

ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION
MINUTES

MARCH 2, 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, Jamie Malecki., and Mark Wilkins. Those absent: Cana Garrison, Bruce Bahr, and Patti Schafer Others present were City Administrator Adam Smith and Assistant City Administrator Ameer King.
- II. APPROVAL OF AGENDA** – Mr. Manina made a motion to approve the agenda as presented. Ms. Hagg supported the motion. Motion carried 8 to 0.
- III. COMMISSION MINUTES**
- A. Approval of the regular minutes for January 5, 2016** – Ms. Manina made a motion to approve the minutes for January 5, 2016 as presented. Mr. Harris supported the motion. Motion carried 8 to 0.
- IV. PUBLIC COMMENT** - None
- V. STAFF REPORTS**
- A. Financial Report** – Mr. Smith reviewed the financial reports. Ms. Hagg made a motion to accept the financial reports. Mr. Humphrey supported the motion. Motion carried 8 to 0.
- B. T-Hangar Report** – Ms. King reviewed the T-hangar report. At this time we have 6 vacancies. We had one new tenant move in on March 1st. Mr. Smith added that we will require proper documentation from any group renting a hangar under an LLC. The revenue figures in the budget indicate that we have 15 occupied T-hangars. Mr. Manina moved to accept the hangar report as written. Mr. Wilkins supported the motion. Motion carried 8 to 0.
- VI. OLD BUSINESS**
- A. Airport Layout Plan Update** – Mr. Smith indicated that Mead & Hunt engineers are have 80% complete with the airport layout plan. Staff have a meeting set up with MDOT officials to discuss the options for tree removal from the 20:1 letter. Mead & Hunt are waiting to hear from us on our outcome from our meeting with MDOT on how to proceed.
- B. Well Project Update** – Ms. King indicated that the well is complete. At the last board meeting the board requested that staff get the cost for 2 additional hydrants. The contractor has been contacted, however, we do not have those figures at this time.
- C. T-Hangar Lease** – Mr. Smith indicated that we met with Mr. Rick Turner of Aerospace Risk Management Group. Mr. Turner looked into our language for naming the City as an additional insured on the lease. Mr. Turner indicated that it would cost approximately \$100 to \$150 a year for the additional coverage and some policies already have the coverage built into it. Mr. Manina made a motion to recommend approval of the T-Hangar lease as amended to the City Council. Mr. Rowland supported the motion. Motion carried 8 to 0.
- VII. NEW BUSINESS**
- A. FY17 Budget** – Mr. Smith indicated that staff met with Chairman Powers last week and reviewed the budget.

Cana Garrison arrived at 6:58. p.m.

One of the items of discussion was the tree removal project. We will have to spend the money this year and get reimbursed after, possibly the next fiscal year. Staff is doing our due diligence to ensure this project is reimbursable before moving forward with it. We have added in a line item for property taxes into the budget. If Mr. Simmer and Mr. Winstanley win their tax tribunal cases this amount will be reduced by half. Staff will also do our due diligence in competitively bidding the insurance when the policy becomes due. Mr. Harris moved to approve the FY17 budget as presented. Ms. Garrison supported the motion. Motion carried 9 to 0.

B. 20:1 Letter – Mr. Smith indicated that the City is eligible for reimbursement funds for tree removal one time. We have the opportunity to do it right and remove all the trees. The first step is to meet with MDOT representatives and review our options. We have obtained quotes for surveying the properties. There are two potentially three properties that are affected and are all privately owned. We will keep the board up to date as we proceed with this project.

VIII. COMMISSION COMMENTS – Ms. Hagg mentioned that an aviation exploring post is going to be started in Grand Ledge. The goal is to get high schoolers involved in the aviation program. The first meeting will be at the end of March.

Mr. Rowland indicated that he would recommend if there is money left over from the well project to install more outdoor spickets.

Mr. Harris indicated it would be a good idea to do a Fly In. Mr. Powers added that we used to have a Fly In each year which hasn't happened in a while. The EAA chapter might be interested in getting that going.

IX. ADJOURNMENT – Ms. Hagg made a motion to adjourn the meeting at 7:46 p.m. Mr. Humphrey supported the motion. Motion carried 9 to 0

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