



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, October 26, 2017 at 4:30 p.m.
Airport Terminal
Boyne City Municipal Airport
1040 E. Main Street

****PLEASE NOTE THE TIME CHANGE****

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. READING AND APPROVAL OF MINUTES
Approval of the September 28, 2017 minutes
4. CORRESPONDENCE
 - A. Survey Results
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - B. Hangar C-19 available for rent
 - C. Internet Improvement
 - D. Other
8. NEW BUSINESS
 - A. Re-appointment of Richard Bouters and Brian Harrington for 3 year term (expired 8/2017)
 - B. Election of 2018 Officers
 - C. Airport Inspection Action Plan - Richard Wright
 - D. Airport Terminal Housekeeping – Richard Wright
 - E. Approval of the 2018 Meeting Schedule – 4th Thursday of each month at 5:00 p.m. excluding November & December.
 - F. Boyne Business Expo – November 2, 2017 @ Boyne Mountain
 - G. Other
9. GOOD OF THE ORDER
 - A. Fuel Price increased to \$4.24 per gallon as of October 23, 2017.
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, January 25, 2018.
11. ADJOURNMENT



Approved: _____

**MEETING OF
SEPTEMBER 28, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD SEPTEMBER 28, 2017**

CALL TO ORDER

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

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Jerry Schmidt, Leon Vercruysee, Oral Sutliff,
*Rod Cortright
Absent:, Brian Harrington* Leon Jarema* Bud Chipman
**Ex Officio Members*

Citizens: Ron Ludgin

Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to approve the **August 24, 2017** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

NONE

UNFINISHED BUSINESS

A. General Utility Licensing – Obstruction Issues:

1. **Tree removal** – The board has identified trees to be removed from Airport property. DPW will be contacted to accomplish this project.
2. **Displaced Threshold Markers** – Richard Bouters reported on the alignment of the Displaced Threshold Markers with regard to the Threshold lighting. The board will explore options.
3. **Re-location of the Fire Hydrant on Brockway** – Michael Cain reported that the Water Department has developed a plan to re-located the Hydrant along Brockway St. to enable the Airport fence to be moved and be in compliance with FAA regulations.
4. The Airport Board will invite Randy Collier from MDOT Office of Aeronautics to meet and discuss current Airport Status.

5. The Airport Board will research if the power poles at the East end of the Airport are in FAA compliance as a lighted obstruction.

- B. **Hangar A-12 – Cooper Lease Update:** The City Commission has approved setting the fee rate for Hangar A-12 at \$500.00/month or \$5000.00/yr if a year is paid in advance. Licensee will be responsible for any utility costs. The current tenant, John Cooper has indicated he would lease the hangar at this rate when it comes into City position in February of 2018.
- C. **Drag Race Update:** The Labor Day weekend Drag Race held at the Airport was well attended and proceeded without incident.
- D. **Other:** 1. Airport WiFi – Richard Bouters reported on conversations with Barb Brooks regarding the application of new WiFi at the terminal. This project is ongoing.
- E. **Vehicle Traffic on the Airport:** Due to increased traffic related to seasonal boat & trailer storage on the airport, the board will develop a plan to minimize the risk of incursion between Aircraft and vehicles.

NEW BUSINESS

- A. **Hangar C-19:** This City Controlled hangar is currently available for rental.
- B. **Board Member Application** – Richard Wright:
Motion by **SCHMIDT** seconded by **SUTLIFF PASSED UNANIMOUSLY** to recommend to the City Commission to appoint Richard Wright to the Airport Advisory Board as an Ex Officio member.
- C. **Lifeline Pilots:** The board reviewed a handout contained in the agenda packet regarding Lifeline Pilots. No action required by the board.
- D. **Fly-In – October 14th & 15th:** Lakes of the North Pilots are hosting a Flying Poker Run on these dates and will use the Boyne City Airport as one of their Poker Hand stops.
- E. **Other:** 1. Long time city employee Woody Hardy is retiring after 22 yrs with the city. The Airport Advisory Board wants to thank Woody for his service and the work he has done over the years to help keep this Airport in such good condition. Enjoy your retirement. 2. Rod Cortright gave Up North airplane rides to a group visiting from Washington, DC. A great introduction to the North.

