

ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION MINUTES
TUESDAY, MARCH 3, 2015
6:30 P.M.
TERMINAL BUILDING, ABRAMS MUNICIPAL AIRPORT
16815 WRIGHT RD.

- I. **CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE** – Chairman Powers called the meeting to order at 6:32 p.m. Those present were Commissioners Helen Hagg, Ryan Humphrey, Peter Manina, John Rowland, Mark Wilkins, and Patti Schafer. Those absent were Commissioners Bruce Bahr, Cana Garrison, Daniel Harris, Shawn Shaltry and Council representative Christina Bartholomew. Others present were City Administrator Adam Smith, Assistant City Administrator Ameer King, and Stephanie Ward from Mead & Hunt Engineers.
- II. **APPROVAL OF AGENDA**– Mr. Manina made a motion to approve the agenda as presented. Mr. Rowland supported the motion. Motion passes 5 to 0.
- Ms. Schafer arrived at 6:38 p.m.
- III. **COMMISSION MINUTES** – Approval of the regular minutes for January 6, 2015. Ms. Schafer requested that the spelling of her name be corrected under item 3. Ms. Schafer made a motion to approve the minutes as amended. Ms. Hagg supported the motion. Motion passed 6 to 0.
- IV. **PUBLIC COMMENT - NONE**
- V. **STAFF REPORTS**
- A. Monthly Revenue and Expense Report – Mr. Smith reviewed the revenue and expenditure report for the period of July 1 through January 31st. The Commission was in consensus to continue reviewing these reports at each meeting.
- B. T-Hangar Report – Mrs. King reviewed the T-hangar report. Mr. Powers indicated that we should mail a flyer to potential tenants to increase fill our hangars. Mr. Powers further indicated the t-hangar lease should be reviewed. There is a \$50 late fee with no grace period and a \$300 deposit. Ms. Schafer made a motion to recommend to City Council to reduce the late fee in the airport t-hangar leases from \$50 to \$25 and add in a 5 day grace period. Mr. Humphrey supported the motion. Motion passed 6 to 0.
- VI. **OLD BUSINESS**
- A. “ALP” MAP – Mrs. Ward from Mead & Hunt reviewed the scope of services for the ALP plan with the Commission. The cost will be approximately \$40,000 more than originally discussed. A boundary survey is needed. Ms. Schafer made a motion to recommend to the City Council to approve the Airport Layout Plan Update contract with Mead & Hunt in the amount of \$144,716. Mr. Manina supported the motion. A roll call vote was taken. Ms. Hagg, Mr. Wilkins, Mr. Humphrey, Mr. Manina, Ms. Schafer and Mr. Powers voted yes. Mr. Rowland voted no. Motion passed 5 to 1.
- VII. **NEW BUSINESS**
- A. Fiscal Year 2016 Budget – Mr. Smith reviewed the proposed Fiscal Year 2016 budget. The police department is replacing a patrol car this fiscal year. We will have the City mechanic review and give a recommendation if we should replace the curtesy car or keep the current car. Mr. Manina made a motion to accept the recommended budget. Ms. Schafer supported the motion. Motion passed 6 to 0.
- VIII. **COMMISSION COMMENTS** – Mr. Rowland commented that we could possibly offer an incentive to fill up the T-hangars. We also need to look at where we want future box hangars to be built. Ms. Schafer commented that she would prefer the packet e-mailed instead of postal mail. Mr. Smith added that moving forward it will be our intent to e-mail the packets the Friday prior to meetings and mail a hard copy to anyone who wishes to have one. Of the members present, Mr. Rowland would like a hard copy, the remaining members would prefer e-mail only.
- IX. **ADJOURNMENT** – The meeting was adjourned at 8:07 p.m.