



# Owosso Community Airport

205 Airport Drive  
Owosso, MI 48867

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

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 September 8, 2022  
Airport Terminal

### \*\*\*MINUTES\*\*\*

Approved October 13, 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:** Ron Spicer (covid)

**APPROVAL OF AGENDA:**

Motion to approve agenda by Joy Archer supported by Dean Ebert.

Roll Call: - Approved by all present.

**APPROVAL OF MINUTES:**

Minutes of August 11, 2022 Meeting: Motion to approve by Julie MacKay supported by Dean Ebert.

Roll Call: - Approved by all present.

**CITIZENS COMMENTS:**

- a. Special Guest State Representative Ben Frederick attended today’s meeting to honor Richard Musson for his many years of service to the Owosso Community Airport. Ben explained that these tributes are usually only as good as they are personalized. This is one of the most personalized that he has put together. Ben thanked Doug Haskins for his advocacy and personal effort in collecting information for what Rick means to this institution and our wider community. Ben went on to read the tribute in full. On behalf of Myself, Senator Tom Barret and Governor Whitmer congratulation. (applause) Rick commented this belongs to Pam.
- b. Mark Durfee updated everyone about his efforts to get a crew car for the airport. Mark commented that Dr. Brian Boggs has committed to not only allowing the vehicle to be on the insurance policy for the county but he is committed to providing a car. It could be a detective car ready to be pulled out of service or maybe a van. It is a go. Chuck Kerridge said that he and the airport manager should follow up on with this.

**COMMUNICATIONS:**

- a. Mona Lisa McLaughlin- Airport Pilot Rep.

Mona Lisa commented she talked to Rick Musson about the deer on the airport. He is heading up the deer hunting on the airport. Recently she counted 36 deer on the airport. Chuck Kerridge explained that Rick is working on it and there are some kill tags coming. Mona Lisa commented that Willow will be getting with Matt Stevens on getting concrete for the Girl Scout Gold project for building a pilot memorial.

#### **FINANCIAL REPORT:**

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$5,574.11 for September. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$46,779.69 in Horizon and \$75,323.60 in Chase ending August 31th, 2022. The AvFuel credit balance ending July 29th, 2022 was \$53,509.35. The September credit balance is not available yet. Total revenue deposited for the month of August 2022 was \$5,457.50. Motion to accept the financial report as presented by Dean Ebert and supported by Joy Archer.  
Roll Call: -Approved by all present.

#### **MANAGERS REPORT:**

Garry Csapos reported that fuel sales for the month August 2022 is 3,507 gallons. Total fuel sales so far for the year 2022 is 17,520 gallons. On Tuesday morning August 16<sup>th</sup> Eugene Rench did more drone work on our approaches. On Wednesday August 17<sup>th</sup> a local aircraft made a hard landing on Runway 11 which resulted in a nose wheel collapse. The aircraft sustained some damage but there were no injuries. This incident was reported to the FAA and no further action was required. On Monday night August 22<sup>nd</sup> it appeared that the remote system to turn on the runway lights was not working when a local pilot was trying to land after dark. The previous Sunday there was a power surge that may have impacted the system. A technician from J. Ranck Company checked it out the following day and found a blown breaker. On Tuesday August 23<sup>rd</sup> Tom Smith of MDOT inspected the AWOS and it checked out OK. The Shiawassee County Drain Office issued a notice that contractors will be using herbicides to control small bushes 4-5 feet high to keep the Wheler Drain clear free of obstructions starting August 30<sup>th</sup>. The Letters to the property owners for the runway 11 approach clearing project were assembled and put in the mail Monday August 29<sup>th</sup>.

#### **UNFINISHED BUSINESS:**

- a. Ron Spicer was absent and not available to give us an update on the Phase II Obstruction Removal Project. Garry Csapos reported that a Mead & Hunt representative and Garry assembled the 20 letter packets to the property owners and put them in the mail. Chuck Kerridge reported that any complaints will go to Mead & Hunt. He was aware that there is one property owner that is not happy. Some owners may not be aware that there are easements.