GOOD OF THE ORDER

ANNOUNCEMENTS

NEXT MEETING

MOTION

ADJOURNMENT

A. The Aviation Fuel price is **\$4.19 per gallon as of August 15, 2017.**

A. The next regular Airport Advisory Board meeting is schedule for **Thursday, October 28, 2017 at 5:30pm** at the Airport Terminal.

A. The meeting was adjourned **6:40pm** by **Chair Schmidt.**

Richard L. Bouters-Secretary_____



City of Boyne City
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Boyne City Municipal Airport

AIRPORT USER SURVEY

As with many small airports, the Boyne City Municipal Airport is consistently working to be recognized as a valuable economic asset to the surrounding community they serve. While airport supporters and users have a clear vision as to the viability of the airport and its facilities, we feel it is important to determine and document how valuable the airport is to the community.

With this in mind, we would greatly appreciate your participation in this survey. Please include comments and ideas for improvement that will assist us in planning for the future of the Boyne City Municipal Airport.

Name: (optional) _____ Date 10/20

City/State: (optional) _____

Aircraft N#: 2532X Make CESSNA Model 206

Type of Visit:

- Business - Name of Business: (optional) _____
 Pleasure
 Medical

Why did you choose Boyne City Municipal Airport?

- Location
 Services
 Courtesy Car
 Fuel
 Other _____

Where did you visit?

- Restaurant
 Retail Shopping
 Hotel/Motel
 Recreation
 Vacation Residence
 Other _____

During your visit, approximately how much did you spend while in the area? Please include both the community and the airport.

- \$1 - 25
 \$25 - 100
 \$100 - 500
 \$500 - 1000
 More than \$1000.00

(please see reverse side)

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

What available features and/or services would you consider important at the Boyne City Airport both currently and for the future?

ANOTHER RUNWAY NW/SE

How important would you consider the addition of Jet A fuel to the Boyne City Airport?

NONE

Please forward your response to:

Richard L. Bouters – Assistant Airport Manager
Boyne City Municipal Airport
126 W. Cedar St., Boyne City, MI 49712
or Email: rlbouters@hotmail.com

Thank you for your time and attention.

Boyne City Municipal Airport Advisory Board

Boyne City Municipal Airport – Airport Inspection Action Plan

INTRODUCTION

In his letter dated November 9th, 2015 Mr. Randy Coller; Manager, Inspection & Enforcement Michigan Office of Aeronautics, provided the results of his inspection of the Boyne City Airport conducted the same day. The following recommended action plan is provided to satisfy Mr. Coller's recommendations and requirements towards achieving airport General Utility licensing standards.

The items in Mr. Coller's letter are re-ordered in this paper suggesting a prioritized approach to meeting his recommendations and requirements.

This initial action plan and successive updates will incorporate a "who does what, when" approach to task completion.

Boyne City Airport photographs, outtakes from the Airman's Information Manual, Terminal Instrument Approach Procedures - FAA Document 8260.3B and screen prints from Google Maps (Satellite) are inserted to bring all concerned Airport Advisory Board Members to a common understanding of each action item.

Boyne City Municipal Airport – Airport Inspection Action Plan

1. LETTER ITEM 6 - *Recommend mounting the 2 “No Trespassing” signs on the fence removing the sign posts from the safety area.*
 - a. No Trespassing signs could not be found.
 - b. Need further guidance regarding the signs location
 - c. Picture unavailable

2. LETTER ITEM 7 - *Recommend removing the “No Motor Vehicles” sign from the safety area near the runway 27 end.*
 - a. Airport Advisory Board Member remove all three “No Motor Vehicles” signs.



Figure 1, “No Motor Vehicles” sign 1, Approach End Runway 27

Boyer City Municipal Airport – Airport Inspection Action Plan



Figure 2, "No Motor Vehicles" sign 2, Approach End Runway 27



Figure 3, "No Motor Vehicles" sign 3, Approach End Runway 27

Boyne City Municipal Airport – Airport Inspection Action Plan

3. LETTER ITEM 3 -*The taxiway leading from the terminal building to runway 9 has a 4 x 4 wood post supporting a water spigot. The wood post has been “saw cut” to make it frangible, however, the water pipe is not frangible. Recommend the pipe be relocated outside the safety area.*
 - a. Airport Advisory Board determination if water spigot is necessary in present position.
 - i. If not necessary Airport Advisory Board Member and DPW develop action plan to remove / relocate spigot.
 - ii. If present position is deemed necessary replace water pipe with PVC (frangible) piping.
 - b. Assign Airport Advisory Board Member to work with DPW to oversee project.



