



Owosso Community Airport

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Shiawassee Airport Board

Richard Musson, Chair—Shiawassee County
Chuck Kerridge, Vice —City of Corunna
Richard Ebert, Treasurer—City of Owosso
Ron Spicer—Caledonia Charter Township
Joy Archer —Owosso Charter Township
Julie MacKay —Airport Pilot Rep.
Garry Csapos, Secretary —Airport Manager

SHIAWASSEE AIRPORT BOARD

Regular Meeting of May 13, 2021
Airport Terminal

MINUTES

Approved June 10, 2021

ATTENDANCE:

Roll Call

Members Present

Richard Musson
Ron Spicer
Chuck Kerridge
Richard Ebert
Joy Archer
Garry Csapos
Julie MacKay

Shiawassee County
Caledonia Charter Township
City of Corunna
City of Owosso
Owosso Charter Township
Airport Manager/Secretary
Airport Pilot Rep.

Members Absent: Richard (Dean) Ebert.

APPROVAL OF AGENDA:

Motion to approve agenda by Ron Spicer supported by Chuck Kerridge.

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of April 8, 2021 Meeting: Motion to approve by Chuck Kerridge supported by Ron Spicer.

Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Lee Ann French commented that the Café may be growing out of there space. She discussed with board members about extending the building to the east. Stephanie Ward commented she would need an airspace and environmental review. Also moving to the SASCON office was discussed. Rick Musson informed Lee Ann she needs to submit a plan to the airport board. Lee Ann will be fixing the sidewalk on the north entrance of the Café.

COMMUNICATIONS:

- a. Julie MacKay- Airport Pilot Rep.

Julie MacKay reported she liked the different activities that were held at the airport. These activities gave a favorable impression of the airport to the public.

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$12,261.05. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of

\$73,167.17 in TCF and \$58,238.66 in Chase ending April 30th, 2021. The AvFuel credit balance ending March 31th, 2021 was \$49,232.15. The April 30th credit balance is not available yet. Total revenue deposited for the month of April was \$15,668.39. Motion to accept the bills as presented by Ron Spicer and supported by Joy Archer. Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month April 2021 is 2,203.7 gallons. Total fuel sales so far for the year 2021 is 7,571.6 gallons. On Tuesday April 13th Tom Smith of MDOT Aeronautics checked out the AWOS and after installing a new processor it checked out OK. On April 17th the Crosswinds Café held an Easter type event for children at the airport. The event went off well and as planned. On Tuesday April 20th Board Chairman Rick Musson, Board representative Ron Spicer and Airport Manager Garry Csapos attended a Microsoft Teams meeting with Aeronautics officials and consultants from Mead & Hunt. This meeting primarily focused on the need for written verification of land use controls so MDOT Aeronautics can proceed with the runway approach obstruction removal project. On Wednesday April 21st Rick and Garry met with a representative from Jacobs Insurance Agency to discuss some changes to the airport's liability coverage. On Friday April 30th the airport received the Airport Compliance Report Card from MDOT Aeronautics indicating the need to address some Part 77 obstructions. On Wednesday May 5th a letter was sent to Michael Carnarvon the Aeronautics inspector requesting a twelve (12) month extension of our provisional license as we continue working on the obstruction removal project. Rick Musson reported that an Avionics company will be moving its operation to the Owosso Airport.

UNFINISHED BUSINESS:

- a. Stephanie Ward of Mead & Hunt passed out to all Board members a new and updated outline for runway obstruction removal. They found that many parcels that have easements have not had any trees removed. This makes many areas eligible for a Federally funded project. There are four parcels at the East end of the airport that MDOT will not include in the Federal funded project because they do not have existing easements. Mead & Hunt is proposing a two phase plan. We will proceed with everything that has existing easements and on airport property. This will be a FAA funded project. Additionally there will be a local only funded project which includes the four parcels to the east. Mead and Hunt plans to use the airports approach plan and a boundary survey to negotiate on behalf of the airport for tree removal on the four parcels. What we have is two contracts, the federally funded contract and the local only funded contract. The goal would be to go out for a bid the end of September, make the November Aeronautics fund transfer and start cutting trees in January of 2022. The old contract with Mead & Hunt will be null and void. After more discussion Stephanie presented the Board with both contracts. Ron Spicer made a motion to accept the local only funded contract for up to \$10,000 and the Chair to sign. Joy Archer supported the motion. Roll Call: -Approved by all present. The design phase of the federally funded project will cost \$53,960.00 of which local cost will be \$2,698.00. Joy Archer made a motion to approve the federally funded contract and the Chair to sign. Chuck Kerridge supported the motion. Roll Call: -Approved by all present.

NEW AND MISCELLANEOUS BUSINESS: a. None.

CITIZENS COMMENTS: a. None.

BOARD MEMBER COMMENTS:

- a. Ron Spicer expressed concern how on the personal contacts will be made to the property owners and if any Board members should take part. Joy and Julie agree a Board member should take part in personal contacts. Chuck Kerridge has contact information for the City of Corunna.

ADJOURN: Motion to adjourn made by Chuck Kerridge and supported by all present.

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