



Approved: 5/24/18 *JA*

**MEETING OF
April 26, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD** held April 26th, 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 Vercruysee, Jerry Schmidt*

Absent: Oral Sutliff, Rod Cortright*, Leon Jarema*, Bud Chipman

**Ex Officio Members*

Citizens: Jazmine Whisker, Lilymarie Johnson (Boyne City High School) Mike Borta (QoE Consulting)

Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

Motion to excuse Oral Sutliff, Rod Cortright, Leon Jarema and Bud Chipman by Brian Harrington, seconded by Richard Bouters. Motion passed.

APPROVAL OF MINUTES

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

CORRESPONDENCE

Community Benefits Assessment (CBA) received from Michigan Department of Transportation (Aviation). See *Committees, Community Involvement*.

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

Mike Borta explained the services provided by QoE Consulting, airports his company represents and QoE consulting qualifications. Borta reported that he would look into updating the Boyne City Airport Capital Improvement Plan (ACIP). He also offered cost effective runway preservation top coating alternatives.

COMMITTEES

Airport Obtain General Utility status by January 1, 2020 (Richard Wright)

Tree elimination on west side of Darcy Road. Department of Public Works (DPW) will comply but needs trees marked for cutting. Michael Cain requested his notification and inspection of tree removal area before cutting begins.

Department of Public Works has been asked to include mowing entire recently tree cleared area on the north side of the approach end of runway 09 to preclude brush/tree regrowth. Responded will mow a wider path but cannot mow entire width due to uneven terrain and obstructions which would cause damage to mowers. More coordination to follow.

Michael Cain will coordinate with Boyne City Water Department Manager Mark Fowler for authorization to relocate water spigot near runway underground.

Airport Internet Upgrade (Brian Harrington)

Michael Cain reported that the airport terminal is "...set to go with Charter..." pending possible 100 MB capability [and] "perhaps something [forthcoming] next month."

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

Adopted by the Boyne City Council 4/10/18 without modification, edits, deletions etc.

Review and Revise Boyne City Emergency Plan (Richard Wright)

Plan copy provided to Boyne City Fire Chief Dennis Amesbury, 4/11/18 for review, comments and edits. Mr. Amesbury provided input from city's fire station standing operating procedure document. Plan is now with Emergency Medical Treatment (EMT) Chief for review.

Develop Airport Ground Traffic Management Plan (Brian Harrington)

Harrington reported his detailed work on traffic management signs; size, verbiage and colors.

Airport Snow Plow Training and Protocol (Rod Cortright)

Cortright absent, no presentation.

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

Bouters advised he is working to clarify record keeping / billing issues to ensure overnight ramp and tie-down fees are charged with fuel bills. Then upon those monies collected fuel receipts and overnight ramp and tie-down fees should be recorded separately. Other associated work Richard is working towards is revising the airport web page including that overnight ramp and tie-down fees apply and ramp signage reflecting the same message.

Comprehensive Review of Drag Race Issues (Michael Cain)

No new information provided.

Community Involvement (Richard Wright)

Community Benefits Assessment (CBA) received from MDOT – Aeronautics, Kelly Badra. Shared competed CBA with Boyne City Chamber of Commerce Executive Director, Ashley Cousens.

Brainstormed ideas to advertise local business at the airport, terminal building magazine rack with restaurant menus especially those offering food delivery services, Real Estate Brochures and Business Advertisements. Possibility of a bike share program for airport users summer 2018. Inclusion of Brian Harrington's airplane in July 4th parade.

Obtain Runway Distance Remaining Markers (Leon Jarema, Richard Wright, John Cooper – Citizen Purchaser)

Developed comparative analysis spread sheet for ease of reviewing DRM vendor proposals. Included Assumptions and Issues for Resolution.

UNFINISHED BUSINESS Working on the terminal fuel switch relocation for security purposes.

NEW BUSINESS Bouters is working with city web page administrator Barb Brooks developing entire new look for the airport web page.

GOOD OF THE ORDER The Aviation Fuel price is \$4.45 per gallon as of April 5th, 2018.

ANNOUNCEMENTS
NEXT MEETING The next regular Airport Advisory Board meeting is scheduled for Thursday, May 24th 2018 at 5:30 P.M. at the Airport Terminal.

ADJOURNMENT The meeting was adjourned at 7:40 P.M. by Bouters.

Richard K. Wright - Secretary 