Figure 4, Water Spigot Location, Approach End Runway 09

Boyne City Municipal Airport – Airport Inspection Action Plan



Figure 5, Water Spigot, Approach End Runway 09

4. LETTER ITEM 9 - *Runway and taxiway markings are poor to none and should be repainted as soon as possible. Since it is not feasible to paint in the winter, this work should be scheduled in the spring.*
 - a. Completed July 2016

Boyne City Municipal Airport – Airport Inspection Action Plan

5. LETTER ITEM 2 - Runway 9 approach also has a group of trees approximately 66 ft. tall, 624 feet from the displaced threshold, 186 ft. north of the runway centerline that obstruct the approach.
 - a. Trees are on airport property behind Taxiway C and radio building.
 - i. Alert Department of Public Works
 1. Airport Advisory Board Member provides information of offending trees
 - ii. Airport Advisory Board Member and DPW develop action plan
 - iii. Department of Public Works removes offending trees
 - b. Airport Advisory Board Member present during cutting ensuring completeness and accuracy of tree removal / trimming.

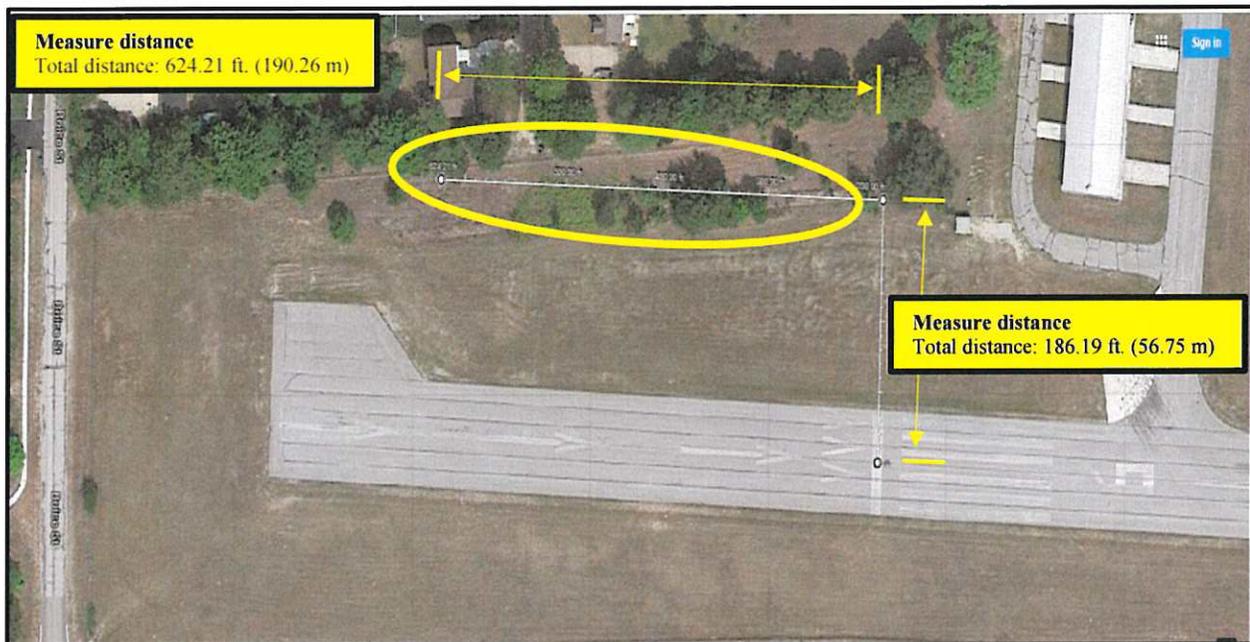


Figure 6, Approach End Runway 09, "... [Trees] 624 feet from the displaced threshold, 186 ft. north of the runway centerline

Boyne City Municipal Airport – Airport Inspection Action Plan

- 6. LETTER ITEM NUMBER 4 - Runway 9 brush and trees within 125ft. of the runway centerline should be removed.
 - a. Brush and trees within 125 feet of runway 9 were clearly marked by members of the Airport Advisory Board in September 2017. Shortly thereafter an Airport Advisory Board Member approached a representative of the Boyne City DPW regarding the required brush / tree removal.
 - i. Follow up with DPW.
 - 1. Obtain a DPW commitment for brush/tree removal by a specific date.



