



Owosso Community Airport

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Shiawassee Airport Board

Chuck Kerridge, Chair — City of Corunna
Ron Spicer, Vice — Caledonia Township
Joy Archer, Treasurer — Owosso Township
Richard (Dean) Ebert — City of Owosso
Julie MacKay — Shiawassee County
Mona Lisa McLaughlin — Airport Pilot Rep.
Garry Csapos, Secretary — Airport Manager

SHIAWASSEE AIRPORT BOARD

Regular Meeting of July 14, 2022
Airport Terminal

MINUTES

Approved August 11, 2022

ATTENDANCE:

Roll Call

Members Present

Chuck Kerridge	City of Corunna
Ron Spicer	Caledonia Charter Township
Joy Archer	Owosso Township
Richard Ebert	City of Owosso
Julie MacKay	Shiawassee County
Garry Csapos	Airport Manager/Secretary
Mona Lisa McLaughlin	Airport Pilot Rep.

Members Absent: Chuck Kerridge

APPROVAL OF AGENDA:

Motion to approve agenda by Joy Archer supported by Julie MacKay.

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of May 12, 2022 Meeting: Motion to approve by Dean Ebert supported by Julie MacKay.

Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Tabetha Spencer and James Byce of the Vibrissa School of Cosmetology proposed having an Arts & Craft show on the same weekend as the Camp Out at the Airport that is being sponsored by the Café. This would be August 27th and 28th. James Byce explained how this would benefit the school. Mona Lisa suggested the area just north of the café. After some discussion about the space needed and coordination with the café Ron Spicer said they were very much welcome to hold their event. The STOL event will also be on that weekend but should not interfere with these activities.

COMMUNICATIONS:

- a. Mona Lisa McLaughlin- Airport Pilot Rep.
Mona Lisa discussed about keeping the grass mowed and commented that there are a lot of deer at the airport. She also commented that an aircraft hit a racoon on the runway when landing a week earlier. The board discussed some of the problems and solutions in dealing with all of the wild life at the airport.

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$3,795.69 for June and \$2,389.27 for July. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$54,146.14 for June and \$56,768.56 for July in Horizon and \$73,141.02 for June and \$73,141.56 for July in Chase ending June 30th, 2022. The AvFuel credit balance ending April 29th, 2022 was \$41,115.42 ending May 31th, 2022 was \$40,598.82. The June credit balance is not available yet. Total revenue deposited for the month of May 2022 was \$6,525.00 and June 2022 was \$9,209.50. Motion to accept the financial report as presented by Julie MacKay and supported by Joy Archer. Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month May 2022 is 2,558 gallons and the month of June was 2,336.5 gallons. Total fuel sales so far for the year 2022 is 10,774.3 gallons. On Monday May 23rd Michael Dewyse of the Department of Licensing and Regulatory Affairs (LARA), a hazardous materials storage inspector inspected our fuel system and underground tank. The following day we received by e-mail a Facility Inspection Report. The report cited three areas that need to be addressed. First we need to replace faded signage. Second we need to install an audible overfill device and a positive shutoff overfill device. Thirdly we need to maintain accurate daily inventory records and install an interstitial space monitoring device. The result of this inspection is a Temporarily Certified Facility. Documentation that these violations cited have been corrected shall be provided by September 23rd, 2022. On Tuesday NEAWOS called that data was barely getting through because the internet was so slow. On Tuesday May 31st, 2022 Eugene Rench did some drone training, flying the approach, at the airport. On Tuesday June 7th Garry Csapos and Ron Spicer attended an on-line training session of Aero PM (Aeronautics Program Manager). On Thursday June 9th, 2022 the pre-bid meeting for the second phase of the Obstruction Removal Project was held. On Monday June 13th, 2022 Tom Smith of MDOT was surveying a 1000' radius around the AWOS Station using a drone. This was to photograph any obstructions. On Friday June 17th, 2022 Ron Spicer and Garry Csapos met with representatives of Mead & Hunt to discuss Phase II of the Obstruction Removal Project. Tree Works was awarded the contract. On Wednesday June 29th, the airport received an extension of the of the Provisional Airport License. Our old license expired on June 30th and it needed to be renewed. On Sunday July 3rd Doug Haskins completed the second mowing of the River Trail. On Thursday July 7th Specialty Salvage got us a new dumpster. Also On Thursday Mike Soper of MDOT worked on the AWOS Station and found a hornets nest interfering with the visibility sensor. Sargent Kyle Boles, Army National Guard stopped by the airport. The 46th MP Company will be having a Ruck March on the River Trail August 6th, 2022 between 9:00am and 2:00 pm. They will be stationing a vehicle just off of the trail near the pump house.

