Approved: 4-26-18

MEETING OF
March 22nd, 2018

RECORD OF THE PROCEEDINGS OF THE MEETING OF THE **BOYNE CITY AIRPORT ADVISORY BOARD** held March 22nd, 2018.

CALL TO ORDER

Chair Richard Bouters called the meeting to order at 5:30 PM followed by the pledge of allegiance.

ROLL CALL ATTENDANCE

Present: Richard Bouters, Brian Harrington, Richard Wright, Leon Jarema

Absent: Leon Vercruysee, Oral Sutliff, Bud Chipman, Jerry Schmidt
**Ex Officio Members*
Citizens: Kenneth Allen, Rod Ludgin

EXCUSED ABSENCES

Motion by Harrington Seconded by Wright, PASSED UNANIMOUSLY to excuse Leon Vercruysee, Oral Sutliff, Bud Chipman, Jerry Schmidt

Staff: Airport Manager/City Manager, Michael Cain

APPROVAL OF MINUTES

Approval of the February 22nd meeting minutes as written.

Motion by Harrington, seconded by Wright passed unanimously to approve the February 22nd, 2018 minutes as written.

CORRESPONDENCE

None

CITIZENS COMMENTS
(NON-AGENDA ITEMS)

Ken Allen provided a brief review of his general survey of General Aviation airport throughout south and southwest United States.

1. The shortage of hangars is universal
2. Jet fuel – "Easy Money"
3. Appeared that airport rotating beacons were generally missing. Boyne City airport has never had one.

Rod Ludgin commented that although the runway was nicely plowed this winter the taxiways were not cleared wide enough. Although high wing aircraft can maneuver more easily with their wings above snow banks, low wing aircraft require a wider snow cleared zone of operation. A snow removal protocol should be available to Department of Public Works (DPW) employees delineating the needs, safety requirements and processes for effective snow plowing.

COMMITTEES

Review of 2018 Boyne City Municipal Airport goals:

1. **Obtain General Utility Status Designation by January 1, 2020** (Richard Wright – Champion, Richard Bouters – Team Member)

On March 5th and 6th, 2018 employees from DPW cleared trees and shrubs from the north side of the approach end RWY 09. The area cleared included all tree/scrub growth within 125 feet of the runway centerline from the runway approach end fence to the taxiway. Tree stumps need to be level cut with ground, chips removed. (Update: Subsequently level cut in the following days shortly after the AAB meeting) North side, west end trees (pine) remain within 125 of the runway center line. That area remains flooded with frozen snow melt. South side of runway just past mid-point cleared.

2. **Establish Airport Budget** (Michael Cain, Richard Bouters, Richard Wright)

Compiled, completed and submitted by Airport Manager for City approval.

3. **Airport Internet Upgrade** (Richard Bouters)

Deferred to Michael Cain. Boyne City terminal building internet upgrade is unfeasible at this time due to unexpected service constraints. Additional time is needed to reevaluate other options.

4. **Review and Revise Airport Mission Statement** (Richard Bouters and Richard Wright – Team Members)

Richard Wright explained the research expended for this goal, the *How To, Don't Do* and *Examples*. Following closely the method to develop the mission statement was presented culminating with the actual draft mission statement. Michael Cain asked for a memo addressed to the City Commission explaining the same. Richard Wright will draft the accompanying memo for Cain's review and edits. Upon completion Richard Wright will present the memo and draft mission statement to the City Commissioners for approval.

5. **Review and Revise Boyne City Municipal Airport Emergency Plan** (Richard Wright)

The Airport Advisory Board (AAB) generally approved all changes made during the rewrite of The Boyne City Municipal Airport Emergency Plan. The plan is rewritten in checklist formatting using terse bullet statements regarding immediate emergency actions. Further, sections of the plan are reordered by placing, in order, critical responses to emergencies threatening life, safeguarding property and preventing collateral damage. Major sections of the plan are:

COMMITTEES (CONTINUED)

- Table Of Contents
- Emergency Actions
- Law Enforcement
- Fire Fighting / Rescue
- Airport Manager
- Follow-On Actions
- Federal / State Information
- Emergency Contacts

Minor administrative changes are the addition of a **Table of Contents** and a title/signature page including **Introduction, Purpose, Scope and Review**. An **Approved** section follows the Review paragraph containing signature blocks for the Boyne City Airport Manager, Chief of Police and Fire Chief. Following annual Emergency Plan reviews each of the named persons above will sign the document capturing their document approval and recording their annual review date. The onus is on the AAB to ensure the document is available to each person for annual review and signature.

Pages numbers are reformatted:

Page __ of ___
Revised Day/Month/Year

fashion enabling the reader of the document that they have all pages of the document and the current year revision copy.

With concerns of exposing critical first action responses to persons with malicious intent the Airport Manager elected not to post the plan within the Airport Section of the City of Boyne City's web site. He did suggest providing a digital copy of the plan to Boyne City Law Enforcement and Fire Chief officials. The Airport Manager also suggested sending Mr. Randy Collier (Michigan Department of Transportation – Aviation, MDOT) a copy of the plan for review and comments.

Richard Wright committed to attend the April 10th City of Boyne City Commissioner's meeting for formal presentation and acceptance of the plan.