Figure 7, Runway 09 Brush and Trees Within 125 of Runway 9

Boyne City Municipal Airport – Airport Inspection Action Plan

7. LETTER ITEM NUMBER 5 - *Runway 9 displaced threshold: **approach markers** have been installed 125 ft. each side of runway centerline, however they appear to not be in line with the displaced threshold markings and lights.*
 - a. Clarify Approach Markers
 - i. Metal benchmarks in ground?
 - ii. Threshold Markings?
 - b. Determine the controlling object
 - i. Approach markers?
 - ii. Displaced threshold markings and lights?
 - c. Adjust “controlling object”
 - i. Reset approach markers
 - ii. Blacken existing threshold markings and repaint. Reposition lights

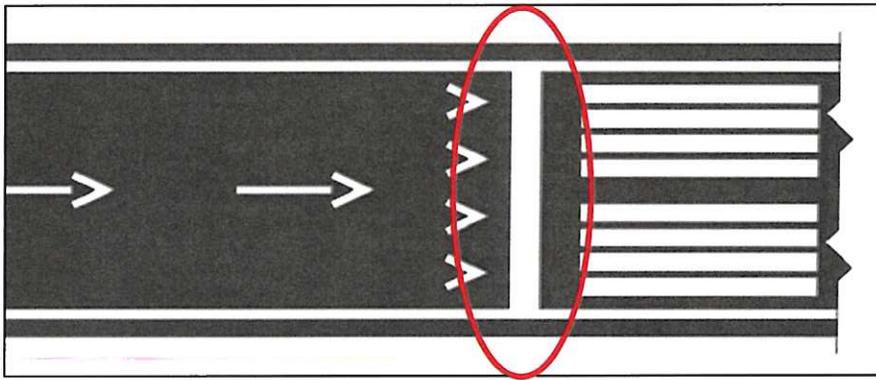


Figure 8, *Displaced Threshold Markings*, Source; Airman’s Information Manual 2017, para 2-3-3, fig – 2-3-4, p. 2-3-6



Figure 9, *Displaced Threshold, Boyne City Approach End Runway 09*

Boyne City Municipal Airport – Airport Inspection Action Plan



Figure 10, Approach End Runway 09, South "Threshold Marker"

