



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 March 16, 2023
Airport Terminal

MINUTES

Approved March 16, 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	Shiawassee County
Garry Csapos	Airport Manager/Secretary
Mona Lisa McLaughlin	Airport Pilot Rep.

Members Absent: None.

APPROVAL OF AGENDA:

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

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of February 9, 2023 Meeting: Motion to approve by Julie MacKay supported by Dean Ebert.

Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Randy Weller of Huron Avionics reported that he had contractors look at the SASCON building. The contractor looked at the water damage, leaks in the roof, replace the air conditioner, raising the floor, etc. The cost was \$100,000.00. It was beyond what Randy could afford. In the mean time he has arraigned with Larry Fisher the owner of Hangar #202 Taxi Street 2 to lease a spot with him for a while. He would like to ask the Board about possibly doing an expansion on our building. He asked what steps we need to take and what we can do to be sure we are in the guidelines. Phase I would be to put offices outside of the building and have enough room to maybe duplicate the same size building we have now on the other side. Basically we would be moving to the East. It probably would not happen right away. Ron Spice asked if they could give the board a rough sketch with some dimensions. Then we can go from there and do you have a timeline. Another question would we be allowed to put a septic system off the building? Right now we have a 1500 gallon holding tank and we have put a lot of money into that. In the spring we are pumping it every four weeks at \$260 each time. The Board discussed the issues with the septic system.

- b. Doug Haskins asked about the ARPA grant. It will be covered in the Unfinished Business, item (b) of the agenda.

COMMUNICATIONS:

- a. Mona Lisa McLaughlin- Airport Pilot Rep.
Mona Lisa reported that she has 16 students in her ground school and 6 plan to fly with the Winds Air Flying Club.

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$3,375.67 for March. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$83,463.27 in Horizon and \$73,141.02 in Chase ending February 28th, 2023. The AvFuel credit balance ending January 31th, 2023 was \$58,797.31. The February credit balance is not available yet. Total revenue deposited for the month of February 2023 was \$21,518.50. 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 February 2023 is 1,353 gallons. Total fuel sales so far for the year 2023 is 2,871 gallons. On Sunday February 12th the unusually good weather allowed the Misty Blues Skydiving Team to have a full day of skydiving. They flew 15 loads of skydivers totaling 60 jumps. On Wednesday February 15th high winds damaged the tetrahedron and it had to be removed. Also on Wednesday the fuel system was down because Fuel Master could not access the fuel system modem during a fuel price change. They performed a software check and got it running again. Airport Manager Garry Csapos and Maintenance Chief Doug Haskins was supposed to attend the annual Airport Conference at the Kellogg Center on the Michigan State University campus on February 15th and 16th but because of the senseless tragedy on Monday February 13th the conference was cancelled. I contacted Randy Weller of Huron Avionics and the radios for the plow truck and tractor are in. A thank you goes out to Rick Musson and Engine Rench for helping with snow removal the last few weeks. On Wednesday March 1st Doug Haskins cleared a ditch with the old tractor to clear standing water which was ponding on the entrance to the Huron Avionics Hangar. This was caused by melting snow. On Friday March 3rd 2023 the airport received our Airport Compliance Report Card from the office of Aeronautics. There are some items in the Operation and Safety section that require immediate attention. MDOT Aero has scheduled a review meeting via Microsoft Teams for Tuesday March 21st at 1:00pm to discuss the areas of concern. On Tuesday March 7th the fuel system was down again. There seemed to be a problem along net work lines. We replaced the telephone line from the terminal building to the fuel system. It seems to be working fine again. On Monday May 8th the MAAE is sponsoring an Airport 101 workshop in Midland and on Tuesday May 9th there is an Airport Maintenance workshop.

UNFINISHED BUSINESS:

- a. Ron Spicer gave the board an update of the Phase II Obstruction Removal Project. Our portion of what was not funded last year but funded this year is just under \$8,000.00. Ron said he is having Mead & Hunt put together a preliminary snapshot of the obstructions that are not covered here that we will be responsible for locally. That is so we can see the quantity of what is out there. Pending the approval of this they will draft a letter from the airport to the affected land owners of these parcels letting them know what's going on. They will manage it from there. We were given a concept number that will become a project number when we decide to approve this. The timing of this is critical. We are not the only ones on the list. We will have to have a pre-bid meeting in May and things will start moving from there. Because it has been revised several times and it is under \$100,000 we have to pay the \$16,720.00 up front. When construction begins then MDOT will issue us the check for 95% of that amount. When the construction is done we will get the final closing and billing. This seems upfront, are there any other concerns. If not do I here a motion to approve this contract. Joy Archer made a motion to approve the new contract. Julie MacKay supported the motion. Roll Call: -Approved by all present.
- b. Ron Spicer opened discussion on the ARPA grant. Each board member received an e-mail on the ARPA grant. It is pretty much like it was the last two years as far as reimbursement. The major difference is the amount. The eligible expenses that we can use it for are like the last time. It includes operations, utilities, payroll and routine maintenance. Maintenance excludes

