



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, April 6, 2017 at 5:30 p.m.
Airport Terminal
Boyne City Municipal Airport
1040 East Main Street

*Scan QR code or go to
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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 23, 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 10th, 2017
 - B. Budget Update
 - C. Runway Distance Markers
 - D. Phone & Internet
8. NEW BUSINESS
 - A. Young Eagles Airplane Rides – August 12, 2017
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, April 27, 2017
11. ADJOURNMENT



Approved: _____

**MEETING OF
February 23, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD FEBRUARY 23, 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
Absent:, *Bud Chipman *Rod Cortright
**Ex Officio Members*

Citizens:

Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Harrington** Seconded by **Sutliff PASSED UNANIMOUSLY** to approve the **January 25, 2017** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

UNFINISHED BUSINESS

- A. Safety Seminar:** The Airport Advisory Board will sponsor an Aviation Safety Seminar on Wednesday, May 10, 2017 at 6:00 pm in the airport terminal. The Seminar will be presented by the FAA Safety Team. During the Seminar, the FAA will present the Wright Brothers Master Pilot Award to board member Leon Jarema in recognition of 50 years of continued service to General Aviation.
- B. General Utility Licensing:** Airport Manager Michael Cain attended a meeting with Mike Borta of QoE Consulting and representatives from MDOT Office of Aeronautics to discuss the Boyne City Airport obtaining General Utility status. MDOT indicated that the airport would not qualify for state funding until General Utility status is received. The Advisory Board will explore options for moving

forward with this issue.

- C. **Runway Distance Markers:** No new progress to report regarding this Item.
- D. **Phone & Internet:** City staff continue to research options to improve this service in the airport terminal.
- E. **Snow removal:** A meeting was held by representatives from the Advisory Board & DPW staff to discuss snow removal issues at the airport. The meeting resulted in information and guidelines for airport snow removal that include better movement of aircraft around the airport during winter months.
- F. **Other:**

NEW BUSINESS

- A. **Airport Conference Report:** Airport Manager Michael Cain attended the Michigan Association of Airport Executives Conference in Lansing on February 22, 2017 and reported to the Advisory Board. Some highlights included work being done to find alternatives to Low Lead Aviation fuel and discussion regarding the current status of General Aviation.
- B. **Other:** The Advisory Board reviewed a notebook assembled by Richard Bouters that will include Airport Policies and Procedures. This notebook contains the Airport Emergency Plan and will be displayed in an area of easy access in the terminal.

GOOD OF THE ORDER

- A. The Airport fuel price is \$4.26/gal. as of October 28, 2016.

ANNOUNCEMENTS

NEXT MEETING

MOTION

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

ADJOURNMENT

- A. The meeting was adjourned **6:25pm** by **Chair Schmidt**.

Richard L. Bouters-Secretary_____

AIRPORT

Fund Code: 295-030

Revenues

See page 61 on 12 Yr History for FYE 2006 - 2015

See page 20 on 12 Yr History for FYE 2004 - 2005

Code	Account Title	Prior year FYE 2016	Current Year FYE 2017		Proposed FYE 2018
			Budgeted	Projected	
400	Allocated from Fund Balance	0	4,375	0	10,350
625	Airport Gasoline Sales	60,180	65,000	65,000	65,000
630.100	Drag Race Registrations	11,873	10,000	14,005	10,000
670	Rent - Terminal	5,926	5,000	5,000	5,000
675	Rent - Hangar	19,500	17,000	17,000	17,000
690	Charges for Services/Fees	158	0	760	500
691	Transfers from General Fund	4,893	15,000	15,000	0
TOTAL		102,530	156,650	116,765	107,850

Summary	Prior FYE 2016	Current FYE 2017	Proposed FYE 2018
Fund Balance, Beginning of Year	25,317	41,351	50,766
Revenues Over (Under) Expenditures	16,034	9,415	(10,350)
Fund Balance, End of Year	41,351	50,766	40,416

AIRPORT
Fund Code: 295-040
Expenditures

See page 62 on 12 Yr History for FYE 2006 – 2015
See page 20 on 12 Yr History for FYE 2004 - 2005

Code	Account Title	Prior year 2016	Current Year FYE 2017		Proposed FYE 2018
			Budgeted	Projected	
705	Salaries/Wages	4,891	6,000	6,000	6,250
713	Medical Insurance	283	1,500	1,500	1,500
714	Social Security	367	500	500	500
716	Unemployment Compensation	0	100	100	100
727	Supplies	5,482	3,500	3,500	3,500
730	Repairs/Maintenance	938	1,000	1,000	1,000
736	Aviation Fuel (for sale)	42,858	60,000	60,000	60,000
740	Telephone/Utilities	5,423	6,000	6,000	6,000
817	Drag Race Expenses	4,946	5,725	10,000	7,000
819	Environmental	0	250	250	250
860	Motor Pool	7,469	10,000	7,500	8,000
870	Training	22	500	500	500
880	Events	490	500	250	250
910	Insurance: Liability/Equipment	4,350	5,000	5,000	5,000
911	Insurance: Workers Comp	212	300	250	250
970	Capital Outlay/Equipment	0	500	0	250
975	Airport Improvements	8,765	15,000	5,000	7,500
TOTAL		86,496	116,375	107,350	107,850

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 Cain City Manager/Airport Manager
Andrew Kovolski..... Superintendent of Maintenance and Safety
Leon Jarema..... Volunteer Airport Assistant Manager
Richard Bouters..... Volunteer Airport Assistant Manager
Street DepartmentMowing and Plowing

C. LINE-ITEM CLARIFICATION

705 - Salaries and Wages \$ 6,250

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..... \$ 8,000

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

970 - Capital Outlay/Equipment..... \$ 250

Miscellaneous small items.

975 - Airport Improvements \$ 7,500

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