



Owosso Community Airport

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Shiawassee Airport Board

Becky Smith _____ 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 January 12, 2023
Airport Terminal

MINUTES

Approved February 9, 2023

ATTENDANCE:

Roll Call

Members Present

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

Members Absent: Joy Archer and Mona Lisa McLaughlin.

APPROVAL OF AGENDA:

Motion to approve agenda by Dean Ebert supported by Becky Smith.

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of November 17, 2022 Meeting: Motion to approve by Dean Ebert supported by Julie MacKay.

Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Lee Ann French of the Crosswinds Café asked if a couple who is planning a wedding at the Café in October 8th of this year could have it at the airport. They are expecting about 50 guests and want to place a portable wedding Arbor on the compass rose for about 10 minutes or more. Garry Csapos responded that he didn't see any problem with the idea and that they will have to fill out a temporary activity permit and someone from the airport should be present. The board had no problem with it also.

COMMUNICATIONS:

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

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$12,507.73 for December 2022 and \$2,268.60 for January 2023. A Trial Balance report from the Shiawassee County

Financial Administrator shows a pooled cash balance of \$46,338.22 in Horizon and \$73,141.02 in Chase ending November 30th, 2022 and \$42,706.36 in Horizon and \$73,141.02 in Chase ending December 31st 2022. The AvFuel credit balance ending October 31th, 2022 was \$56,253.31 and the balance ending November 30th 2022 was \$54,653.80. Total revenue deposited for the month of November 2022 was \$7,475.00 and for the month of December 2022 was \$11,125.00. Motion to accept the financial report as presented for December 2022 by Becky Smith and supported by Dean Ebert. Roll Call: -Approved by all present.

Motion to accept the financial report as presented for January 2023 by Becky Smith and supported by Dean Ebert. Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month November 2022 is 1675 gallons and the month of December 2022 was 1822 gallons. Total fuel sales for the year 2022 is 27,811 gallons. On Friday November 11th Doug Haskins and Garry Csapos cleared a couple of trees that were blocking the River Trail. On Tuesday November 29th Sparling Corporation made the necessary upgrades on the airport fuel system. This was to comply with a request from the Department of Licensing and Regulatory Affairs (LARA). On Tuesday December 6th a report on the compliance was sent to LARA. On Friday December 9th, 2022 we received a load of aviation fuel and the overflow warning system installed failed on its first attempt. The fuel was loaded ok and the fuel system can continue to operate. On Wednesday December 14th Mike Soper of MDOT and an FAA inspector inspected the AWOS system. It checked out ok. They were also certifying a new inspector. On Wednesday December 21st, 2022 the airport received an e-mail from LARA. The e-mail was a Facility Inspection Report. A re-Inspection was conducted on Tuesday December 20th, 2022. The result was: Facility is Certified. Hugo A. Ritzenthaler, Vice President of the International Aerobatic Club Southeastern Michigan Chapter 88 stopped by the airport Thursday December 29th. He remembered when back in the 70's the competition was held at our airport. In 2023 the competition will be at Bay City Airport on July 7-9. All of the land lease and Commercial Operator agreement invoices were put in the mail on Friday January 6th, 2023.

UNFINISHED BUSINESS:

- a. Ron Spicer and Lee Ann French had a discussion about the outdoor coolers that were installed at the Café. Going back, the power feed was hooked up to an airport meter. Lee Ann agreed to take over the bill for that meter. Dean Ebert made a motion to authorize Lee Ann French to switch Consumers Energy account #103040617567, meter #31109997 over to her. Becky Smith supported the motion. Roll Call: -Approved by all present.
- b. Ron Spicer explained where we are regarding the Phase II of the Obstruction Removal Project. We still have the \$180,000 for the project. We received from MDOT the directions for the county to go back to the treasury to resubmit paperwork to help us get the loan established. We have been approved it just hasn't been established. The county didn't get qualified statements approved. There is an alternative process that has to take place. That was sent to the county and the finance director came back and said that because of the steps taken it has to be an attorney and was handed over to Brian Boggs. We have not heard from county commissioners. The county will bill the airport for what the attorney has to do. We don't have those numbers yet so the loan is still up in question. The issue for the reimbursement for the \$30,000 of the trees that were pruned earlier still stands. \$30,000 of that project will be reimbursed at 95% sometime this year after September. There is \$50,000 worth of trees for MDOT to consider if that same funding rule applies. MDOT said that of that \$50,000 they will allow us to remove the trees that were previously pruned. So we are looking at \$80,000 of the project to be reimbursed at 95% after September. The airport still has to come up with the \$180,000 to satisfy the contractors quote. This depends on the \$100,000 loan. MDOT says there is a caveat that if they will allow us to move the \$50,000 into previous pruned trees we have to rebid the project that is related to the \$50,000. Further discussion with Mead & Hunt we agreed that Mead & Hunt will go back to MDOT and try to convince them that they are forcing us spend more money delaying and requote the project. We are trying to convince MDOT to allow us to keep contractor quote of ware we are at today. The contractor (Treeworks) has to know weather we can fund the project before January 18th. It could be that the entire project has to wait until next fall to be completed. If that's the case we will have requote and re-establish everything starting next spring. We have till March 31st to get the trees on the ground. We are still pushing. If the airport decided to take out of pocket expenses and go to Treeworks and say go ahead and cut the \$30,000 worth of trees it does

nothing for our PAPI or the provisional license so we don't gain anything. We may not be reimbursed if we do this outside of the program. If the project has to be requoted and rebid we will have to go through this same discussion again. The only thing that was asked of us by Mead & Hunt was that if we wanted to keep the project moving forward without losing time we need a resolution voted on at today's meeting to agree that if MDOT allows the \$50,000 to be done by Treeworks that Ron will be giving the permission amend the existing contract. This will keep the project moving forward and still get it done before March 31st.

Becky Smith made a motion to allow the airport to amend the existing removal contract with Treeworks to include the \$50,000 reimbursement amount. Dean Ebert supported the motion.

Roll Call: -Approved by all present.

The Board had more discussion on the issues.

Becky Smith made a motion that the board approve the county attorney bill of up to \$10,000 for attorney fees related to the MDOT loan process. Dean Ebert supported the motion.

Roll Call: -Approved by all present.

- c. Ron Spicer asked about a meeting that Julie MacKay and Rick Musson had with the county financial administrator regarding the airport budget. Rick Musson has spent a lot of time going through the budget preparing to understand where we stand financially regarding the loan and the tree project. This was to see if we could make the payments on the loan. We met with the county financial administrator and they will give us view only access to their system. The board discussed issues with understanding budget data from the county. They are waiting for a response from the county financial administrator about the computer.

NEW AND MISCELLANEOUS BUSINESS:

- a. Election of Board officers will be held during the February board meeting.
- b. Ron Spicer started a discussion about rate adjustments for renting airport T-Hangars. Garry Csapos prepared a survey of what other airports in the area are charging per month for renting T-Hangars. We are looking for additional revenue for the airport because of the loan we are incurring. Rick Musson commented that the airport has not raised the T-Hangar rate in 20 years. The board members discussed the issues regarding T-Hangar rental rates. Ron Spicer said that the rate change should be effective February 1st of this year. Becky Smith made a motion to raise the T-Hangar rental rates from \$225/month to \$250/month effective February 1st, 2023. Julie MacKay supported the motion. Roll Call: -Approved by all present.
- c. Ron Spicer started a discussion about tenants that are significantly late with their hangar rent payments. Ron stated that advised by an attorney that when a personal bankruptcy situation exists it would be a good idea to work with the tenant. Ron said that when an individual comes to make a payment we should be ready with a receipt that both parties would sign off on showing what was paid and what the balance is. The board members discussed the issues regarding this topic. Garry Csapos said we have had contact with the tenant in question. Working with the tenant is the best way.

CITIZENS COMMENTS:

- a. Rick Musson commented that the airport board is doing a great job.

BOARD MEMBER COMMENTS:

- a. Julie MacKay wanted to welcome Beck Smith and appreciate her for stepping up and being part of the airport board. The other board members agreed.

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**