



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, April 9, 2015 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
www.cityofboynecity.com
click on board's
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 26, 2015 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Hangar Inquires/Leasing
 - B. Delinquent fuel bill (still delinquent as of 2/16/15)
 - C. Projects
 - D. Airport Vehicle use update
 - E. Other
8. NEW BUSINESS
 - A. Discussion of April's meeting conflict.
9. GOOD OF THE ORDER
 - Fuel Price \$5.24 per gallon as of October 27, 2014
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, April 23, 2015
 - Boyne Business Expo Thursday, April 23, 2015 3-7pm
 - Buff Up Boyne May 2, 2015 9 am to noon.
11. ADJOURNMENT

Mission Statement:

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

ATTENDANCE RECORD

Member	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Richard Bouters	P	P	X	P	P	P	X		P	P	X	
Ed Hennessey	P	P	X	P	P	P	X		E	P	X	
Jerry Schmidt	P	E	X	P	P	P	X		P	P	X	
Brian Harrington 8-25-2014			X		P	P	X		P	P	X	
Oral Sutliff	P	E	X	P	P	P	X		P	P	X	

P=Present
 A=Absent
 E=Excused
 X=Meeting canceled

*Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance:
 Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712
 (231) 582-0334*



Approved: _____

**MEETING OF
FEBRUARY 26, 2015**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD February 26, 2015**

CALL TO ORDER

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

ROLL CALL

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

Absent: *Jim Kozlowski * Larry Trumble *Bud Chipman *Leon Jarema
**Ex Officio Members*

ATTENDANCE

Citizens: Ron Ludgin

Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

No excused absences

MOTION

APPROVAL OF MINUTES

Sutliff moved Harrington seconded PASSED UNANIMOUSLY to approve the **January 15, 2015** minutes as written.

MOTION

CORRESPONDENCE

Letter from the University of Michigan Health Systems: (see attached)

COMMITTEES/REPORTS NONE

UNFINISHED BUSINESS

A. Hangar Inquires/Leasing

Currently, all City owned hangars are under long term lease. The City has a waiting list for hangars. No new inquires to report.

B. Delinquent fuel bill:

The City continues to follow up on a previously reported fuel bill with a progress report pending.

C. Projects: The board had no further discussion of previously reported 2015 projects.

D. Budget Ideas for FY 2015-2016: No additional discussion.

E. Airport Vehicle Update: The board reviewed and approved the final draft of the Airport Vehicle Policy. The vehicle and policy will be implemented in April or May of 2015.

F. FAA 20 to 1 notice:

Michael Cain related his discussions with the Michigan Office of Aeronautics regarding notification from the FAA regarding the GPS approaches at the Boyne City Airport. A conference call will be scheduled with MDOT and Airport Advisory board members to attempt further clarification.

G. Other:

1. It has been reported to the board that a decrease in Wildlife encounters at the airport have been observed.
2. Qoe Consulting has been in contact with MDOT regarding the Airport Capital Improvement Plan submitted by Boyne City and to date have not received a response as to it's status.

NEW BUSINESS

- A. Business Expo – April 23, 2015:** The board will participate in this year's Business Expo.
- B. Business After Hours:** The Airport Advisory Board will host a Business After Hours event on May 18, 2016.
- C. EAA Young Eagles:** The Harbor Springs Chapter of the EAA will hold a Young Eagles Free Airplane ride event at the Boyne City Airport on August 15, 2015.
- D. Airport Snow Plowing:** The board would like to offer their thanks and appreciation to the city street department for the great job they have done this year keeping the Airport cleared and user friendly.

GOOD OF THE ORDER

- A. Fuel price is \$5.24 per gallon as of **October 24, 2014.**

**ANNOUNCEMENTS
NEXT MEETING
MOTION**

*The next regular Airport Advisory Board meeting is scheduled for **Thursday, March 26, 2015 at 5:30pm** in the Airport Terminal.

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:20pm.**

Richard L. Bouters-Secretary _____

AIRPORT
Fund Code: 295-030
Revenues

See page 65 on 12 Yr History

Code	Account Title	Prior year FYE 2014	Current Year FYE 2015		Proposed FYE 2016
			Budgeted	Projected	
400	Allocated from Fund Balance	0	22,774	36,013	1,024
625	Airport Gasoline Sales	93,306	99,500	99,500	99,500
630	Event Revenues	4,113	0	25	0
630.100	Drag Race Registrations	0	0	13,329	10,000
670	Rent - Terminal	17,310	4,876	4,876	4,876
675	Rent - Hangar		16,250	16,250	16,250
690	Charges for Services/Fees	207	0	0	0
691	Transfer from General Fund	0	0	0	25,000
TOTAL		114,936	143,400	169,993	156,650

Summary	Prior FYE 2014	Current FYE 2015	Proposed FYE 2016
Fund Balance, Beginning of Year	46,133	42,840	6,827
Revenues Over (Under) Expenditures	(3,293)	(36,013)	(1,024)
Fund Balance, End of Year	42,840	6,827	5,803

