



**SHIAWASSEE AIRPORT BOARD  
MINUTES OF REGULAR MEETING  
FEBRUARY 24, 2000**

Meeting called to order by Chairperson Joe Sawyer at 7:10 p.m

**Members Present:**

City of Corunna	Dave Dumond
Caledonia Township	Sue Krantz
City of Owosso	Mike Dvorak
Owosso Township	Richard Gute
Shiawassee County	Joe Sawyer

Also in attendance: Bob Andrews, Gene Kondel, Greg Pappendick, Dave Caswell, Dan Ferrier, Craig Hook, Gerald Morford, Julie Morford and one (1) individual name not available.

**Agenda:**

The Agenda was approved as amended, but suggested by Dave to add “**Rules for Organization and Procedure – 2000**” to the Agenda. The Airport Board has never had any rules to go by. The rules as mentioned are fashioned after the Board of Commissioners Rules of Organization. Motion by Mike – Seconded by Dave.

Discussion on Rules For Organization and Procedure 2000

1. Paragraph 3 – the Board Meeting shall remain on the 4<sup>th</sup> Thursday at 7:00 p.m. each month.
2. Special Meetings have to be called by the Board Chairperson.
  - a. Gregg Pappendick discussed Special Meetings – the Chair cannot be Chair and Airport Manager at the same time. The Manager cannot make decisions without Board approval.
  - b. Joe mentioned that Roll Calls can be upon request.
3. Paragraph 4 – Joe and Richard stated that Robert’s Rules of Order shall be used as a guideline for the Airport Board.
4. Paragraph 5 – If the Chair and Vice Chair are absent, there is no quorum.
5. Paragraph 6 – Craig Hook mentioned that the appeal should be a majority vote.
6. Paragraph 10 - the Board Secretary shall be the Airport Manager
7. Paragraph 11 – Board Advisory Chair shall be added to the list.

8. Paragraph 19 – Joe mentioned that the expenditures amount should be changed. Dave mentioned that the amount should be \$5,000.00. Richard mentioned that if there were sewer problems or some big problem the \$1,000.00 would not cover the price. Per Joe, Richard, and Dave the amount was changed to \$5,000.
9. Should “Public Comments” be the first and last on the Agenda. Mentioned that when at the end, everyone is tired. Joe and Dave mentioned that at the Beginning was better.
10. Joe mentioned that all committees have rules and procedures.
11. Dave mentioned that the rules can be amended at anytime.

Dave motioned that the Rules For Organization and Procedure – 2000 be accepted as adjusted. Seconded by Richard.

Roll Call: Unanimously Approved

### **Election of Officers:**

Dave nominated the current officers to remain officers for the year 2000. Joe mentioned that there wasn't a Vice Chair on the Board. Dave withdrew his nomination. Sue motioned to elect same officers for the coming year but elect Dave as the new Vice Chair. Seconded by Richard

Roll Call: Unanimously Approved

Per Mike, Joe should be called last on the Roll Call.

### **Minutes of Regular Meeting:**

The last page of the December 16, 1999 minutes was recreated . Dave motioned to accept the December 16, 1999 minutes as presented. Richard Gute motioned to change Richard Crate to Richard Gute on the last three motions.

Roll Call: Unanimously Approved

On the January 27, 2000 minutes, AOP should be ALP on the last page. Sue motioned to accept the minutes as presented. Dave seconded.

Roll Call: Unanimously Approved

### **Citizens Comments:**

None.

### **Communications:**

Craig Hook from the Shiawassee Airport Advisory Committee mentioned that the numbering of the hangars should be started soon.

The Emergency Procedures were written up well.

Craig will meet with Greg Pappendick and Greg Brichan to get details on the sign for Comstock and Airport Trail. He will present the information at the next Advisory Board Meeting.

The Board has to write a letter to Juan Zabata so that the airport will be on the top of the list for AWAS.

Craig has met with Bob Hoschner and discussed the possibility of enlarging the terminal building in the future, perhaps when the remodeling was being done.

Dan Ferrier from the Owosso Airport Association discussed the “First Anniversary Chili Party” that was held on February 13, 2000. Bob Riffle from Michigan Bureau of Aeronautics presented a tape on “Signage”. There will be a Safety Seminar on Wednesday, March 15, 2000 at 6:30 at Sascon Aviation. The presentation will be “Runway Incursions” and “ATC Communications”. The public is welcome.

### **Financial Report:**

Joe mentioned that for the future, the Profit & Loss Report and Unpaid Bills Detail will be available every month at the Board Meeting. The rest of the reports will be available every quarter.

#### Profit and Loss Report:

- a. For the City of Owosso and Shiawassee County, 50% has been paid.
- b. The Airport Board will have to work with Caldonia Township as far as their fiscal year.
- c. Expenses as approved at last Board Meeting were down from last year.
- d. The Airport improvements were not budgeted – there needs to be an amendment at the end of the year.
- e. The Professional Meetings mentioned was a Seminar that Jerry and Dan attended in Lansing, Michigan.
- f. The final payment of \$17,223.41 was made on the new road to Michigan Department of Transportation.
- g. The Land Sale Expense of \$4,200.00 was for the tank removal.

#### Unpaid Bills:

- a. Total After Hours Design – Consumers Energy truck
- b. Dan Ferrier – cutting edge blade
- c. RS&H – completion of the final payment
- d. Stechschulte Gas & Oil Co., Inc. – gas for plowing snow
- e. Superior Instruction, Inc. – One half day Seminar for Jerry in Kalamazoo, Michigan (Quick Books Instruction)

- f. The buy out of the Vaughn Hangar was previously approved but there was no voucher sent to the Treasurer's Office. Put the figure on the bills list again, just in case.

