



# OWOSSO COMMUNITY AIRPORT

1510 E. MAIN, PO BOX 444  
OWOSSO, MICHIGAN 48867

## SHIAWASSEE AIRPORT BOARD MINUTES OF REGULAR MEETING August 10, 2000

Meeting called to order by Chairperson Joe Sawyer at 7:05 p.m.

### Members Present:

Caledonia Township	Richard Sack
City of Corunna	Dave Dumond
City of Owosso	Mike Dvorak (arrived at 7:08 p.m.)
Owosso Township	Richard Gute
Shiawassee County	Joe Sawyer, Chairman
Airport Manager	Gerald Morford, Secretary
Airport Advisory	Robert Hoschner

### Also in Attendance:

Connie Witt, Jim Witt, Dan Ferrier, Philip Ruele, Beth Snyder, Craig Hook, Debbie Randolph, Gary Randolph, Bob Andrews, Carol Vaughn, Sheila Ralph, Julie Morford. Late Arrivals: Lance Lavine, Ken Quarles, and Larry Csapos

### Approval of Agenda:

1. The Fuel Lease Agreement with Gary Randolph will be later in the meeting under Airport Manager's Report.
2. The Logo for the Airport will be discussed under Airport Manger's Report.

Motion by Dvorak to approve the Agenda as presented. Seconded by Gute.

Roll Call: Approved Unanimously

### Approval of Minutes:

Motion made by Dumond to support and approve the minutes of the Special Meeting of July 27, 2000. Seconded by Gute.

Roll Call: Approved Unanimously

Discussion regarding the renewal of the Commercial Operator's Contract Lease to Randolph Air Service. The Contract was Approved Unanimously at the Special Airport Board Meeting on July 27, 2000 – page 3). The Lease needs to be signed by Sawyer.

Hoschner stated that apparently there was a mix up on the "Richards" in the last Board Meeting. Per Sawyer from now on refer to the Board Members by their last name; no Mr., Commissioner, Councilman, or whatever. Sawyer said that he would not be offended by Sawyer, Sack, Dumond, Dvorak, Gute.

**Election of a Treasurer:**

Motion by Dvorak to elect Sack as the Treasurer of the Shiawassee Airport Board. Seconded by Dumond. Richard Sack accepted the position as Treasurer of the Board.

Roll Call: Approved Unanimously

**Citizens Comments:**

Ferrier mentioned that the "Citizens Comments" should be at the end of the meetings so that individuals could voice their opinions later in the meeting rather than first thing on the Agenda, as some people did not know what was on the agenda until they actually saw the sheet.

Dumond said that he had no objections to having the "Citizens Comments" at the end of the meeting. There also could be a "Citizens Comments" at the beginning and at the end of the meeting.

Sawyer stated that the Board of Commissioners have theirs at the end of the meeting. Caledonia Township has theirs at the beginning and end. Dvorak mentioned that when he was Mayor of Owosso, they had theirs at the beginning. It is the Mayor's discretion.

Sack stated that someone might want to bring up an issue that was not mentioned earlier in the meeting but would have questions that concerned the matter at the end of the meeting. If a matter was not discussed it could possibly be put on the Agenda for the first thing at the next Board Meeting.

Dvorak stated that the Chairperson of the Board has the discretion to decide when the "Citizens Comments" should be listed on the Agenda.

Per Sawyer, beginning with the September 14, 2000 Regular Board Meeting, the "Citizens Comments" will be at the beginning and the end of the meeting.

## **Communications:**

Bob Hoschner of the **Airport Advisory Board** stated that he arrived late at the Advisory Board Meeting and was informed that Morford had no issues at the present time other than what was already in progress. The Advisory Board will continue to work as a group. If anyone has any projects that would be of concern, please inform the Advisory Board. Sawyer mentioned that he would come up with some projects/issues. The next Advisory Board Meeting is scheduled for 7:00 p.m., Thursday, August 17, 2000.

