



# 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 November 17, 2022  
Airport Terminal

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

Approved January 12, 2023

#### 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 (retired, no replacement)

#### 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 October 13, 2022 Meeting: Motion to approve by Dean Ebert supported by Julie MacKay.

Roll Call: - Approved by all present.

#### CITIZENS COMMENTS:

a. None.

#### COMMUNICATIONS:

a. Mona Lisa McLaughlin- Airport Pilot Rep.  
None.

#### FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$5,438.90 for November. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$49,760.86 in Horizon and \$73,141.02 in Chase ending October 31th, 2022. The AvFuel credit balance ending September 30th, 2022 was \$46,479.69. The October credit balance is not available yet. Total revenue deposited for the month of October 2022 was \$4,112.00. Motion to accept the financial report as presented by Dean Ebert and supported by Julie Mac Kay.

Roll Call: -Approved by all present.

## MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month October 2022 is 3,019 gallons. Total fuel sales so far for the year 2022 is 24,313 gallons. On Monday October 24<sup>th</sup> the annual airport facility and manager license application for 2023 was submitted. On Thursday October 27<sup>th</sup> a small airplane attempting to land on runway 11 veered off to the right, struck a runway edge light. The right landing gear collapsed and came to rest in the soybean field south of runway 11/29. There were no injuries and there was some damage to the aircraft. The FAA was notified and no further action was required. On Friday night a 4:30 pm the fuel system went down. The airport manager called Fuel Master tech support and they were able to fix the problem and we could fuel again. The wind storm on last Saturday night November 5<sup>th</sup>, 2022 blew down the airport sign along Comstock Trail. On November 17, 2020 (today) we contacted Sparling Corporation for a status report on the upgrades of the fuel system. They have all of the parts they have been waiting for. They e-mailed an updated report to the Department of Licensing and Regulatory Affairs (LARA) We expect Sparling to start work midweek during the week after Thanksgiving.

## UNFINISHED BUSINESS:

a. For Unfinished Business Ron Spicer introduced Stephanie Ward of Mead & Hunt to give a presentation update on the Phase II of the Obstruction Removal Project. All board members received a summary sheet outlining the options for the locally funded portion of the Approach Clearing. This all started because of the contract to install new PAPI's for Runway 29 and 11. We don't want to start the PAPI project until we know what we have for obstructions. Runway 29 has been addressed and taken care of. We will be working on runway 11. Ben will give an update on the existing federally funded projects. Our goal for the locally funded projects is twofold. One is to address those things that are holding up our state license and two is to keep the PAPI project moving forward. If we do not address the trees on runway 11 that effect the PAPI then in a future project the design costs would have to be funded 100% locally. Ben explained that the design work is done for the PAPI project along with the taxiway reflectors, new guidance signs and the relocation of the wind cone. It is ready to send out and get bids. All this work with the tree removal will lead to that project being bid and ready for construction in 2023. The federal project started at the end of October and has been completed on November 8<sup>th</sup>. There is some cleanup and restoration work to be done in the spring. The cost for that project cost \$6,000.00 over bid because of the change order. That was because of changing out some trees from pruning to full removal at the water treatment site. There was also some tree removal on parcel E27 that were not on airport property. Possible reductions in seeding and mulching could balance the budget or maybe be slightly less than what is anticipated for that federal project.

Stephanie Ward went on to explain that there is a new airport improvement handbook. We used to treat individual parcels that once we touched a parcel for tree removal we couldn't come back. Now the FAA is looking at it on a per tree basis. If we touched a tree with federal money we can't go back and touch that tree again but we can touch new trees. We will be able to chance order in to the federal project about \$30,000.00 worth of work on those trees that are on the 20 parcels that we have not touched before. The downside is that while those costs will be federally funded the federal dollars aren't there right now. MDOT is allowing us to ad that to the project total, but there is a deficit there for the time being that the airport will have to pay Treeworks. We will be reimbursed for it. The worst is that the reimbursement will come by September of next year, the end of the fiscal year. Ideally it will come sooner that that. MDOT knows that the airport is putting a lot of effort in to resolve these issues. The airport will have to pay 5% of the \$30,000.00 as its matching share. This results in an estimated cost of \$184,000.00 to be paid, \$154,000.00 local costs, \$30,000.00 paid by RNP with RNP reimbursed \$28,500 by September 2023. Stephanie explained the two options available. The first option was to clear all of the obstructions on parcels to address both State Licensing Surface and the PAPI OCS surface. We will be able to put baffles on the PAPI's when they do get installed. This will reduce the area and we will not be clearing as much. The original estimate from Treeworks is \$185,000 to clear all of the trees to a height of at least 10 feet below the approach surface. Several adjustments were made with the property owners to bring the estimate cost down to \$184,000. Not requiring a \$5,000 placeholder for a bond would result in an estimate of \$179,000 for the first option. This gets us to \$184,000 total but being reimbursed long term \$30,000 which gets us down to \$154,000 and not having the bonding will get us down to \$149,000. We will bring that number down when we can and we are still taking a few calls from property owners requesting some changes. The second option is to only clear obstructions to address the State Licensing Surface. This would