COMMITTEES (CONTINUED)

6. **Develop Airport Ground Traffic Management Plan** (Brian Harrington)

Airport Advisory Board Member Brian Harrington presented a thorough plan for vehicular control on the airport movement areas. Co-developed with City of Boyne City authorities who control other than aircraft parking permits on the airport the *Boyne City Airport Parking – Rules and Regulations* delineate mandatory procedures for non-aviation vehicular traffic. While issuing airport parking permits the airport parking plan is issued by city employees with the actual parking permit.

As part of the plan additional reflecting traffic signs; **SLOW Aircraft Have Right of Way** will be posted at the gated entrance to the airport taxiways.

7. **Review Overnight Ramp and Tie-Down Fees** (Richard Bouters)

In progress, first draft available for AAB review at 26th, 2018 April meeting.

8. **Community Involvement** (Richard Wright)

During the month of March 2018 Richard Wright requested and received a **Community Business Assessment (CBA)** worksheet from the MDOT aviation offices. Upon completion, mailing and receipt back to MDOT the worksheet provides a basis for algorithm computations showing an estimated airport economic stimulus to the immediate community. At the March meeting Airport Advisory Board members provided key information to complete the worksheet. Follow-on actions are for Richard to complete the electronic worksheet copy and forward it to MDOT.

Representatives of the AAB will present the CBA to the City of Boyne City commissioners when MDOT completes its economic impact analysis.

9. **Obtain Runway Distance Markers** (Leon Jarema, Richard Wright, John Cooper – Purchaser and Airport Hangar Tennent)

Discussions between Mr. John Cooper and Richard Wright during March revealed that Mr. Cooper will consider any reasonable quote provided by FFA compliant Runway Distance Marker (RDM) vendors. Mr. Cooper will pay for three double sided, unlighted markers. Solar powered markers may be considered if marginal costs are not unreasonable. Richard reported to the AAB that proposals were received by four vendors; *ADB SafeGate, AGM, Astronics,* and *Flight Light*. He further stated that before the April AAB meeting Richard will create a spreadsheet capturing the four proposals relative costs in an intuitive layout for Mr. Cooper's review. Information sharing with Mr. Cooper is planned prior to the April 26th AAB meeting.

COMMITTEES (CONTINUED)

Airport Advisory Board discussion included other issues for resolution. One issue is to determine if the RDMs are installed on the north or south side of the runway. According to AAB member

Leon Jarema, "…the prevailing Boyne City Airport wind favors runway 27…" Therefore the most logical installation would place markers on south side of the runway, the pilot-in-command's side. Conversely Mr. Cooper prefers the north side of the runway.

Installation costs present another critical issue for installation. FAA compliant RDM installation for lighted markers could potentially be cost prohibitive. In that the Boyne City unlighted distance markers planned for purchase could be installed without following the compliance requirements for lighted markers, and in in the future, the RDMs were to be upgraded to lighted markers new installation would be required.

Another issue requiring clear, concise and recorded agreement is who will burden the cost of RDM installation?
The RDM spreadsheet reflects unresolved issues and the plan for successful resolution.

UNFINISHED BUSINESS

Rod Cortright accepted ownership of Boyne City Airport Advisory Board 2018 goal, **Airport Snow Plow Training and Protocol.**

NEW BUSINESS

Hangar A3 is now available for rent.

GOOD OF THE ORDER

The Aviation Fuel price is $4.24 per gallon as of October 23, 2017.

ANNOUNCEMENTS

On Friday March 2, 2018 Richard Bouters and Richard Wright met with the CVX Airport Manager, Matthew Wyman. Each person shared general airport management information geared towards partnering and good airport community relations. The following bullet statements reflect vital information directly related to the Boyne City AAB 2018 goals.

- Runway Distance Markers - None
- Airport Budget
    - Airport manager is steward
    - Budget is indexed to goals
- CVX Airport Advisory Board – None
- Mission Statement
    - Written and available
    - Author unknown
- Weather Reporting – AWOS-3
- Airport Zoning – Unsure
- Emergency Plan
    - Not on website
    - Shared with first responders

- Airport Master Plan
    - Created by QOE
    - Must go for a public hearing
- Hangars
    - Airport owned
    - Year-to-year lease
    - Tenants own indefinitely from the ground up, may sell
    - Covenants – No business, must have aircraft
    - Inspections – Yes, at any time
- Ground Traffic Plan
    - Gate is controlled by proximity card
    - Covers movement and non-movement areas
    - "Minimum Standards", is governing document issued by Charlevoix City Council. Boyne's is *Airport Rules*.
- Wildlife Control
    - USDA on site for wildlife mitigation
    - Permits issued for seagulls and geese
    - Predatory decoys
    - Cannon
- CVX Airport Web Site
    - http://www.flycvx.com
    - Controlled by city IT personnel
    - Input by airport manager
- Fuel Farm
    - 36 months records on-hand
    - Charter is to comply with more stringent standards where possible
    - 100 LL prices is $4.74

Reported problem of aircraft refueling hose not recoiling. DPW has new explosion proof switch on ordered.

NEXT MEETING

The next regular Airport Advisory Board meeting is schedule for Thursday, April 26th, 2018 at 5:30 P.M. at the Airport Terminal.

ADJOURNMENT

The meeting was adjourned at 7:20 P.M. by AAB Chair, Richard Bouters.

Richard K. Wright -Secretary