Dan Ferrier of the **Owosso Airport Association (OAA)** stated that there was no regular meeting due to the July 4<sup>th</sup> Pig Roast which the dates were so close together. The Pig Roast turned out great with a lot of people and a tremendous amount of food. At the next regular meeting on August 13, 2000, there will a discussion as to purchasing a small refrigerator for the terminal building.

## **Financial Report:**

### Profit and Loss

The full Subsidies have been received from City of Owosso, County of Shiawassee, Township of Caledonia, Township of Owosso, and City of Corunna. There was a question concerning the payment from Owosso Township. Gute stated that the payment was made, as he was the one that wrote the check. Morford will check and get back with Gute as to the status.

The Miscellaneous figure of \$3,010.00 is the Carlton Tree Trimming project.

The 1999 Conservation Grant payment was made in the 2000 fiscal year period. The payment for 2000 is due in October. If the payment is late, there will also be interest.

### Unpaid Bills

1. Dumond stated that he doesn't see replenishing petty cash each month if it is not needed. Morford stated that the petty cash was not included in the unpaid bills for this month.
2. The \$3,010.00 payment is not being sent to Carlton Tree Service until project finished.
3. The Consumers Energy bill had some credits and debits, which Sawyer worked on. Sawyer mentioned that Consumers Energy was charging the Airport a late fee. The reasons being that the bills are not approved until the Board approves them at the Board Meetings and the bill is due before the Board meeting for that particular month. Gute stated that Sawyer or Morford should call Consumers Energy and tell them that the Airport is a

“Government Agency” and should not have to pay the late fee. Owosso Township had the same problem in the past. The Consumer Energy bill is as follows: \$174.80 in bills; there was \$289.15 in credits; leaving a credit balance of \$114.00 to Consumers Energy.

4. There were no bills paid in July due to the fact that the Airport Board did not have a Treasurer.
5. Heritage Equipment amount of \$1,241.25 is for parts and the rental of a tractor for use at the Airport for the period when the Airport’s regular tractor was in for repair. Sawyer and Dumond thought perhaps there was a credit. Morford said that he would check on the status of the account.

A discussion was held regarding the Consumers Energy and Heritage Equipment Statements. Dumond mentioned that perhaps Morford could attach the invoices to the statement, which Morford has been doing but the invoices were attached to the July statement. (Remember, no Treasurer).

As previously thought, there is no past due amount for Heritage Equipment. Dumond and Sack stated that it is the company’s method of billing. There is a balance of \$89.65, which Morford will determine what the amount is for by the next Board Meeting.

It was determined that for the month there are no Consumer Energy bills, no Carlton Tree Service payment and only \$1,151.60 for Heritage Equipment Company.

Motion by Dvorak to pay the bills as listed with the exception of Carlton Tree Service; no payment to Consumers Energy recognizing we have a \$114.00 credit; and to pay \$1,151.60 to Heritage Equipment Company. Seconded by Dumond and Gute.

Roll Call:       Approved Unanimously

## **Manager’s Report**

1. There has been three (3) T-Hangar bids from local contractors and one (1) from Morton Builders of St. Johns, Michigan. Morford stated that he would like to form a committee to go over the plans and make recommendations as to which builder to contract with. He now has a lot of information regarding the different styles, and people who are familiar with construction of hangars. The Fire Chief would also like to be involved as he can help with the barrier walls and fire information needed to be attained. Dumond mentioned that perhaps Hoschner and Sack would like to be on the Committee as they have been involved with aircraft. There are no bids for the concrete foundations for the hangars but he will

check the local businesses when the plans are finalized. Sawyer mentioned that there needs to be a fact finding session concerning the different structures , bi-fold doors verses slide doors, etc.