remove four parcels on Grover Street and two parcels on southern Bullard Drive resulting in local costs of \$114,000. The down side of this is that we would have to take the PAPI out of the project and have a redesign some point later. Dropping out the \$40,000 may cost \$91,000 later. This puts the airport \$50,000 further in the hole than if we tackle it now. If the airport tried to do something local with a company other than Treeworks. That could be done. The challenge is that every one of the parcels still in the project has some federally funded trees on them. Those have to be done under Treeworks with someone else on the parcels could get real confusing on who is responsible. Timing would be delayed by getting a new contractor, share information, re-coordinate. If you wanted to bid it you would have to part out what is Treeworks and what is the new contractor. Treeworks is essentially done with the federally funded project until spring for the final cleanup. The MDOT loan was approved and paper work needs to be done possibly with the county. Once the airport has the loan we can draw on it. The payback typically is one payment annually. It will probably be January before the airport could take action on the loan and late January before the airport will get the check. Ben explained that because we are a federally obligated airport all cutting has to be done by March 1<sup>st</sup>. We need to determine if the airport could carry the \$30,000 for the additionally federal elements and receive the reimbursement of \$28,500 by September 2023 and determine whether to proceed and have Treeworks come back and work option 1 or 2. This is all focused on runway 11/29. This will not address the issues on the crosswind runways. Ron Spicer presented a letter from MDOT requesting a resolution letter from a governing body, an attorney's opinion attesting the governing body is authorized to request the loan and a qualifying statement and approval of the municipal finance division of the Michigan Department of Treasury.

Each board member has a copy of the airport budget. Rick Musson identified three areas that the airport could possibly increase income. The first is raising the price of aviation fuel. We can't raise the price anymore and still be competitive. The second area is to raise the 25 cent per square feet cap on land leases before the January billing cycle. We will not know because we are waiting for the CIP (consumer price index) which comes out in January for October. Until that comes out we will not know how much we will actually gain by raising that cap. It only affects the people that has a land lease above that cap. We will gain some revenue the from multi-unit government increase. The T-Hangar rent which is now \$225 per month. The T-hangar rent, based on 90% occupancy hasn't been raised since they were built. The maintenance hangar and everything else remains the same. Rick explained that if we don't raise the hangar rent were at \$276,047 if we do raise the rent were at \$281,447 for 2023 budget. Rick expects an increase in utilities and our insurance. Rick explained the expected costs for capital outlay. If we go with option 1 and borrow \$100,000 we still have to come up with \$80,000 cash and make our first payment. With the hangar rent increase that will reduce the red ink to \$97,903 from \$103,303. Ron Spicer has set up a meeting with the county financial administrator to see how these things will be handled. As of September 30<sup>th</sup> our account balance was \$174,269. If we spend \$80,000 out of our savings we will have roughly \$76,000 left maybe only \$70,000. We should possibly get \$25,000 to \$35,000 reimbursed in the fourth quarter next year. By this time next year our account should be back above \$100,000. This will be using our operating and emergency funds together. Rick thinks it is hold your breath doable but is doable. The board discussed the options that were highlighted in the previous discussions. Ron Spicer said he will be attending a meeting with the county on December 8<sup>th</sup> the same day as our airport board meeting. It was decided that we will move the December 8<sup>th</sup> meeting of the Shiawassee Airport board to December 15<sup>th</sup> to have more time work with the results of the meeting with the county. Joy Archer made a motion to go forward with the \$100,000 loan from MDOT. Julie MacKay supported the motion. Roll Call: -Approved by all present.

Julie MacKay made a motion that the airport go ahead with option 1 and sign a contract with Treeworks. Joy Archer supported the motion. Roll Call: -Approved by all present.

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

- a. Ron Spicer announced that we are considering adding another Assistant Airport Manager to the airport. Dean Ebert made a motion to make Julie MacKay an additional Assistant Manager for the Owosso Community Airport. Joy Archer supported the motion. -Approved by all present.
- b. Ron Spicer added Café' power feed correction to the agenda. Garry Csapos explained that we discovered that when Lee Ann French installed the outdoor cooler to the Café' building it was mistakenly hooked up to a meter that the airport pays for. It was noticed that when paying the power bills the parking lot lighting bill seem to be costing a little more than usual. We had a local

**pilot that works for Consumers Energy take a look at it. It was discovered that when the cooler was installed it was hooked up to wrong meter. The two meters are side by side and attached to the Cafe' building. Lee Ann has been informed of this mistake. The airport's meter runs the parking lot lights that are next to the Café'. Rick Musson suggested that we turn the meter over to the Café'. Ron suggested that we pull the bills and check on the Consumers website and should get a good idea on what it cost. The board discussed what actions the airport can take and notify the Cafe'.**

**CITIZENS COMMENTS:**

- a. None.

**BOARD MEMBER COMMENTS:**

- a. Julie MacKay commented that the dinner honoring Chuck Kerridge and all of the years of service that he has done for the community was very nice. Everyone agreed.
- b. Ron Spicer wanted to say thank you to everybody on the board and that he feels that we made the best decision on the obstruction project. I know it was tough but I appreciate working through the issue. I think it was the best thing for the airport. It will give us some breathing room. I think 2023 we will have to suck it up but unless something drastic happens we will have smooth sailing in 2024.

**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**