



Approved: 11/24/19 *JA*

**MEETING OF
October 25th, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD** held October 25th,
2018.

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Brian Harrington, Richard Wright, Jerry Schmidt*, Rod Cortright*
**Ex Officio Members*

Absent: Leon Vercruysee, Bud Chipman, Oral Sutliff*, Leon Jarema*
**Excused Absences*

Staff: Airport/City Manager - Michael Cain

Citizens: Michael Borta P.E., (QoE Consulting), Frank Carleton, Ada Moore & Becca Wood (East Jordan High School Civics Class), Chris Cheadle (Boyne City High School)

**READING AND
APPROVAL OF
MINUTES**

Motion by Brian Harrington seconded by Richard Wright unanimously passed to approve the September 27th, 2018 minutes as written.

CORRESPONDENCE

The Michigan Department of Transportation (MDOT) – Aviation mailed solicitations for updates to the 2019 Michigan Airport Directory. Five Airport Directory updates were made.

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

Mr. Mike Carleton voiced concern about the ability to pay for aviation fuel purchased at the airport via credit card. Michael Cain explained credit card payment services are cost prohibitive and rather than an attraction to purchase fuel at the Boyne City Airport the increased costs would have the opposite effect.

Mr. Michael Borta offered a cost attractive alternative to achieve the MDOT mandated 20/1 glideslope ratio to runway 27. His suggestion was displacing the runway 27 landing threshold further down the runway. Mr. Borta will coordinate with the Boyne City Planning/Zoning Administrator, Scott McPherson to determine the availability of existing Light Detection and Ranging (LIDAR) information. If available, Mr. Borta will analyze LIDAR data and provide a QoE Runway Options proposal to the city for consideration.

**REPORTS OF OFFICERS,
BOARDS AND STANDING
COMMITTEES**

None

UNFINISHED BUSINESS

- I. 2018 Airport Goal Review
 - a. Obtain General Utility Status by January 1, 2020
 - i. All areas within 125 feet of the runway center line are cleared of existing obstructions.
 - b. Airport Internet Upgrade
 - i. Complete
 - c. Review and Establish Airport Mission Statement
 - i. Completed, posted on Boyne City – Airport web page
 - d. Airport Emergency Plan
 - i. In-work: Review of National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing pending with Boyne City Fire Chief.
 - e. Airport Ground Traffic Management Plan: Aircraft and Vehicles
 - i. Completed
 - f. Airport Snow Plow Protocol – Including Training
 - i. Training In-Work with Boyne City Department of Public Works
 - g. Review Overnight Ramp and Tie-Down Fees
 - i. Extensive data collected
 - ii. Data analysis in-work
 - h. Drag Race Issues
 - i. Water spigot relocated to sub-grade meter pit
 - i. Community Involvement
 - i. Airport familiarization presentations:
 - 1. Boyne City Lions Club
 - 2. Boyne City Chamber of Commerce
 - ii. Airport familiarization tour to Boyne City Chamber of Commerce Director – Ashley Cousins
 - j. Runway Distance Markers
 - i. Vendor selected
 - ii. Donor funds received
 - iii. Product order submitted
- II. Relocation of Airport Fuel Pump Emergency Shut-Off Switch
 - a. Research regarding the Boyne City Airport Emergency Fuel Shutoff System (NFPA 407) yielded:
 - i. *Emergency Fuel Shutoff Systems -1*
Each fuel system, shall have means for quickly and completely shutting off the flow of fuel in an emergency. The emergency fuel shutoff system shall include shutoff stations located outside of probable spill areas and near the route that normally is used to leave the spill area or to reach the fire extinguishers provided for the protection of the area.

ii. Conclusion - The Boyne City Airport Emergency Fuel Shutoff System is compliant.

iii. Richard Wright will research associated costs of acquiring and placing a sign(s) near the refueling pumps delineating where the emergency shutoff switch location.

NEW BUSINESS

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- I. Re-appointment of Rod Cortright and Richard Wright for new three year terms to the Boyne City Airport Advisory Board.
 - a. Motion by Brian Harrington, seconded by Richard Bouters. Motion carried.
 - II. Election of 2019 Boyne City Airport Advisory Board Officers
 - a. Motion carried for new officers:
 - i. Richard Bouters – Board Chair
 - ii. Brian Harrington – Vice Chair
 - iii. Richard Wright – Secretary; Assistant Airport Manager
 - III. 2019 Boyne City Airport Advisory Board Meeting Schedule
 - a. Motion carried to continue current meeting times, days, months and location – fourth Thursday of each month at 5:30 PM excluding November and December.
 - IV. 2019 Boyne City Airport Advisory Board Goal Planning Date
 - a. January 10th, 10AM, Boyne City Airport Terminal Building
 - V. Other
 - a. Michael Cain reported the Boyne City Department of Public Works has repainted the taxiway markings marred by the Labor Day Drag Races.
 - b. Michael Cain provided a MDOT LICENSE CRITERIA check sheet for action in 2019.
 - i. Activity focus areas include items under GENERAL UTILITY clear approach slopes and primary surfaces clear of all obstructions.

GOOD OF THE ORDER

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- I. Aviation 100LL Fuel Price
 - a. Aviation fuel price increased to \$4.72 per gallon in October 2018.

ANNOUNCEMENTS

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- I. Boyne Business Expo
 - a. Oct. 30th. 3pm to 7pm at Boyne Mt
 - b. Boyne City Airport representation, Richard Bouters
 - II. Next Meeting
 - a. The next Boyne City Airport Advisory Board meeting is scheduled for Thursday, January 24th, 2019, 5:30 PM at the Boyne City Airport Terminal.

ADJOURNMENT

The meeting was adjourned at 7:00 PM by meeting chair, Richard Bouters.

Richard K. Wright
Secretary