2. The MAP Meeting is scheduled for October, 2000. There will be a Work Session for anyone that would like to be on a Committee to help with the information at 7:00 p.m. on Thursday, August 24, 2000 at the Terminal. Bob Andrews will also be able to help with the Work Session. Juan Zapata from MDOT mentioned that if there is anything that we want, please put it on a schedule for the Airport at the MAP Meeting.
3. Premarc Corporation will be in production starting September 1, 2000. The gray color will be the only color available for the outside of the Terminal. They (Premarc) are able to enhance the brick with a black line. Sawyer stated that we need a proposal with Premarc as to what they are providing and what the Airport has to furnish. There needs to be a time line as to when a contract is needed for the use of the Terminal for their training sessions, what they expect when finished with the project, etc.
4. Hoschner stated that the AIP funds are over \$3 billion for airports. So far there is only \$1.95 billion. On October 1, 2000 we will know the amount for the year 2001. There is also available from the State, an AIP grant for \$150,000.00 for taxiways.
5. Andrews stated that the Airport cannot use the \$150,000 for match money if the AIP is not approved. For the MAP Meeting, we need everything (Page 2 of AIP Letter Exhibit A). Not all airports have the qualifications for the AIP money.
6. On the Inspection Summary Packet, mentioned that we have the Airport License – did not receive them.
7. Dvorak wanted to know what the "Action Items" were. Example: Morford has to send a letter to Carter Lumber concerning a pole which is located on 24. It should be removed as there was no 7460 form filled out.
8. Note that Juan was impressed with the tree-trimming project. Carlton Tree Service is waiting for cool weather to finish the job. Ferrier will get the wind sock removed. There have been no further comments on the River Walk Apartments.
9. Sawyer stated that everyone should send a letter to Woodards Furniture "thanking them for their most gracious donation to the Airport." Without Woodards, the place would be empty.

## Unfinished Business:

1. The parking lot is still in the process of being paved. Arrow Construction changed their prices. He mentioned that the prices quoted were their price. Does not include the catch basin as they can do a fast price when he comes out for the job.
2. Sawyer stated that Spartan has completed the project with the exception of the striping of the parking lot.
3. Andrews mentioned the Spartan Letter of August 9, 2000 was \$1,850.00 or less. The wedging cost – new sidewalk not included – 3” to 4” along the curb.
4. The Arrow Construction bid was increased about \$5,000.00.
5. There is a 20’ strip of pavement, which is the area of Taxiway G in front of the Hoschner/Yoder hangar. Hoschner/Yoder’s share will cap two (2) approaches over center of concrete. Their share (Hoschner/Yoder) will be \$600.000 to \$700.00; Sascon Aviation’s share will be \$400.00; making a total of approximately \$1,000.00. .
6. Stu Miller paid for the asphalt in the driveway for his new hangar by letting Spartan use his backhoe in exchange for another job. Andrews will figure the balance that Miller owes for his hangar project..
7. The Airport Board originally approved \$12,443.05 from Arrow Construction with the catch basin. Without the catch basin it is \$11,000.00. Morford would like to get another bid. Sack mentioned contacting with Britton Asphalt.
8. Dumond wanted to know why the difference with the Spartan bid. The “Unit Price” on the letter, it was \$15.00 but on the “Bid Tabulation for 2000 Paving Projects”, the unit price is listed as \$16.33.
9. Sawyer recommended that Spartan’s “Norm” be called in the spring if the paving has not been completed before. Sawyer would like to get the projects done as soon as possible.
10. Sack mentioned the “no interest loans” from Bishop - \$100,000.00 at 5.5% - low interest. Morford stated that this is not really true. As there is only \$100,000, the airport has already received \$40,000.00 plus. The airport can only get \$50,000.00 at 5.5% rate.
11. Sawyer mentioned grading for 10 additional parking spots. There cannot be a price on the catch basin until done per the bid statement “to be determined”. Could there be any negotiating with Arrow? When “Zeek” (Arrow Construction) looks at the basin, he can give a price quote.
12. The Highway projects go down 6” – adjustment price. If they have to reconstruct a catch basin, the price is clear to “cookie” (bottom).

Motion was made by Dumond to table the matter until the September 14, 2000 Board Meeting. Seconded by Gute.

