



**BOYNE CITY  
AIRPORT ADVISORY BOARD  
MEETING**



*Scan QR code or go to  
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click on board's  
commissions for complete  
agenda packets & minutes  
for each board*

Thursday, September 19, 2013 at 5:30 p.m.  
Terminal Building Lobby  
Boyne City Municipal Airport  
1040 East Main Street

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
  - Excused Absences
3. READING AND APPROVAL OF MINUTES
  - Approval of the August 29, 2013 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
    - A-14 (with garage) rented as of October 1
    - C-19 (with garage) John Ramsey (in garage only)
    - Leak repair
  - B. Tie Down fees
  - C. Drag Race Revenue
8. NEW BUSINESS
  - A. Safety Seminar-Tuesday, October 15 at 6:00 p.m. Airport Terminal
  - B. Recreation Trail Trailhead
  - C. Courtesy Vehicle
9. GOOD OF THE ORDER
  - Fuel Price \$5.76 per gallon as of August 26, 2013
10. ANNOUNCEMENTS
  - The next regular Airport Advisory Board meeting is scheduled for Thursday, October 24, 2013
11. ADJOURNMENT

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

*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	P	P								
Ed Hennessey	P	P	E	P								
Jerry Schmidt	P	E	P	P								
Roger Reynolds	P	P	P	E								
Oral Sutliff	P	E	p	P								

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

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 Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712  
 (231) 582-0334*



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

**MEETING OF  
AUGUST 29, 2013**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE  
BOYNE CITY AIRPORT ADVISORY BOARD HELD AUGUST 29, 2013**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Richard Bouters, Ed Hennessey, Jerry Schmidt, Oral Sutliff and Leon Jarema\*

**ATTENDANCE**

Absent: Bud Chipman\*, Rod Cortright\*, Jim Kozlowski\*, Larry Trumble\* and Roger Reynolds

\*Ex Officio Members

Staff: Airport Manager/City Manager Michael Cain

**EXCUSED ABSENCES  
MOTION**

**Sutliff moved Bouters seconded PASSED UNANIMOUSLY** to excuse Roger Reynolds.

**APPROVAL OF MINUTES  
MOTION**

**Sutliff moved Bouters Reynolds seconded PASSED UNANIMOUSLY** to approve the July 25, 2013 minutes as presented.

None

**CORRESPONDENCE**

**UNFINISHED BUSINESS**

**Hangar Inquires/Leasing:**

- Reported by Michael Cain that all City owned hangar's are currently leased.
- **Liability Insurance Renewal:**
- **Bouters moved Sutliff seconded, PASSED UNANIMOUSLY** that the Airport Liability Insurance be renewed with the proposal from AVSURANCE CORPORATION.

**MOTION**

**Terms expiring:**

**NEW BUSINESS  
MOTION**

- **Bouters moved Sutliff seconded, PASSED UNANIMOUSLY** to recommend the City Commission re-appoint Larry Trumble\*, Bud Chipman\*, James Kozlowski\* and Ed Hennessey to the Airport Advisory Board each to a three year term expiring September 2016.
- **Safety Seminar:** Will be held Tuesday, October 15, 2013 at 6:00 p.m., at the Airport Terminal.
  - a. Flyer posted in terminal and handed out to board member (see attached)
  - b. E-mail notification of the event will be sent out by the FAA 2 weeks prior.
  - c. Leon Jarema will provide cookies. Richard Bouters & Ed Hennessey will

provide coffee.

**RC Airplane:**

- Michael Cain received a request from Jim Foley to use an area of the airport to fly remote controlled airplanes. The board is in favor of this with the recommendation that air traffic is monitored via transceiver radio.

**Airplane Broker:**

- Michael Cain received a request from an airplane brokerage firm to enter into an agreement. After board discussion, **Bouters moved Sutliff seconded PASSED UNANIMOUSLY** to give Cain the authority to research and enter into an agreement.

**Letter to AV Fuel:**

- Airport neighbor Don Nessen has asked Michael Cain to send a letter of thanks to AVFuel (airport fuel provider) in recognition to their tanker truck driver for the care he takes while driving through the neighborhood. Mr. Nessen indicated that the driver is quiet and thoughtful of noise issues while making deliveries to the airport. Cain will draft and send the letter.

**Hangar Maintenance:**

- Report of the roof leaking at city owned hangar C17. The city maintenance supervisor has been alerted and will investigate.

**GPS Approach:**

- As reported at a previous meeting by Jerry Schmidt, a portion of the GPS navigation has been eliminated from GPS software. After research, Jerry determined that the original publication had mistakenly included this portion and has been removed by the FAA. The main part of the approach remains.

**Signage for Fuel Pump:**

- Leon Jarema proposed a removable sign to be placed at the fuel pump to alert pilot's to issues such as airport closure for the Annual Drag Races as well as other information as needed. Jarema and Cain will work on this and report back to the board.

