



Owosso Community Airport

205 Airport Drive
Owosso, MI 48867

Phone: (989) 725-1969
Fax: (989) 729-9639

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 September 9, 2021
Airport Terminal

*****MINUTES*****

Approved October 14, 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: None.

APPROVAL OF AGENDA:

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

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of August 12, 2021 Meeting: Motion to approve by Chuck Kerridge supported by Ron Spicer.

Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Kent Platner a power para glider pilot expressed his concerns about the 400 feet altitude limit in the ultralight traffic rules within a 3 mile radius of the airport. Rick Musson explained that this is for separation of aircraft flying in the traffic patterns at the airport and the he will look into it.

COMMUNICATIONS:

- a. Julie MacKay- Airport Pilot Rep.
Julie MacKay reported that she enjoyed attending the Aviation Professional Training Course .

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$7,929.06 for September. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$40,797.34 in TCF and \$66,645.77 in Chase ending August 31th, 2021. The AvFuel credit balance ending July 30th, 2021 was \$46,953.36. The August credit balance is not available yet. Total revenue deposited for the month of August was \$5,285.00. Motion to accept the

financial report as presented by Dean Ebert and supported by Ron Spicer.
Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month August 2021 is 4,334.0 gallons. Total fuel sales so far for the year 2021 is 22,898.7 gallons. On Monday August 16th Eugene Rench conducted some drone operations along with several MDOT Aeronautics officials at the airport. Also on Monday we received the 2020 Pavement Management report from MDOT. This assessment of pavement conditions quantifies the severities and the amounts of distress present at the pavement's surface. On Tuesday August 24th and Wednesday August 25th Airport Manager Garry Csapos, Board Chair Richard Musson, Board member Ron Spicer and Pilot Representative Julie MacKay attended the two day Michigan Aviation Professional Training course at Howell Michigan. This workshop was conducted with combined effort of aviation experts from the Michigan Association of Airport Executives (MAAE), MDOT Aeronautics and Mead and Hunt Engineering. Doug Haskins (not present) reported that he cut the grass on the river trail on Monday August 30th. On Wednesday September 1st Mike Soper of MDOT inspected the AWOS and it checked out ok. On Tuesday September 7th Rick Musson, Garry Csapos Ron Spicer and Julie MacKay attended a meeting with representatives of Mead & Hunt Engineering at their facility. It was a very productive meeting outlining our options concerning the obstruction removal project. Rick Musson added that we just received renewal notice for our Storm Water Pollution Prevention Plan. We also need to submit our application for the 2022 State Crack Seal Program for our paved surfaces. Rick also announced that we have our Five Year (CIP) Capital improvement Plan from Mead & Hunt for review after the meeting. The order of the five year plan will have to change because fund availability. They are asking for more funding than we have. Plan B of the CIP will have to be adjusted.

UNFINISHED BUSINESS:

- a. Rick Musson reported the results of a committee meeting that discussed the proposed Café lease. Each board member received an e-mail copy of the proposed lease prior to the board meeting. Lee Ann French preferred that the board take action on the lease agreement tonight. After some board discussion about the terms of the lease Ron Spicer made a motion to approve the Cafe lease as presented. Joy Archer supported the motion. Roll Call: -Approved by all present.

NEW AND MISCELLANEOUS BUSINESS:

- a. Each board received a copy of the proposed changes the Airport Emergency Procedures. Rick explained that the airport is not in compliance with number five procedure as concerned with chemical spills. Rick explained the proposed changes. The proposed changes will make us compliant with our Storm Water Pollution Protection Plan (SWPPP). Kent Platner (present) who is with the fire department asked what they should bring with them to should they respond to an emergency. Rick explained we have spill kits and that we need everyone to know what is happening. When the proposed changes are made each police and fire department should receive a new copy. He also said he would like to get the fire department to tour the airport and do some training. Ron Spicer made a motion to accept the proposed changes to item five on chemical spills as written. Chuck Kerridge supported the motion. Roll Call: -Approved by all present.
- b. Each board member received a copy of the proposed changes to the Airport Rules and Regulations. These changes have to be posted in the terminal building for thirty days. Rick explained that again we are not compliant with our SWPPP concerning item K chemical spills. These changes are basically the same as with our emergency procedures. Rick explained the necessary changes to Item U nonaeronautical events. All aeronautical events must be approved by the airport board and signed by the airport manager. All applications for non-aeronautical events must be in writing using the approved Temporary Activity Permit form and submitted 90 days prior to the event. Rick asked for a motion to post the changes to the rules for thirty days for consideration. Ron Spicer made a motion to approve the updates to the rules and regulations and post them for thirty days. Joy Archer supported the motion. Roll Call: -Approved by all present.
- c. Each board member received a copy of the Temporary Activity Permit form. Ron Spicer spent a lot of time working on the form. Rick explained that we have a choice we can review it and wait for a month and act on the form when we address the changes to the rules and regulations or we can approve the form as presented. Joy asked about a fee for the permit and Rick explained that there is no fee. Dean Ebert made a motion that we approve the Temporary Activity Permit as

presented but strike out the \$50 fee. Ron Spicer supported the motion. Roll Call: -Approved by all present.

- d. Rick explained that we have a volunteer, Lance Lavinge, some striping equipment and some additional taxiway striping to consider. We will supply the materials which should be less than \$100. Each board member has a diagram showing the location of the stripes. Rick pointed the location of the new stripes. Rick described this as a maintenance issue and to make the board members aware that we are going ahead with the striping.
- e. Rick Musson said we are moving on to the next item which is the airport budget. Each board member has two sets of copies one of which is the actual budget worksheet that the county supplies us and the other is a version that we will refer to. Rick explained line by line each item of the airport budget. Rick noted the changes of revenue from each of the municipalities from 2021 to 2022 as of the multigovernmental agreement. Revenue from the SASCON hangar is based on three aircraft occupying that hangar. Estimated revenue from T-hangar rent will be unchanged. We are changing the estimated revenue for land leases. Estimated revenue from the commercial operators agreements will change. The agricultural land lease will remain unchanged. These are some of the expected changes in airport revenue. The combined expected revenue for the airport is \$265,761 which includes gross aviation fuel sales. Page 2 is appropriations. Rick explained our costs line by line. These costs include the aviation fuel costs, salaries, healthcare, fuel for mowing grass and plowing snow, utilities, airport liability insurance, capital outlay and the AWOS system among others. Property liability and utilities should probably be estimated up from last year. Equipment repairs were over budget. Some of the money from equipment repairs should have been posted to another fund number for equipment shop. Capital outlay is an area that is expected to change. The estimated costs for the airport are expected to be \$260,050. Rick said that with these changes the budget should be ready to submit. Rick called for a motion to approve the 2022 budget as presented. Joy Archer made a motion to approve the 2022 budget as presented and Ron Spicer supported the motion. Roll Call: -Approved by all present.

CITIZENS COMMENTS:

- a. Pam Musson reminded every one that Doug Haskin's band will be playing at the airport Friday.

BOARD MEMBER COMMENTS:

- a. Joy Archer said that the food for the airport camping event was excellent. This spurred many positive comments about the food available. Ron Spicer asked if the taxiway striping needed board approval. Rick explained that because the cost is less than \$100 it will be considered as airport maintenance.

ADJOURN: Motion to adjourn made by Ron Spicer and supported by all present.

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