



Owosso Community Airport

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Shiawassee Airport Board

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

SHIAWASSEE AIRPORT BOARD

Regular Meeting of February 9, 2023
Airport Terminal

MINUTES

THESE MINUTES HAVE NOT BEEN APPROVED AS OF YET AND ARE NOT OFFICIAL UNTIL VOTED ON BY THE SHIAWASSEE AIRPORT BOARD.

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	Shiawassee County
Garry Csapos	Airport Manager/Secretary
Mona Lisa McLaughlin	Airport Pilot Rep.

Members Absent: None.

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 January 12, 2023 Meeting: Motion to approve by Becky Smith supported by Julie MacKay.
Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Erin Wolters announced that she is planning to get Married at the Café. She would like to have the ceremony on the compass rose on the airport apron. It would be herself, her fiancé and the pastor for a quick ceremony on the 8th of October. The board expressed their congratulations and thought it was a great idea. Garry Csapos said that she should fill out a Temporary Activity form and everything should be fine.
- b. Randy Weller of Huron Avionics said the we are a growing company and in the past we were interested in the SASCON building. We are looking to do something to expand our capabilities. I think we could take advantage of that building. We are wondering with the conditions of some of the issues that we know are there. Where does the airport stand as far as getting it into a rentable solid structure. Ron Spicer asked if they have had any professional builders look at it so that we would have an idea of what we would be looking at? Randy asked about water issues on

the east side of the building where it is coming up under the wall and questions about the heating and air-conditioning. We need an environmentally controlled environment. We would be willing to take on that project if we have a solid structure. We could do renovations on the inside. We are looking to have offices and an out shop to do services. We are busting at the seams and we are storing stuff and it is difficult to get airplanes in the hangar. Ron said that the airport definitely wants to do everything we can to accommodate that. Ron said we will need some numbers. I was wondering what is the best and quickest way to get arms around to find a ball park idea of what we would be looking at. Ron asked if Randy could call someone in to look at the building. Then we could focus on more finite numbers. The airport still has a financial liability on the west end for the construction that is coming up this year. This puts the airport under some serious financial distress. The board had further discussion.

COMMUNICATIONS:

- a. **Mona Lisa McLaughlin- Airport Pilot Rep.**
Mona Lisa announced that they are having another ground school starting February 18th with seventeen people signed up for it. The people like coming to the airport and coming to the café.

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$11,730.46 for February. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$68,849.85 in Horizon and \$73,141.02 in Chase ending January 31st, 2023. The AvFuel credit balance ending December 31st, 2022 was \$57,577.12. The January credit balance is not available yet. Total revenue deposited for the month of January 2023 was \$42,631.59. Motion to accept the financial report as presented by Joy Archer and supported by Becky Smith.
Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month January 2023 is 1518 gallons. Total fuel sales so far for the year 2023 is 1518 gallons. During a routine airport inspection we notice that the wind sock came off its mount and was lying on the ground. We fixed it. The sock is faded and needs to be replaced. We would like to thank Richard Musson for helping with snow removal after the last snow storm. On Thursday February 2, 2023 a pilot making a landing complained he had to do a go around because the plow truck was working on the runway. He contacted Great Lakes Approach and they contacted us. All vehicles operating on the runways and taxiways carry handheld radios. Apparently the radio was not working. We are working with Huron Avionics to get aviation radios installed in our plow truck and tractor. We received an e-mail from Stacy Roberts of the Misty Blue Skydiving Team. If weather permits they will be jumping this weekend at the airport.

UNFINISHED BUSINESS:

- a. **Ron Spicer** gave an update on the progress of the phase II of the obstruction removal project. Each board member received a handout of a letter from Ben Hoover of Mead & Hunt. Ron had an impromptu meeting with Mead & Hunt Engineering after they met with MDOT. Mead & Hunt and MDOT have had some discussions about the airport being allowed to claim some trees that were originally pruned in 2007. MDOT decided that they will qualify for reimbursement. Mead & Hunt is putting together a more detailed quote because the trees that will be funded this time will have to go through the entire process again. Ron said that he asked Ben of Mead & Hunt to put together an estimate using numbers from the other quotes on what the airport would be liable for. We are still looking at \$180,000. Because of all of the changes that were made to the original project the airport will have to front the cost of engineering and design of the final phase. Once they start construction the airport will be reimbursed for that money at 95%. We will have to front the \$33,000 to \$34,000 as stated in the handout letter if Mead & Hunt will manage that for us. We have some time to think about it. Then Ben put the other project that will be funded in our AIP and put in the system.
- b. **Ron** informed the board of ARPR Grant Funds that are for 2023. Ron received an e-mail from MDOT last week that he electronically sign documents for a grant. After reading through the document the amount was \$32,000. We thought the original grants was for terminal improvement but changes have been made and it will be handled like the CRRSAA agreement that we have been getting for the last two years. Tentatively we have a \$32,000 grant coming in. We will not know 100% for sure until we get the documents telling us how to report it and what

it will cover. As soon as he hears something he will pass it along. Once MDOT processes the document we will get the final package.

NEW AND MISCELLANEOUS BUSINESS:

- a. Ron Spicer said we have to approve airport documents for 2023. There has been no changes to the airport documents. My suggestion is to make a motion to approve the documents as written. Julie MacKay made the motion to approve the airport documents for 2023 as written. Dean Ebert supported the motion. Roll Call: -Approved by all present.
- b. Nomination of airport board officers for 2023 is the next item. There are three positions. Julie MacKay nominated Ron Spicer for Chairman of the Airport Board and Joy Archer supported the nomination. Roll Call: -Approved by all present. Ron asked for nominations for Vice Chair position. Dean Ebert nominated Julie MacKay for Vice Chair and Becky Smith supported the nomination. Roll Call: -Approved by all present. Ron asked for nominations for Treasurer. Joy Archer nominated Dean Ebert and Ron Spicer supported the nomination. Roll Call: -Approved by all present.

CITIZENS COMMENTS:

- a. Lee Ann French asked for the Temporary Activity forms for the events she has planned for this year. The Easter Egg Hunt, the Camp Out and the Pack-A-Plane. She has a sponsor that has agreed to donate \$2,000 to buy prizes. She also announced that the Café will not be open on Friday nights this summer.
- b. Randy Weller commented that Doug Haskins contacted him and asked if he had any old used radios that they could put in the plow truck. He didn't have anything that was good so he did some online research to see if there was something in aircraft radios that would go in the truck. He found out that there is a brand new radio that would be less money than buying an old radio on line and you don't know what you are getting. Flightline has a radio that is meant to go into a ground support vehicle. The radio is \$660.00 and you would have to have an antenna on top of that. The antenna would be \$70.00.00. Randy said that he is willing to donate the time to get it installed. This would give a good solid communication to put into the trucks. After some board discussion the board agreed we should do it. Ron asked if we should vote on this now? Ron made a motion that we should approve the purchase of three vehicle radios from Flightline not to exceed \$2,200.00. Julie MacKay supported the motion. Roll Call: -Approved by all present.

BOARD MEMBER COMMENTS:

- a. Dean Ebert commented he appreciated the offer from Randy Weller of Huron Avionics and Julie MacKay thanked Rick for the help with the snow plowing.

ADJOURN: Motion to adjourn made by Dean Ebert and supported by all present.

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