**Terminal Door Combination:**

- Richard Bouters reported that the combination to the terminal is currently listed on the Boyne City Airport page in the AOPA (Airplane Owners & Pilot's Association) airport directory. It will also be listed on the Boyne City Airport page in AirNav.com after , October 17, 2013. This combination is also found on the Boyne City Airport page in the Michigan Airport Directory (printed & eVersion).

**Tie Downs:**

The board continues to research Airport Tie-Down policy related to rates and monitoring and will discuss at the September meeting.

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**GOOD OF THE ORDER**

- AV Fuel price \$5.76 per gallon as of August 26, 2013

**NEXT MEETING  
MOTION**

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**Sutliff moved Bouters second PASSED UNANIMOUSLY** to change the September Airport Advisory Board meeting to Thursday, September 19, at 5:30 pm in the Airport Terminal.

**ADJOURNMENT**

Vice Chair Schmidt adjourned the Airport Advisory Board meeting at 6:29p.m.

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Richard L. Bouters



**City of Boyne City**  
**Sales by Item Detail**  
\* May 1 through September 16, 2013 \*

Type	Date	Num	Memo	Name	Qty	Sales Price	Amount	Balance
<b>The downs @ 3.00</b>								
Invoice	5/13/2013	2012-...	Tie Down \$3....	Gary Kahn	1	20.00	20.00	20.00
Invoice	5/19/2013	2012-...	Tie Down \$3....	Pat Lancaster	3	3.00	9.00	29.00
Invoice	5/29/2013	2012-...	Tie Down \$3....	Tim Anderson	5	3.00	15.00	44.00
Invoice	6/2/2013	2012-...	Tie Down \$3....	Tim Anderson	2	3.00	6.00	50.00
Invoice	6/14/2013	2013-...	Tie Down \$3....	Thomas Davis	2	3.00	6.00	56.00
Invoice	6/14/2013	2013-...	Tie Down \$3....	Michael A Mitchell	1	3.00	3.00	59.00
Invoice	6/16/2013	2013-...	Tie Down \$3....	Tim Anderson	3	3.00	9.00	68.00
Invoice	6/16/2013	2013-...	Tie Down \$3....	Ian Levine	1	3.00	3.00	71.00
Invoice	6/20/2013	2013-...	Tie Down \$3....	Gary Kahn	3	3.00	9.00	80.00
Invoice	6/21/2013	2013-...	Tie Down \$3....	Reg Cooper	5	3.00	15.00	95.00
Invoice	6/22/2013	2013-...	Tie Down \$3....	Stanley D Robinson	6	3.00	18.00	113.00
Invoice	7/5/2013	2013-...	Tie Down \$3....	Stanley D Robinson	5	3.00	15.00	128.00
Invoice	7/7/2013	2013-...	Tie Down \$3....	Ian Levine	7	3.00	21.00	149.00
Invoice	7/8/2013	2013-...	Tie Down \$3....	Stanley D Robinson	2	3.00	6.00	155.00
Invoice	7/14/2013	2013-...	Tie Down \$3....	Stanley D Robinson	8	2.50	20.00	175.00
Invoice	7/14/2013	2013-...	Tie Down \$3....	Lakeland Finishing	2	3.00	6.00	181.00
Invoice	7/14/2013	2013-...	Tie Down \$3....	Lakeland Finishing	2	3.00	6.00	187.00
Invoice	7/23/2013	2013-...	Tie Down \$3....	Tim Anderson	7	3.00	21.00	208.00
Invoice	7/24/2013	2013-...	Tie Down \$3....	Stanley D Robinson	1	20.00	20.00	228.00
Invoice	7/24/2013	2013-...	Tie Down \$3....	Gary Kahn	1	20.00	20.00	248.00
Invoice	8/4/2013	2013-...	Tie Down \$3....	Steven Kaplan	1	3.00	3.00	251.00
Invoice	8/6/2013	2013-...	Tie Down \$3....	CBA Aviation	1	3.00	3.00	254.00
Invoice	8/18/2013	2013-...	Tie Down \$3....	R.P. Maddox	0	0.00	0.00	254.00
Invoice	8/18/2013	2013-...	Tie Down \$3....	R.P. Maddox	1	20.00	20.00	274.00
Invoice	8/28/2013	2013-...	Tie Down \$3....	Gary Kahn	1	3.00	3.00	277.00
Total Tie downs @ 3.00								
Total Other Charges							17,725.11	17,725.11
<b>TOTAL</b>							<b>62,402.95</b>	<b>62,402.95</b>