construction on improving or repairing on the airport and dept payoff. The equipment is air quality only and has to be relevant to combat pathogens. We are looking for a quote for a complete replacement of the air conditioning and heating system in this facility. Doug Haskins said that Damien just put a system in his place that is real nice. Doug encouraged the use of ultraviolet in the system. Doug and Ron discussed the different options of heating and air that are available. Ron expressed concerns that when contacting MDOT he sent them the UV package as part of the central air. If you separate them we may not get the HVAC covered. It would be just the UV system. Doug said there were a couple of companies from Detroit that install UV but not anyone locally. If nobody locally is capable of installing UV then we need to go outside the area. Board members discussed more options of HVAC with the inclusion of UV. Ron said the pathogen elimination is the key to it all. If it is two separate systems then we probably will not get both. Doug Haskins referred to a virtual meeting he had with MAAE and other airports discussing the benefits of UVC. Doug explained that we have to mitigate the water problem we have below the terminal building. Doug showed pictures of the furnace below the building with all of its problems. Ron and Doug continued the discussion about the issues with the furnace, mold and the water in the crawl space which needs some tile. Ron mentioned that the clock is ticking for us to get the funds. The location of where to put a new system is also an issue. Fixing the eve troughs and down spouts will help with the water problem. Mona Lisa recommended Seamless Gutter to fix the gutters. Ron would like a cost estimate of installing a new HVAC system with UVC. Anything that is not covered up to the \$32,000 grant could be supplemented by utility bills.

- c. Ron Spicer opened a discussion on the status of the airport courtesy vehicle. Each board member received an e-mail with a picture and has a handout describing the vehicle. It is a 2010 Ford E250 van equipped with a lift for handicap residents. It has about 184,000 to 186,000 miles on it and is wheel chair accessible. It needs approximately \$2,000.00 of repairs. Pleasant View Medical Care Facility recently purchased a new handicap accessible van and came to the county and asked if there was anyone that wanted one. A few of the commissioners thought that it possible should go to the veterans organization. The board had a discussion whether to accept the van. Mark Durfee explained that the maintenance manager there said upper and lower ball joints were coming loose. The rear brakes and tires were getting close. He thought the repair estimate was a little on the high side. He thought maybe we could get some help from the local dealerships. Edward Sign will do the lettering on the side and back of the vehicle for the cost of materials which is \$50.00. He had a meeting with Dr. Boggs and the county will insure the vehicle. Any user must have his own insurance in case something happens. The board discussed the issues regarding the courtesy car. Randy Weller said that Huron Avionics would sponsor the labeling. The board discussed the maintenance and condition of the vehicle. Ron Spicer asked for a motion to accept the vehicle. Becky Smith made a motion to accept the 2010 Ford E250 van from the county. Julie MacKay supported the motion. Roll Call: -Approved by all present.
- d. Ron Spicer reported that he has not heard anything from Dr. Boggs on the MDOT loan. The airport has been waiting for a couple of months for a quote for attorney fees. There is a process involved and the county has to start the process. The board discussed issues regarding the attorney fees for the MDOT loan.

NEW AND MISCELLANEOUS BUSINESS:

- a. None.

CITIZENS COMMENTS:

- a. Doug Haskins reported that he was encouraged that everybody here in there own way, seems to be contributing to the future of the airport. It is a very encouraging thing to see that service oriented spirit of the airport going on. The van will be something that the airport has to serve the community. The spirit here is pro-airport and pro-aviation. Winds Air is expanding now with five airplanes. Huron will expanding their business over there. The cool thing about it is that if you leave the airport a little bit better than you found it and hope that the folks that come in and take it after you have that same spirit going on. Ron said that the couple years that he has been involved I have come to the conclusion the airport is at a crossroads here and we can make it better or we can keep it like is has and take a chance on whether or not it survives. We have to keep an open mind on what it is going to take to get us to that next level. I think that decision is slowly being made. Doug Haskin said that we have to go back to our communities and say we need to get more money for the airport. All of the municipalities together give less than

\$30,000.00 a year to the airport. Volunteers contribute a lot of work at the airport. Mona Lisa commented that Lee Ann French at the Café has heavy community involvement, forty one businesses are contributing to the Easter event. They are expecting over 600 kids to attend this event. Jason Morford said that the tickets for the Memorial Healthcare Foundation fund raiser are all sold out.

BOARD MEMBER COMMENTS:

- a. **Julie MacKay asked about the problems we had with the fuel system. Doug explained that we had Frontier come out to the airport and they found a glitch in the system from the building to the pump. They took the time to show us how it was connected. We replaced the telephone line that connected to the modem in the pump. Julie MacKay said she was out to the airport and saw that we put a lot of time into fixing it. She also was concerned that if we got our money back because the MAAE airport conference was cancelled. Julie said the airport should compensate the manager for the cost of the MAAE annual membership dues. Mona Lisa thanked Mark Durfee for all of the work he has done on getting the courtesy car.**

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**