

ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION

MINUTES

JANUARY 5, 2016 – 6:30 PM

COUNCIL CHAMBERS, CITY HALL

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – The meeting was called to order at 6:32 p.m. Those in attendance were Dave Powers, John Rowland, Peter Manina, Ryan Humphrey, Helen Hagg, Dan Harris, and Mark Wilkins. Those absent: Cana Garrison, Bruce Bahr, Patti Schafer, and Jamie Malecki. Others present were City Administrator Adam Smith and Assistant City Administrator Amee King.
- II. **APPROVAL OF AGENDA** – Mr. Manina made a motion to approve the agenda as presented. Ms. Hagg supported the motion. Motion carried 7 to 0.
- III. **COMMISSION MINUTES**
 - A. **Approval of the regular minutes for July 14, 2015** – Ms. Hagg made a motion to approve the minutes for July 14, 2015 as presented. Mr. Manina supported the motion. Motion carried 7 to 0.
- IV. **PUBLIC COMMENT** - None
- V. **STAFF REPORTS**
 - A. **Financial Report** – Mr. Smith reviewed the financial reports. One of the largest expenditures is the crack filling on the taxi way. We took advantage of a discounted rate as the contractor was in the City crack filling multiple streets. We've worked with our Finance Director on the preliminary budget. We will set up a meeting with the Chairman and any designees he wishes to review and make recommendations to the City Council. We will need to send out a request for proposals for farming this 2016 season. There were questions raised on which bills are going into what line items. Staff will provide additional financial reports. Mr. Harris made a motion to accept the financial reports. Ms. Rowland supported the motion. Motion carried 7 to 0.
 - B. **T-Hangar Report** – Ms. King reviewed the T-hangar report. At this time we have 7 vacancies. Staff will continue to look at possible alternatives for increasing tenancy. Mr. Wilkins suggested increasing information on the City's website.
- VI. **OLD BUSINESS**
 - A. **Airport Layout Plan Update** – Mr. Smith indicated that we are in receipt of the 20-1 letter. We have to move forward with acquiring air easements and tree removal. One of the property owners denied an offer of \$500 a piece for 2 trees, keep the wood, and grind the stumps. The homeowners indicated that there were promises made to the home owner in the past by a previous board member. There are currently 4 critical trees that need attention. There were issues getting into the AGIS system. Our staff, Mead & Hunt staff, and MDOT staff are continuing to work on this issue.
 - B. **Well Project Update** – Mr. Smith indicated that the well has not been installed yet. We were told by Clinton County Health Department that the well had to be placed at least 800 feet away from any fuel source. We moved it to the north end of the T-hangars. A permit had to be reissued as well. With all of the additional costs we have incurred for other projects, we would like the board to give us direction if you would like us to proceed with the project. Mr. Rowland made a motion to move forward with the well installation. Mr. Wilkins supported the motion. Motion carried 7 to 0. The board requested staff to get an estimate for 3 public hydrants.

C. T-Hangar Lease – Mr. Smith reviewed the T-hangar lease. Staff asked both the City’s legal counsel and our municipal insurance carrier, and they both recommend that we add in the following language to our T-Hangar lease. *Lessee shall maintain a policy or policies of comprehensive broad form general liability insurance with respect to the Leased Premises in the amount of five hundred thousand and 00/100 dollars (\$500,000.00) single and one million and 00/100 dollars (\$1,000,000.00) aggregate, with the premium thereupon fully paid on or before the due date. The Lessor should be listed as an additional insured on the Lessee’s policy or policies of comprehensive general liability insurance and Lessee shall provide Lessor with current certificates of insurance evidencing the Lessee’s compliance. The policy or policies of comprehensive general liability insurance shall contain language which provides that the Lessor shall be notified, in writing, at least thirty (30) days prior to the cancellation of the policy or policies. In the event of cancellation of coverage, the Lessor may obtain a policy or policies of comprehensive general liability insurance, the premium(s) of which shall be considered rent under this Agreement, and the Lessee shall reimburse the Lessor within thirty (30) days from receipt of an invoice for the premium(s).* The Board would like additional information on this item. 1. The cost to the renter to have this additional insurance. 2. Do other airports/communities require this type of insurance?

VII. NEW BUSINESS

- A. Claim of Exemption from Personal Property Taxes** – Mr. Smith provided information to the board regarding Mr. Simmer and Mr. Winstanley’s claims of exemption from personal property taxes with the Michigan Tax Tribunal. They previously sent requests into the City Assessor and on October 26th the Assessor sent a rejection letter. They have since filed a claim with the Michigan Tax Tribunal.
- B. 20:1 Letter** – Mr. Smith indicated that since we have received the letter, we intend to move forward with the air easement and removal of the trees. This will now be a top priority for the Airport. Mead & Hunt will have to re-draft the 5 year plan. We will provide a copy of that to this board and the City Council when we receive it.

VIII. COMMISSION COMMENTS – Mr. Smith indicated that we have a vacancy on the board. If any board members have recommendations to fill the vacancy please let staff know. The annual calendar has not been officially acted on yet. The board was in consensus to approve the following meeting dates. March 1, May 3, June 28, September 6, and November 1.

IX. ADJOURNMENT – Chairman Powers closed the meeting at 7:54 p.m.

Minutes compiled by Amee King, Assistant City Administrator/Assistant Airport Manager.