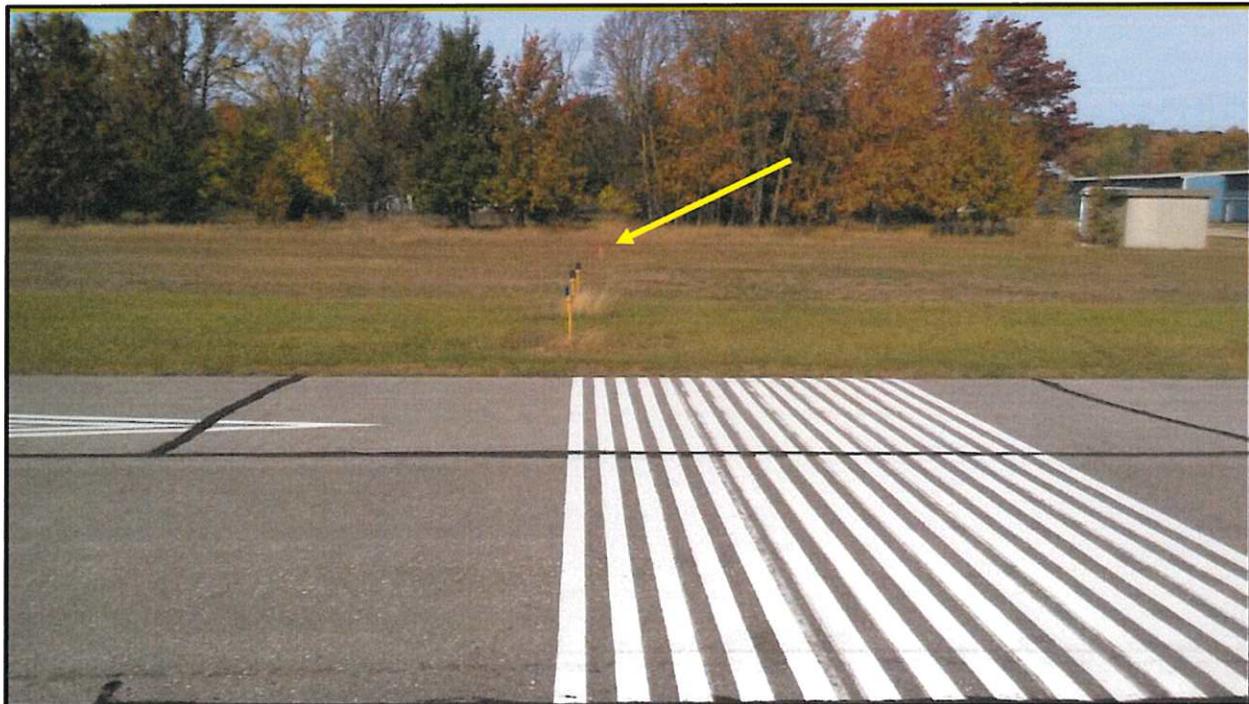


Figure 11, Approach End Runway 09, North "Threshold Marker"

8. LETTER ITEM NUMBER 10 - *Pavement crack sealing needs to be performed again. Both, pavement marking and crack sealing, should be scheduled about every three years.*
 - a. City schedule sealing for spring 2018

Boyne City Municipal Airport – Airport Inspection Action Plan

9. LETTER ITEM 1 - Runway 9 approach does not have the required 20:1 approach surface to the displaced threshold based on the state standards for a straight out [in] approach and the federal standards. Several trees located west of the runway end on both sides of Boice St. penetrate the 20:1 obstruction clearance slope. You most likely have easements over this property as it was previously cleared. Exhibit A Property Map that is part of your Airport Layout Plan (ALP) should provide guidance on what property you own and what property you have easements for.

Note: More research required regarding RNAV approach slope (20:1) vs. approach segment Required Obstacle Clearance (ROC).