Roll Call: Approved Unanimously

## **New and Miscellaneous Business:**

### Renewal of Randolph Air Service Fuel Contract

1. Gary Randolph would like a five (5) year contract on the fuel. His current contract expires September 15, 2000. Morford stated that there are two (2) different fuel contracts. Sascon Aviation has the updated contract. Randolph Air Service is a simple contract. There are two (2) different systems: one (1) for above ground and one (1) for underground. With the fuel lease, Randolph Air Service is good for five (5) years. The lease is for the standard rate.
2. Morford mentioned that the credit card system for the fuel at one of the FBO's would make the fuel service to customers so much easier. Randolph stated that he is at the airport seven (7) days a week. Sascon Aviation has no weekend service.
3. Craig Hook stated that the Airport Board should put in a system so that no one has to be here all the time and yet the customers can still get gas. Dumond mentioned that he is not sure if the Airport Board can dictate the system. Sack stated that the back cost to put in a credit card system. The Board should work with an FBO and make it easier for both which in the long run would make it more appealing to come to Owosso for fuel.
4. We need the input from two (2) FBO's. Sawyer cannot mandate.
5. Sawyer will like to look at the differences in the contract. Morford will email the contracts to the Board Members and to Randolph Air Service. The Airport makes two cents (\$.02) on each gallon.

Motion made by Dumond to table the matter until the next Board Meeting on September 14, 2000. If the current contract expires before the next meeting, the current contract will be automatically extended until an agreement is made. Seconded by Sack.

Roll Call: Approved Unanimously

### Ground Communication Outlet (GCO)

1. State pays for purchase and installation.
2. Only cost to Airport is the telephone line.
3. Dial 800 for flight service.
4. Pilots can open and close flight plans on the ground.
5. No 800 number at Flint Tower. It is long distance.
6. Jim Witt mentioned that you only need the 800 number and they will notify tower.
7. Hoschner discussed the Service of the July 26, 2000 letter. Call 517-335-9627. Page 2 is missing from the letter. Hoschner will fax to the Board and Morford..

Motion by Gute to tentative agreement with Ground Communication Outlet (GCO) pending review of the entire contract, which we won't be able to see until the next meeting on September 14, 2000. Seconded by Dumond.

Roll Call: Approved Unanimously

Commercial Operator Policy for Use of Tie Down Spaces

1. Tie Down \_FBO – 1 in grass and 1 on pavement
2. No formal notification – aircraft in for maintenance
3. Randolph has no problem with Tie Down Space Letter
4. Proposal to recognize and allow each FBO two (2) titled spaces, 1 grass and 1 pavement – to use these two (2) spaces to use as for maintenance or whatever or however they so desire. Any aircraft not in these two spaces (2) are to be charged.

Larry Csapos stated their needs to be more spaces at Sascon Aviation. Gary Randolph stated that he is paying for one (1) grass space and one (1) pavement space. Morford stated that when the AIP goes through there will be a new ramp with more tie down spaces. Hoping for one area to be for “transients” and the other end to be for “permanent” tie downs.

Motion by Dvorak to adopt policy on tie-downs to be implemented September 1, 2000 for a 30 day period. Seconded by Sack

Roll Call: Approved Unanimously

RS& H Agreement for Obstruction Removal Project

RS& H Agreement – retroactively recognizing part of Sponsor Agreement. The aeronautics money is already approved. They pay \$2,700.00.

Motion by Dumond that the pre-existing agreement with RS & H be paid and Sawyer will sign the agreement. Seconded by Gute.

Roll Call: Approved Unanimously

**Future Business:**

Sawyer would like for the following to be placed on the September Board Agenda under “Future Business”:

1. Review of the old Terminal Building rate
2. Airport owners T-Hangar rental rates

**Citizens Comments**

1. Witt mentioned that he had a near mishap with a deer on the NS runway recently. There is no end to the deer problem.
2. Sawyer stated that we should keep logs of beer cans, etc. since it provides a threat to the Airport and proves to the State so that we can get money

### **Adjournment**

Motion by Dvorak to adjourn at 8:50 p.m.. Seconded by Gute.

Roll Call:      Approved Unanimously

Respectfully submitted by:

Julie Morford

08-10-00/09-11-00

SHIAbd08-10-00