**City of Boyne City**  
**Sales by Item Detail**  
\* September 1, 2012 through September 16, 2013 \*

Type	Date	Num	Memo	Name	Qty	Sales Price	Amount	Balance
<b>Rental</b>								
Invoice	2/28/2013	134	Monthly Han...	Todd Lloyd	1	175.00	175.00	175.00
Invoice	5/31/2013	133	Monthly Han...	Todd Lloyd	1	175.00	175.00	350.00
Invoice	6/30/2013	126	Monthly Han...	Al Ranger	1	175.00	175.00	525.00
Invoice	6/30/2013	128	Monthly Han...	Patrick Dunigan	1	200.00	200.00	725.00
Invoice	6/30/2013	135	Monthly Han...	Todd Lloyd	1	175.00	175.00	900.00
<b>Total Rental</b>							900.00	900.00
<b>The downs @ 3.00</b>								
Invoice	9/3/2012	2012-...	The Down \$3....	Gary Kahn	11	3.00	33.00	33.00
Invoice	9/5/2012	2012-...	The Down \$3....	Chris Lund	1	3.00	3.00	36.00
Invoice	9/9/2012	2012-...	The Down \$3....	Michael Zachek	1	3.00	3.00	39.00
Invoice	9/28/2012	2012-...	The Down \$3....	Reg Cooper	2	3.00	6.00	45.00
Invoice	5/13/2013	2012-...	The Down \$3....	Gary Kahn	1	20.00	20.00	65.00
Invoice	5/19/2013	2012-...	The Down \$3....	Pat Lancaster	3	3.00	9.00	74.00
Invoice	5/29/2013	2012-...	The Down \$3....	Tim Anderson	5	3.00	15.00	89.00
Invoice	6/2/2013	2012-...	The Down \$3....	Tim Anderson	2	3.00	6.00	95.00
Invoice	6/14/2013	2013-...	The Down \$3....	Thomas Davis	2	3.00	6.00	101.00
Invoice	6/14/2013	2013-...	The Down \$3....	Michael A Mitchell	1	3.00	3.00	104.00
Invoice	6/16/2013	2013-...	The Down \$3....	Tim Anderson	3	3.00	9.00	113.00
Invoice	6/16/2013	2013-...	The Down \$3....	Ian Levine	1	3.00	3.00	116.00
Invoice	6/20/2013	2013-...	The Down \$3....	Gary Kahn	3	3.00	9.00	125.00
Invoice	6/22/2013	2013-...	The Down \$3....	Reg Cooper	5	3.00	15.00	140.00
Invoice	6/22/2013	2013-...	The Down \$3....	Stanley D Robinson	6	3.00	18.00	158.00
Invoice	7/5/2013	2013-...	The Down \$3....	Stanley D Robinson	5	3.00	15.00	173.00
Invoice	7/7/2013	2013-...	The Down \$3....	Ian Levine	2	3.00	6.00	179.00
Invoice	7/8/2013	2013-...	The Down \$3....	Stanley D Robinson	7	3.00	21.00	194.00
Invoice	7/14/2013	2013-...	The Down \$3....	Stanley D Robinson	2	3.00	6.00	200.00
Invoice	7/14/2013	2013-...	The Down \$3....	Lakeland Finishing	8	2.50	20.00	220.00
Invoice	7/14/2013	2013-...	The Down \$3....	Lakeland Finishing	2	3.00	6.00	226.00
Invoice	7/23/2013	2013-...	The Down \$3....	Tim Anderson	2	3.00	6.00	232.00
Invoice	7/24/2013	2013-...	The Down \$3....	Stanley D Robinson	7	3.00	21.00	253.00
Invoice	7/24/2013	2013-...	The Down \$3....	Gary Kahn	1	20.00	20.00	273.00
Invoice	8/4/2013	2013-...	The Down \$3....	Steven Kaplan	1	20.00	20.00	293.00
Invoice	8/6/2013	2013-...	The Down \$3....	CBA Aviation	1	3.00	3.00	296.00
Invoice	8/18/2013	2013-...	The Down \$3....	R.P. Maddox	1	3.00	3.00	299.00
Invoice	8/18/2013	2013-...	The Down \$3....	R.P. Maddox	0	0.00	0.00	299.00
Invoice	8/18/2013	2013-...	The Down \$3....	Gary Kahn	1	20.00	20.00	319.00
Invoice	8/28/2013	2013-...	The Down \$3....	Gary Kahn	1	3.00	3.00	322.00
<b>Total The downs @ 3.00</b>							322.00	322.00
<b>Total Other Charges</b>							18,365.40	18,365.40
<b>TOTAL</b>							98,520.65	98,520.65

# LABOR DAY 2013 EXPENSE SHEET

## EXPENSES:

Mike Bayko	250.00
Alyssa Mercer	25.00
Terry Gaither	25.00
Libby Laviolette	25.00
Ruth Froats	25.00
Britta Cornell	25.00
Nikki Wheat	25.00
Nick Christensen	50.00
Tom Follette	50.00
Browney Mascow	50.00
Walmart (water, Gatorade, windshield chalk)	31.21
Postage	75.90
Chafee Excavating (Porta Jons)	\$450.00
Lion's (Insurance)	<u>\$500.00</u>
	\$ 1607.11

## INCOME:

Pre-registrations	\$ 90.00
Income from Race Day	<u>\$9883.26</u>
	\$9973.26

## PROCEEDS:

Total amount to be divided	\$ 8366.15
50% Boyne City Airport	\$ 4183.07
50% Boyne City Police Department	\$ 4183.08