily- Any Size | \$60.00 | \$60.00 | \$0.00 | 0.0% |
| Weekend- Fri & Sat | \$100.00 | \$100.00 | \$0.00 | 0.0% |

Deposit= One Month Rate

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