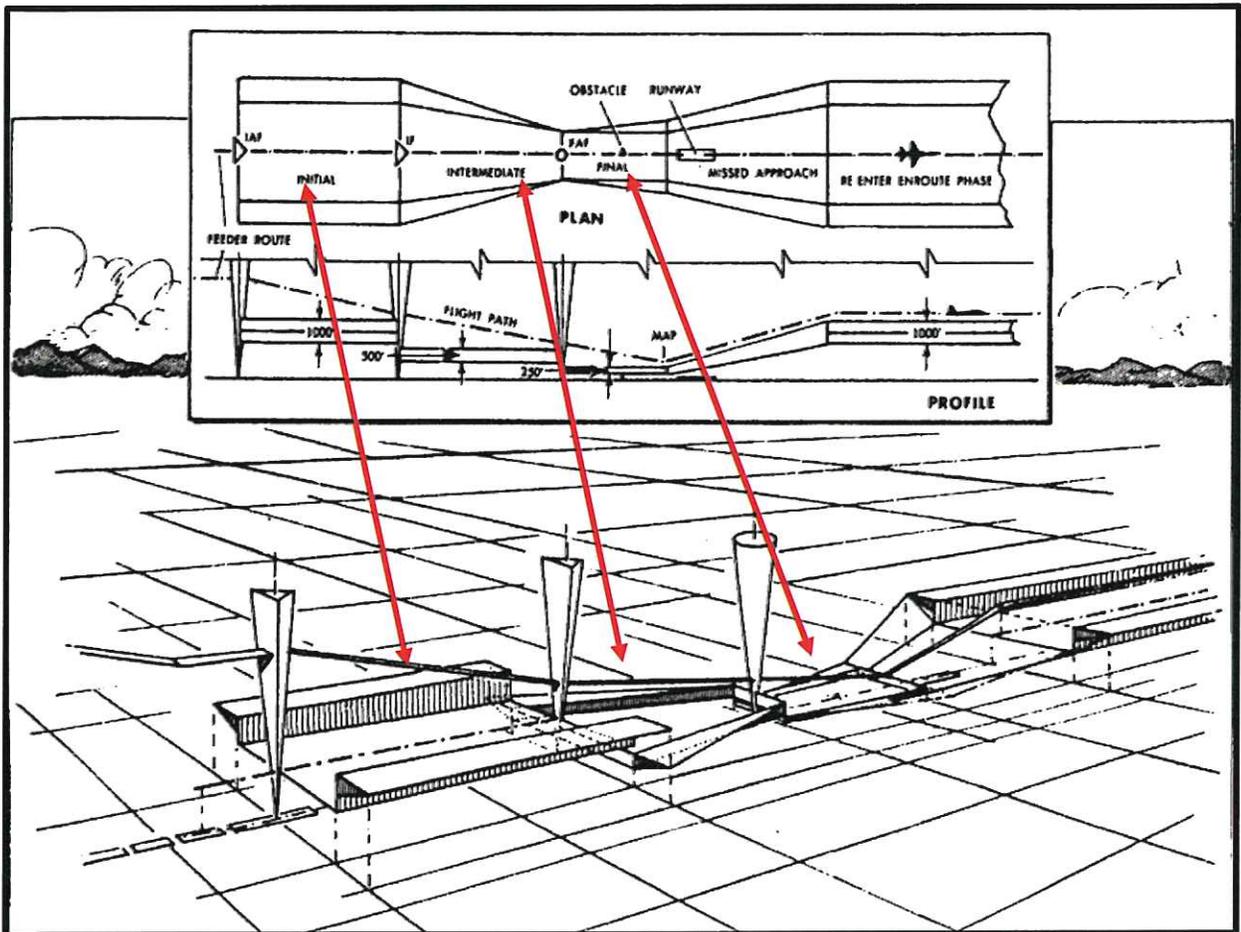


Figure 12, Segments of an Approach Procedure, Source; *United States Standard for Terminal Instrument Procedures*, 8260.3b Change 26, p. 8.

Boyne City Municipal Airport – Airport Inspection Action Plan

- a. Airport Owned Property –
 - i. Alert Department of Public Works (DPW)
 - 1. Provide information of offending trees (Airport Advisory Board Member)
 - ii. Airport Advisory Board Member and DPW develop action plan
 - iii. Department of Public Works cut / trim and remove offending trees
 - 1. Alternative Course of Action: Approach commercial lumber/firewood operators allowing them to cut and remove the trees. As compensation the operator may keep the harvested trees for their commercial enterprise.
 - iv. Airport Advisory Board Member present during cutting ensuring completeness and accuracy of tree removal / trimming
- b. Airport Easement Property –
 - i. City notifies concerned citizens via:
 - 1. City letter:
 - a. Airport Advisory Board Member drafts letter
 - b. Airport Manager edit and letter final approval
 - 2. Telephonically (Airport Advisory Board Member)
 - 3. Face-to-face (Airport Advisory Board Member)
 - 4. Document notification efforts
 - ii. City removes or at least trims offending trees
 - 1. Alert Department of Public Works
- c. Private Property –
 - i. Concerned citizens dialog
 - 1. Airport Advisory Board Member one-on-one dialog with property owners
 - 2. Discussion Items:
 - a. Permission to remove / trim trees
 - i. At city expense
 - ii. Explore Boyne City tree removal / trim with city recompense e.g. new shrub / dwarf tree plantings
 - iii. Other recompense
 - iv. Last resort monetary payment
 - b. Discussion summarized in writing by presented at the next Airport Advisory Board meeting.

Boyne City Municipal Airport – Airport Inspection Action Plan



Figure 13, Runway 09 20/1 Approach Slope Penetration

Boyne City Municipal Airport – Airport Inspection Action Plan

10. LETTER ITEM NUMBER 8 - Runway 27 approach, power poles 734 ft. from the runway end, 135 ft. left of centerline (viewed from the approach) penetrate the obstruction clearance slope at 14:1. Recommend moving or lowering the power poles or having the powerlines placed underground as it traverses the approach.



