



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**

Thursday, February 23, 2017 at 5:30 p.m.  
Airport Terminal  
Boyne City Municipal Airport  
1040 East Main Street

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1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
  - Excused Absences
3. READING AND APPROVAL OF MINUTES
  - Approval of the January 25, 2017 minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
  - A. Safety Seminar – Wednesday, May 10<sup>th</sup>, 2017
  - B. General Utility Licensing
  - C. Runway Distance Markers
  - D. Phone & Internet
  - E. Snow Removal
  - F. Other
8. NEW BUSINESS
  - A. Airport Conference Report
  - B. Other
9. GOOD OF THE ORDER
  - A. Fuel Price remains at \$4.26 per gallon as of October 28, 2016
10. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, March 23rd, 2017
11. ADJOURNMENT



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

**MEETING OF  
JANUARY 25, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY  
AIRPORT ADVISORY BOARD HELD JANUARY 25, 2017**

**CALL TO ORDER**

**Chair Schmidt** called the meeting to order at **5:30 p.m.** followed by the pledge of allegiance.

**ROLL CALL  
ATTENDANCE**

**Present:** Richard Bouters, Brian Harrington, Oral Sutliff, Jerry Schmidt  
\* Leon Jarema \*Rod Cortright  
**Absent:**, \*Bud Chipman  
*\*Ex Officio Members*

**Citizens:** Ron Ludgin  
**Staff:** Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES  
MOTION**

**NONE**

**APPROVAL OF MINUTES  
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to approve the **October 27, 2016** minutes as written.

**CORRESPONDENCE**

**NONE**

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

**NONE**

**COMMITTEES**

**UNFINISHED BUSINESS**

- A. QoE AICP Update – General Utility Licensing:** A conference call was held by the board with Mike Borta of QoE Consulting regarding options to gain General Utility status for the Boyne City Airport. Also, discussion involved options to secure funding for future projects. Mike Borta is meeting with MDOT Office of Aeronautics representatives on 1/26/2017 to discuss these issues and will report back to the board.
- B. Runway Distance Markers:** This project is in the research phase with completion scheduled for summer of 2017.

## NEW BUSINESS

- A. Airport Emergency Plan:** Revisions to the Airport Emergency Plan were reviewed by the Advisory Board. After minor changes, the board authorized the revised plan to be adopted.
- B. Safety Seminar – Spring:** The Advisory Board discussed holding a Safety Seminar in May. The seminar will be offered in conjunction with the awarding of the Wright Brothers Master Pilot Award by the FAA to Leon Jarema.
- C. Trail Project – 2017 Phase II Plan:** Phase II of the bike trail from Boyne City to Boyne Falls is scheduled to begin in 2017 with the Airport as the Trailhead. The Advisory Board has committed the use of a portion of the Airport Terminal for Restroom facilities related to this trail. Changes to the Terminal will take place to insure that the building is secure and in compliance with FAA regulations.
- D. MAAE Dues:** Motion by **Sutliff** seconded by **Harrington PASSED UNANIMOUSLY** to allocate the sum of \$200.00 to Michael Cain, Airport Manger, for payment of dues to the Michigan Association of Airport Executives.
- E. Phone & Internet for Airport:** City Manger Michael Cain reported that the City is researching options to improve broadband internet and telephone service in the Airport Terminal.
- F. Other:** Board member Rod Cortright discussed issues that have taken place regarding snow removal at the Airport. Rod Cortright, Leon Jarema & Michael Cain will meet with DPW staff to discuss and resolve these issues.

## GOOD OF THE ORDER

- A.** The Airport fuel price is \$4.26/gal. as of October 28, 2016.
- B.** Michael Cain reported on discussions with MDOT regarding their Crack Sealing program. The runway and taxiways will be evaluated in the Spring for sealing needs.
- C.** The DPW repaired a break in the exhaust system on the Airport Courtesy Car.
- D.** An inquiry was received from the tenant of hangar B7 regarding the possibility of raising the hangar by 1 foot to accommodate an aircraft. The Advisory Board has no objection to this request.
- E.** City operated hangar C-15 continues to be available for lease.
- F.** Richard Bouters reported on 2 Airport surveys received.
- G.** Brian Harrington discussed doing Ballistic Parachute training for City Personnel who may respond to an accident at the Airport.

## ANNOUNCEMENTS

### NEXT MEETING

### MOTION

- A.** The next regular Airport Advisory Board meeting is scheduled for **February 23, 2017 at 5:30 pm** at the Airport Terminal.

## ADJOURNMENT

- A.** The meeting was adjourned **6:45 pm** by **Chair Schmidt**.

Richard L. Bouters-Secretary\_\_\_\_\_

draft