



# Owosso Community Airport

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**Shiawassee Airport Board**  
Richard Musson, Chair—Shiawassee County  
Mike Dvorak, Vice.....City of Owosso  
Danny Miller, Treasurer—Owosso Township  
Arnie Jessen —————City of Corunna  
Joe Janca —————Caledonia Township  
Lance Little —————Airport Pilot Rep.  
Tim Harwood, Secretary.....Airport Manager

## SHIAWASSEE AIRPORT BOARD

Regular Meeting of June 14, 2007

Airport Terminal

**\*\*\*MINUTES\*\*\***

### ATTENDANCE:

#### Roll Call

#### Members Present

Richard Musson

Danny Miller

Arnie Jessen

Joe Janca

Lance Little

Tim Harwood

Shiawassee County

Owosso Township

City of Corunna

Caledonia Township

Airport Pilot Rep.

Secretary

#### Members Absent

Mike Dvorak

City of Owosso

### APPROVAL OF AGENDA:

Motion to approve by Danny Miller support by Joe Janca

Roll Call: - Approved by all present

### APPROVAL OF MUNITES:

May 10, 2007 Meeting: Motion by Danny Miller supported by Joe Janca

Roll Call: - Approved by all present

### CITIZENS COMMENTS:

Joe DeCaire Caledonia Charter Township Supervisor passed on a welcome and good luck to Tim Harwood the new Airport Manager.

### COMMUNICATIONS:

Julie Mackay commented that June 2<sup>nd</sup> the Owosso Airport Association stained the deck. Shortly after that Richard and Pam Musson painted the tetrahedron and the segmented circle. Also, June 8<sup>th</sup> we had 270 students from Owosso Public Schools out here for Aviation Day 2007. We had nine hangers available to use for classes. October 13<sup>th</sup> the Compass Rose will be painted by the 99'ers.

Danny Miller commented that the Aviation Day was well organized and would volunteer to help again next year.

**Richard Musson commented that the Owosso Airport Association has been a great deal of help to the airport and thank you very much.**

**FINANCIAL REPORT:**

**Tim Harwood presented the financial report with Unpaid Bills totaling \$3928.22.**

**Motion to pay the bills by Joe Janca supported by Arnie Jessen**

**Roll Call: - Approved by all present**

**MANAGERS REPORT:**

**Tim Harwood spoke about the new ramp expansion, stated ramp is pretty much complete just needing to cure. He also stated that instead of just patching a couple of bad spots on Taxiway Two, that they completely resurfaced it.**

**Tim Harwood spoke about buying two new radios and that one will be with the individual that is mowing.**

**Tim Harwood passed on a “Thank You” to all involved with the Aviation Day here at the airport, it went very well.**

**Tim Harwood passed on a “Thank You” to all involved with staining the deck and that staining the two benches to match was a nice touch.**

**Tim Harwood passed on a “Thank You” to Richard and Pam Musson for their work on painting the Segmented Circle and Tetrahedron.**

**Tim Harwood passed on a “Congratulations” to Rick Belt who is a newly licensed Private Pilot here at Owosso Community Airport.**

**Richard Musson passed on a “Thank You” to Bob Andrews for the help and what he was able to accomplish on Taxiway Two and for improving the street next to Gary Randolph’s hanger.**

**UNFINISHED BUSINESS:**

**Richard Musson spoke about the General Liability Insurance Policy that we discussed at the last meeting. We can get a change in the policy for \$840.00 per year that protects the Airport in case an FBO or anyone does anything on the field that we could be held accountable for.**

**Motion to add coverage by Danny Miller supported by Joe Janca**

**Roll Call: -Approved by all present**

**Richard Musson opened up a discussion on relaxing the required Insurance for FBO’s Liability Insurance (coverage for products or completed operations). Bob Hoschner expressed his opinion in favor of relaxing this requirement. Gary Randolph expressed his opinion that we should either relax this requirement or enforce the requirement to have the insurance. Rick Musson informed the board of the problem of policing this if you do not have the insurance. We can enforce the commercial operator’s fee but not this.**

**Motion made to eliminate the requirement that FBO's maintain insurance coverage for products or completed operations. FBO's must still maintain general liability insurance.**

**Motion made by Danny Miller and supported by Joe Janca.**

**Roll Call: -Approved by all present**

**Terminal Building Insurance – Richard Musson opened discussion that the terminal building was not insured. He mentioned the two options that were offered by Jacobs's insurance. They were \$135,000.00 coverage for \$425.00 per year or \$95,000.00 for \$275.00 per year.**