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

- a. The airport budget is the new business. Joy Archer had some questions about the budget document that each board member received. She questioned why there were no entries for hangar land lease fee. Rick Musson explained that the land lease fees are listed under commercial land lease fee. Julie MacKay questioned why the commercial land lease fee was down in 2021 from 2020. Joy asked why the document says calculations as of December 31<sup>st</sup>, 2022. Chuck suggested that we need to get these clarified by the county before we approve the budget and we could table it to the next meeting. Garry Csapos said he could talk with County Finance to clarify these questions. Chuck asked for a motion to table the approval of the budget until the next meeting. Julie made that motion and Joy Archer supported the motion. Roll Call: -All said yes.
- b. Garry Csapos updated the board on the issues with the aviation fuel system. There are two issues with the fuel system. The first issue is with the state Licensing and Regulatory Affairs (LARA) fire services. We still have not heard from Sparling Corporation when they can make the necessary upgrades to the fuel system in order to comply with violations cited. We have been in contact with the state inspector who made the inspection on a regular basis explaining our effort so far. I forwarded the e-mail from Sparling to the inspector which stated they are waiting on parts which could take three to five more weeks. It doesn't look like we will make the September 23rd deadline. We are hoping for an extension so we can keep our certification. Without certification we can't sell fuel. Doug Haskins said it is common that the parts are difficult to get. It took three months to get parts for the wing deck. Avfuel recommended this company (Sparling) and they have a history sending letters to different companies that are in violation

with their systems and the enforcement agencies at the state level are accepting those letters to postpone action. More than likely the e-mail that Garry forwarded will work. Dean Ebert would like conformation of that in writing. Doug explained that if we get the fuel system up to code it could be sold if we choose to. The fuel system is at the end of its life cycle. Garry Csapos said the second issue with the fuel system is that the receipt printer stopped working. We were getting complaints from pilots about that. It was down for about two weeks but it is working again now. We replaced the receipt printer at a cost of \$905.00. The board had a further discussion about obtaining a new fuel system.

- c. There was some concern from some board members that there wasn't enough liability insurance coverage for special events. The Special Activity Permit form that we have for anyone interested in holding an event on the airport has a box naming the airport as additional insured. On Monday August 29<sup>th</sup> I spoke by telephone with Noah Jacobs with Jacobs Insurance. The airport's liability insurance is with Jacobs Insurance. A copy of the airport's general liability policy is available to all board member by e-mail. Noah said that everything seems to be fine but with some exclusions. The only time we would need additional coverage is with Air Meets, Contests and Exhibitions which are excluded. There is also an exclusion for liquor liability. Anything with ownership of a grandstand with a full airshow or air contest would be an example of when an additional policy would be needed. The events that Jason Morford will be having at his hangar will be covered because they are inside his hangar and he is arranging insurance for those events. If we have a unique event we can reach out to Noah Jacobs at Jacobs Insurance anytime. Garry Csapos reported that not every event that we have at the airport needs additional insurance if it is something small. After further board discussion Garry Csapos said he will send a digital copy of the airports general liability policy to each board member.

**CITIZENS COMMENTS:**

- a. None.

**BOARD MEMBER COMMENTS:**

- a. Dean Ebert expressed his appreciation for honoring Rick Musson today and for all of the work Rick has done for the airport over the years. All of the other board members affirmed those sentiments.
- b. Julie MacKay talked about the Michigan Aviation Professional Training Course that she and others attended in August of 2021. As a board member she feels she should know some of this information. She explained her experience with the General Aviation Airport Managers Roundtable. She also announced she will be attending the Airport Conference on Mackinaw Island in September.
- c. Chuck Kerridge mentioned that in regards to the budget we need to address any wage adjustments that may be coming.
- d. Board members had a discussion about how to get more people interested in the airport. Julie and Mona Lisa told about how the Café has brought more people out to the airport from near and far. Dean mentioned that new sources of revenue are needed in the future for the airport.

**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**