Motioned by Dave to accept the bills as presented. Supported by Sue  
Roll Call: Unanimously Approved

### **Manager's Report:**

Jerry mentioned that the USDA WildLife Division Conservation Reserve Program had contacted him about duck habitat. Craig Hook mentioned that the Airport did not want the Duck Habitat in the area, as the Airport does not need ducks around the Airport. It was suggested by Richard Gute that the Duck Habitat should come before the full Board and discuss what their plans are for the Airport.

Jerry discussed the MAC Loan. Joe mentioned that it was not an advantage to pay off, as the interest rate was low. The Board and Jerry will keep working with the State to get the loans paid off.

The Airport now has an internet email number which is [airport@shianet.org](mailto:airport@shianet.org). Jerry has notified Randolph Aviation and Sascon to remove the signs out by M-21 by the old driveway. If there is a charge to remove the signs, the Airport will pay the cost. Dan is working on removing the old Owosso Airport sign located by the old driveway and M-21.

Juan Zapata, Airport Inspector from Michigan Department of Transportation, talked to Jerry after the Seminar in Lansing, Michigan, about having a 4,200' runway but should strive for a 5,000' runway for commercial use.

Per Jerry, the Emergency Plan is all set and in effect. The Fire Chief and Sheriff Department has been contacted. The Fire Chief is in charge of emergencies.

### **Old Business:**

The Consumers Energy bill includes 3 pod lights – not Terry Hoepner energy bill.

Joe mentioned that we should see if the Airport can get some large and small green Airport signs from the Michigan Department of Transportation. Jerry mentioned that he has contacted a Michigan Department of Transportation person and we should be getting some signs. Dave mentioned that we especially need an airport sign at M-21 and M-52 and perhaps at State and M-21.

Joe mentioned that the different entities should come to the Airport Board meeting to get acquainted with the Emergency Plan.

Dave mentioned that we need a Special Meeting for the Remodeling. The meeting was scheduled for Thursday, March 2, 2000 at 7:00 p.m. It will be the only item on the agenda.

Joe mentioned there should be an account set up for Jerry and Dan to be authorized to use to buy items that are needed. Jerry mentioned that the best deal that he found after checking was with Republic Bank. There was free checking but the Airport has to have a special form. Tom Dwyer is checking on the form for the Airport. Other banks charge fees. Joe and Mike wanted to know if there had to be a minimum in the checking account to avoid charges. The discussion was tabled until the March 2000 meeting.

The Lease for Andy Reichert was discussed. Gary Palmer has looked at the building and in his opinion structurally it is sound. Sue mentioned that perhaps Andy can give us a written plan before the Board gives him a 20- year lease because the hangar is an eye sour and Andy could fix it up. The matter was tabled until the March, 2000 meeting.

Joe mentioned about a survey of rates for 5 different airports in the South East of Michigan. The discussion was to charge for the perimeter on 40' x 40' or 50' x 50'. The Airport needs to do an analysis occasionally.

John Martin mentioned that we should offer AWOS and paved taxiways.

Joe mentioned that we should maintain rates at current levels on leases.

Mike motioned that we should maintain and keep rates for the year 2000 at the current rates. Dave seconded.

Roll Call: Unanimously Approved

Jerry mentioned that we should send a Letter of Support for AWOS. The contact person is Steve Schultz at the Michigan Department of Transportation. Joe and Jerry will do a letter to put the Airport further up on the list for the AWOS. Mike motioned. Dave seconded.

Discussion on charging fees for commercial planes. Because we are closer to Flint, the smaller planes might want to land at Owosso.

John Martin mentioned that there are certain requirements for commercial planes such as vertical guidance.

Jerry mentioned the Tree Trimming Progress. There is a person who is doing the cutting behind Indian Trails who has experience in working on army areas. He is interested in doing the trimming. Harry Fox sounds like a good bidder for the trimming.

The deadline bids for the obstruction removal letting is March 9, 2000 at 1:00 p.m. in the terminal building. Bob Andrews mentioned that he makes recommendations to State, and then the grant is issued. The Airport Board accepts the grant and that will be the Contract.

Joe gave Jerry and Bob the authority to accept the low bid at letting and then to send into the State. Motioned by Mike. Richard seconded.

Roll Call: Unanimously Approved

Joe mentioned getting with Sascon Aviation to remove the sign in front of their hangar (front of the business).

### **New Business:**

Discussion on the approach areas of the Airport. Someone will get with the various Review Boards of the different entities of Shiawassee County about building businesses so they don't interfere with approaches. (Example: Hot and Now). A letter should be written and sent to the different Board Supervisors and Managers of the different entities. John Archer – City of Owosso and Gary Palmer of Caldonia Township were specifically mentioned.

The Section of **Future Business** will be added to the Agenda in the future.

### **Citizens Comments:**

John Martin mentioned that he will see that the sign in front of Sascon Aviation will be taken down.

Per Dave, the Advisory Board should get with the Zonta Club regarding the Airport sign.

Greg Pappendick is getting with everyone and will bring the results to the next Advisory Board Meeting.

Dave Caswell mentioned that people are driving in front of his hangar and tearing the sod up. There needs to be a sign or something to keep the cars out.

### **Adjournment:**

Motion Unanimous to adjourn at 8:45 p.m. Seconded by Mike Dvorak

Roll Call: Unanimously Approved