**Motion made to buy the higher coverage by Joe Janca and supported by Danny Miller**

**Roll Call: -Approved by all present**

**Final payment on MDOT Airport Loan #198537. Payment of \$7,184.89.**

**Motion to pay by Joe Janca and supported by Danny Miller**

**Roll Call: -Approved by all present**

**MDOT Land Acquisition (RPZ) Invoice #AA-295872, Contract #07-0494, Project #B-26-0075-1006 with a payment of \$2,625.00.**

**Motion to pay by Danny Miller and supported by Joe Janca**

**Roll Call: -Approved by all present**

**MDOT Rehabilitation / Expand Apron, Invoice #AA-295885, Contract #07-0456, Project #B26-0075-0906 with a payment of \$9,125.00.**

**Motion to pay by Danny Miller and supported by Joe Janca**

**Roll Call: -Approved by all present**

**Maintenance Coordinator - Richard Musson opened the floor to Tim Harwood to speak on the Maintenance Coordinator. Richard Musson stated that Tim just wants a discussion on this subject. Tim Harwood stated that there was a couple of people out here that were doing a lot of volunteer work and that he thought it was time to show some appreciation. Richard Musson stated the airport could not look as nice as it does without the hundreds of volunteer hours that both Doug Haskins and Rick Murphy had put in. A loud round of applause was heard throughout the terminal building. Joe Janca wanted to know how much we would be paying them and who would be bossing them around. The pay would be \$8.00 per hour and according to the agreement we already have, they would be responsible to the airport manager. Danny Miller asked if we were looking to hire two individuals and not just one. Richard Musson stated that Tim was looking to hire two individuals, wither it would be those two or we the board would open it up for open hiring. What Tim is saying is that it's time to move forward on this. Arnie Jessen stated that we had a committee to hire the airport manager, should we have a committee to hire the mainenance person. Richard Musson stated that would not be a bad idea. Danny Miller stated that he had no problem, he did not think we need a committee to make the decision that we are already into and that is I have no problem with bringing both on right now. In other words, why do I need a committee to discuss and to make a dicision on something I'm already there with. A very loud round of applause was heard from the crowd. Joe Janca asked how many hours would they work a**

week. Richard Musson stated that the total position would be no more than forty hours per week. To qualify that, after forty hours they revert back to volunteer status.

**Motion to hire Mr. Murphy and Mr. Haskins as the maintenance personnel limited to forty hours per week starting on June 18<sup>th</sup>, 2007 was made by Danny Miller and supported by Joe Janca**

**Roll Call: -Approved by all present**

**Fuel System / Randolph Air Service - Gary Randolph discussed the possibility of the airport taking over the fuel system on the field in exchange for credit on his ground lease. Gary just wanted to know if the airport was interested or not. Richard Musson stated that until we actually saw numbers the board would have no way of knowing if we would be interested in doing that. Richard Musson stated that for the next thirty days that we would continue the fuel contract with Randolph Air Service and have further discussion. Gary was asked to have a proposal ready for the next board meeting on the 12<sup>th</sup> of July.**

#### **NEW AND MISCELLANEOUS BUSINESS:**

**Transfer of property from Dr. Bookman to Grant Frownfelter.**

**Motion to transfer the property made by Joe Janca and supported by Danny Miller**

**Roll Call: -Approved by all present**

**New Grass Tie-downs - Richard Musson opened discussion on the new grass tie-downs. We are looking for locations to add more grass tie-downs.**

**Trees – Postponed till a later date. Bob Andrews will be helping us with this.**

**Welding Equipment – Tim Harwood informed the board that we have a set of welding tanks in the maintenance shed that are leased from Baxter Welding and are past the expiration date of the lease. Baxter Welding has asked if we are going to renew the lease or return the equipment. The board asked the airport manager to check into other sources and pricing and we would decide at a later date.**

**Yellow Pages Ad – Tim Harwood asked the board if we wanted to renew our Yellow Pages ad and the board decided not to renew this.**

**Five Year Plan / Special Meeting – It was decided that enough board members wanted to be present during the Five Year Plan meeting with Bob Andrews that a Special Meeting of the Board would be required. It was set for Friday, June 22<sup>nd</sup>, 2007n at 9:00 AM.**

**Stanley Steamer – The airport manager was given the ok to hire a professional carpet cleaner. He did not have to bring this to the board.**

#### **CITIZENS COMMENTS:**

**Pam Musson and Julie Mackay offered to steam clean the carpets thus saving the airport enough money to purchase a new vacuum cleaner.**

**BOARD MEMBER COMMENTS:**

None

**ADJOURN:**

**Motion to adjourn made by Danny Miller and supported by Joe Janca  
Roll Call: -Approved by all present**

**Sponsor Members: Shiawassee County - City of Owosso  
City of Corunna - Caledonia Charter - Owosso Township**