UNFINISHED BUSINESS:

- a. Ron Spicer reviewed the proposal Aura Aviation submitted for a lease contract for the SASCON Hangar. Each board member has a copy of the proposal. After reviewing the standard lease contract for the SASCON Hangar he determined that there wasn't any need to add anything to the lease. They are already reporting all chemicals and they are following all FAA regulations. The term of the lease will be for five years.
- b. Ben Hover and Stephanie Ward of Mead and Hunt gave a brief on last years project, the tree clearing of the approach to runway 29. This project was completed on the beginning June. The punch list and all of the final documents have been submitted by the contractor. The project came in slightly under budget. All of the closeout documentation and final reports have been submitted to MDOT. The airport will receive a small return check to balance out the local amount that has been paid. The next project is the approach clearing for runway 11. Tree works was awarded the contract and the total amount was slightly over \$335,000.00. They were the same contractor that worked on runway 29 project last winter. They were very good to work with and we glad to have them on board again. Ben explained all of the parcels of land that we will be doing work on. Some are on airport land, private land and on the water treatment plant. The funding is being transferred at the Aeronautics Commission meeting next week. The next step is for MDOT to develop the sponsor contract and get it to the airport so the Board can act on it during the August Board meeting. We anticipate construction to start on November 1st. Julie MacKay asked how did the issues come out with the water treatment plant? Ben explained originally we were talking about full tree removal but because the stump grinding machines could not have the hydraulic fluid restrictions on them we have changed to pruning the trees.

Because none of the equipment will be higher than the trees there will not be any need to close or restrict the runway use. Stephanie noted that they may be sending Joy Archer a notice because it may be necessary close sections of the River Trail at that time. Ben explained the estimated rate of growth of panned trees and they will be 10 feet lower than the restricted surface is. Ron Spicer commented that this is best solution to get us through this. Ben commented that there are easements in place on the runway 11 end but the federal project alone is not enough to get the PAPI's on or to get the State Licensing back. We have identified 21 parcels that have obstructions, 13 parcels effect the State Licensing which should be the airports top priority. If the airport wants more federally funded projects in the future it has to have that State Licensing in good standing. If we do not fix the State Licensing issue we will never get to the Nav Aid projects for the airport. Stephanie Ward showed the Board an aerial photo that showed the obstructions for the PAPI and those for the State Licensing. Stephanie explained that we need coordination with the property owners to see if we need removal or pruning. Stephanie explained that our Provisional license is held to all six runway ends. All six runway ends have to be in compliance with State standards. We may have to displace the runway ends on the crosswind runways. Displacing the runway ends of the paved runways is not a good solution because it would be cost prohibitive. The board had a lengthy discussion of the obstructions on the turf runways. The Nav Aid project would start on the year 2024. There is a lot to do but it doesn't have to be all done this winter. We can spread the tree obstructions over the next two winters. Ron explained that he would prefer that Mead & Hunt do the coordination with the property owner with an airport official present. A certified arborist is not something the airport has on its own. Ron said we need to find out what the big picture of the cost is. We know we can get a loan of \$100,000 from MDOT. Joy Archer made a motion that the board add an amendment to the existing contract that Mead & Hunt provide property owner coordination. Julie MacKay supported the motion. Roll Call: -Approved by all present.

NEW AND MISCELLANEOUS BUSINESS:

- a. Each Board member has a Facility Inspection Report from Licensing and Regulatory Affairs (LARA). A Triennial Inspection of the airport fuel system was conducted on Monday May 23rd, 2022. Garry Csapos reported that three issues resulted in that inspection. Replace faded signage, an audible overfill device and positive shutoff device must be installed and install an interstitial space monitoring device. Doug and Garry have contacted Sparling Corporation and received a quote of \$7,497.00 to remedy these problems by the September 23rd deadline. A motion to accept the Sparling quote was made by Dean Ebert and supported by Julie MacKay. Roll Call: - Approved by all present.
- b. Ron Spicer reported that he is going to shop for worker compensation insurance through our carrier and the county. He will keep everyone posted.
- c. Ron Spicer reported that he has the last expense related to the Runway 29 Obstruction Project. He presented an invoice of \$2659.00 for the removal of tires on one of the parcels for the tree removal project on the east end. Joy Archer made a motion to approve payment to First Class Tire Shredders and Dean Ebert supported the motion. Roll Call: -Approved by all present.

CITIZENS COMMENTS:

- a. None.

BOARD MEMBER COMMENTS:

- a. Dean Ebert commented he appreciated all of the effort that Ron and others are putting in regarding are recent projects. Mona Lisa McLaughlin reported that Willow finally got approved for her Girl Scout Gold Award and they will start moving forward with the memorial project using the old rotating beacon.

ADJOURN: Motion to adjourn made by Julie MacKay and supported by all present.

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