Figure 14, Power Lines, Approach End Runway 27

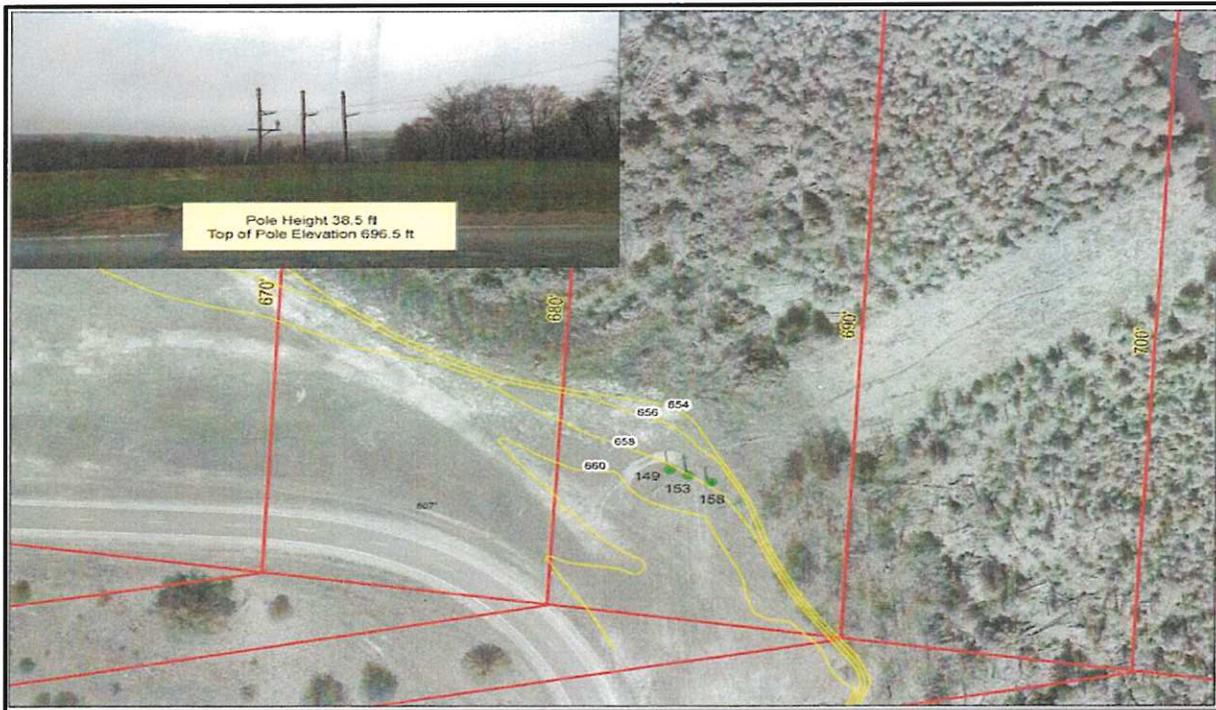


Figure 15, Power Lines, Approach End Runway 27

Boyne City Municipal Airport – Airport Inspection Action Plan

SUMMARY

Recommend the Airport Advisory Board prioritize Mr. Collier's ten recommendations and suggestions. The suggested order listed above focuses initial energy on the "low hanging fruit". Simultaneously required coordination regarding the more complex can occur concomitantly with simple "go do" actions.

Regardless of the extent of coordination and work required an Airport Inspection Master Action Plan is necessary. Specific "Actions" should be assigned to a person empowered with the responsibility, limited yet clearly defined decision making authority and action item accountability. Each action item should be coupled with an action complete date.

Capitalizing on gaining momentum of successive successful task(s) completion and to ensure action item visibility, each of the ten inspection items should be reviewed at each Airport Advisory Board meeting. Discussions should focus on progress since the last meeting, impediments to progress, responsibilities, issues and opportunities.

The Airport Inspection Action Plan is not a finished product. Rather it is a work in progress depending on the input of the Federal Aviation Administration, Michigan Department of Transportation (Aviation), Boyne City Airport Manager, Airport Advisory Board, DPW and concerned Boyne City Citizens.

2018 Airport Advisory Board Meeting Schedule

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
May							June							July							August						
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