AIRPORT
Fund Code: 295-040
Expenditures

See page 66 on 12 Yr History

Code	Account Title	Prior year 2014	Current Year FYE 2015		Proposed FYE 2016
			Budgeted	Projected	
705	Salaries/Wages	6,502	6,000	6,000	6,000
713	Medical Insurance	1,083	2,000	1,500	1,500
714	Social Security	473	500	500	500
716	Unemployment Compensation	0	100	100	100
727	Supplies	3,011	3,000	3,000	3,000
730	Repairs/Maintenance	38	1,250	1,000	1,000
736	Aviation Fuel (for sale)	84,821	92,500	92,500	92,500
740	Telephone/Utilities	7,338	6,000	6,000	6,000
817	Drag Race Expenses	0	0	6,000	5,000
819	Environmental	0	250	250	250
860	Motor Pool	11,282	10,000	10,000	10,000
870	Training	70	500	500	500
880	Events	0	500	800	500
910	Insurance: Liability/Equipment	3,774	4,500	4,000	4,000
911	Insurance: Workers Comp	(162)	300	300	300
970	Capital Outlay/Equipment	0	1,000	500	500
975	Airport Improvements	0	15,000	37,043	25,000
TOTAL		118,230	143,400	169,993	156,650

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..... \$ 92,500

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.

818 - Engineering..... \$ 0

This line item is for the development of a layout plan for future hangars and for miscellaneous engineering.

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..... \$ 25,000

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

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	\$50.00	\$0.00	0.0%
Boat Trailer Parking- Seasonal Fee	\$150.00	\$150.00	\$0.00	0.0%

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>2015 FYE</u>	<u>2016 FYE</u>		
Airport Commercial Operator Permit (3 years)	\$25.00	\$25.00	\$0.00	0.0%
Regular-Monthly*	\$200.00	\$200.00	\$0.00	0.0%
Regular+Garage -Monthly*	\$235.00	\$235.00	\$0.00	0.0%
Small Garage Only-Monthly*	\$105.00	\$105.00	\$0.00	0.0%
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			\$0.00	0.0%

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



U.S. Department
of Transportation
**Federal Aviation
Administration**

Office of the Air Traffic Organization
Central Service Area
Central Flight Procedures Team

2601 Meacham Blvd.
Fort Worth, TX 76137

03/03/15

Mr. Michael Cain, Manager, Boyne City Municipal Airport

Dear Mr. Cain:

**THIS IS THE THIRD NOTIFICATION ATTEMPT FOR YOUR AIRPORT.
PLEASE RESPOND ASAP.**

While reviewing the Instrument Approach Procedures (IAP) at Boyne City Muni, Boyne City, MI (N98), the Federal Aviation Administration (FAA) identified obstacles that penetrate the IAP Visual 20:1 visual surface for runway(s) 9 and 27.

Please review the list of penetrations in enclosure 1 to determine if the list of obstacles we provided is valid. **Valid** would indicate you agree the obstacle is in the location and approximate height indicated. **Invalid** would indicate either the obstacle does not exist or it has been removed, lowered, lighted, etc.

We must receive your written validation of obstacles (scanned documents are acceptable) as soon as possible but no later than 30 days from this notification. Following validation you must submit a compliance plan as outlined in each of the risk categories below. The compliance plan must be submitted to us with a copy to your Airport District Office (ADO) as soon as possible but no later than 30 days from the date we receive obstacle validation. Specific time frames to remove, light, or lower the obstruction are indicated in each category.

After receiving your written response, or after 30 days if no response is received, the following guidance will be used in determining what type of action will be taken.

- **High Risk.** If 20:1 penetrations are verified as more than 11 feet above the 20:1 surface, immediate action will be taken to restrict night operations. The compliance plan must indicate actions to remove, lower, or light the obstruction as soon as possible. Night restrictions must remain in place until the visual area surface penetration risk is mitigated.
- **Medium Risk.** If 20:1 penetrations are verified as more than 3 feet and up to 11 feet, no immediate action will be taken. The compliance plan must indicate action to remove, lower, or light the obstruction as soon as possible

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but not to exceed 180 calendar days. If penetrations are not mitigated within that time frame, action will be taken to restrict night operations.

- **Low Risk.** If 20:1 penetrations are verified as 3 feet or less no immediate action taken. The compliance plan must indicate action to remove, lower, or light the obstruction as soon as possible but not to exceed one year. If penetrations are not mitigated within that time frame, action will be taken to restrict night operations.


In situations where the options to remove, lower, or light above are not possible, with FAA approval, a commissioned Visual Glideslope Indicator (VGSI) *may* (with Flight Standards approval) be used to mitigate the hazard associated with the unlit obstacles. Examples of a VGSI include Precision Approach Path Indicator (PAPI), Visual Approach Slope Indicator (VASI), etc. If you choose to request consideration to use a VGSI, please review the FAA Memorandum, Temporary Waivers to FAA Order 8260.3B, TERPS, Vol. 1, Chap., 3, Para. 3.3.2c and if the VGSI system meets the requirements outlined, then complete the attached "VGSI Mitigation Request" checklist (enclosure 2) and return it to Mr. Thomas Inkman at Thomas.inkman@faa.gov.

The preferred methods for an airport owner/sponsor to update data regarding trees that have been trimmed are contained in the Office of Airports Engineering Brief (EB) #91: Management of Vegetation in the Airport Environment. EB #91 is available at the FAA website link: http://www.faa.gov/airports/engineering/engineering_briefs. (Note: AC 150/5300-18B survey criteria only require that the highest obstruction in a 100' square be provided. Where there is a single tree shown in enclosure 1, we recommend that the adjacent trees be cut also.)

Please forward all correspondence and any questions concerning this notification to the contact person listed above.

Your written validation of obstacles must be received by 10/15/14.

Sincerely,



Christopher L. Southerland
Manager, Flight Procedures Team
Central Service Center

2 Enclosures
cc: Airports District Office