



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 May 12, 2023
Airport Terminal

MINUTES

Approved June 8, 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: Becky Smith, Mona Lisa McLaughlin.

APPROVAL OF AGENDA:

Motion to approve agenda by Julie MacKay supported by Dean Ebert.

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of April 13, 2023 Meeting: Motion to approve by Dean Ebert supported by Joy Archer.

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 \$4,071.05 for April 2023. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$69,351.59 in Horizon and \$70,859.87 in Chase ending April 30th, 2023. The AvFuel credit balance ending March 31th, 2023 was \$56,925.95. The April credit balance is not available yet. Total revenue deposited for the month of April 2023 was \$6,124.75. Motion to accept the financial report as presented by Dean Ebert and supported by Julie MacKay.

Roll Call: -Approved by all present.

MANAGERS REPORT:

Garry Csapos reported that fuel sales for the month of April 2023 is 2,237 gallons. Total fuel sales so far for the year 2023 is 6677 gallons. On Tuesday April 18th, 2023 board officials met with representatives of the Shiawassee Drain Commission and surveyed some of the issues with the drains on the airport. On Wednesday April 19th they started construction repairs on the drain. They replaced several feet of tile. On Saturday April 15th the 4th annual Easter candy Drop was held at the airport. On Wednesday April 2nd MDOT inspected the AWOS system. Tom Smith found some issues and returned on Tuesday May 2nd and replaced the VHF transmitter. On Wednesday May 3rd Tracy Bublitz, the county financial director asked for copies of all of our lease agreements to finalize the county audit. On Wednesday May 17th we are scheduled for our crack sealing of all aviation surfaces. We may have to temporarily close runway 29/11. The following week on May 22nd we are scheduled for a Pavement Condition Inspection (PCI) evaluation by Applied Pavement Technology Inc. This is on behalf of MDOT. I contacted the owner of property with the trees that are an issue regarding the airports provisional license and are obstructing the approach to RWY 24. He is requesting a letter that addresses his liability concerns if trees will be cut. Doug Haskins (not present) reported that the first of the three radios we purchased from Huron Avionics was installed in the tractor. Ron asked if all of the lease contracts that Tracy asked for were given to the county. Garry replied that all of the leases were scanned and the airport also has copies.

UNFINISHED BUSINESS:

- a. Ron Spicer opened a discussion on the courtesy vehicle use policy. Garry reported that the county will give us what they require to be included courtesy car use policy. They may want to write the policy them self. This would be done by their risk management organization. Until they get the use policy in place, they only want airport personal to use the vehicle.
- b. Ron Spicer reported on the issues related to clearing trees obstructing the approach to runway 24. He said that in regard to liability concerns of the property owner he is going to get with Mead & Hunt and get a liability clause to add with the forms we will be sending. Julie MacKay asked if we will be having it done professionally or with volunteers. That hasn't been decided. Ron said that he met with Mead & Hunt and when Jason of Treeworks comes to the airport he will contact the airport manager and both will look at the site and give us a quote on grinding the stumps and grading the land. Volunteers will cut the trees and clear the brush. Julie asked about the hole that is there. Garry responded that in his discussion with the property owner, the hole must be left there because it is a retention pond. Ron said that if there are any issues with a possible homeless camp, he has met with the county sheriff and they will meet with Homeless Angels, have a discussion and offer them services.

NEW AND MISCELLANEOUS BUSINESS:

- a. Ron Spicer updated the board on the status of the MDOT loan. Last year the State Treasure came back to us and said even though the county was denied their request of their qualification statement of finances, which was denied because there was so many delinquent taxes. There was another process that the state treasury offered to work with us to get the loan completed. But the county has to go through and provide information. There is nothing that we can do. I sent it to Tracy, the county finance director. She sat on it for a couple weeks and got back with me. This was in February and in March when I went to her she gave it back to Dr. Boggs. Then I went to Dr. Boggs and he told me that the county attorney had to look at it. No one ever got back to me. So yesterday Dr. Boggs asked what the issue was. Ron asked Dr. Boggs if he could get the other process done. He said that this is really something that is beyond our control. The county can't take out a loan because of the bonding that they have to do for the retirement fund. They have already maxed out their total that they could take bonds out. Ron said that the airport was not taking out bonds but getting a loan. Dr. Boggs said that this is something that the township needs to approve. Ron said that he sent to Dr. Boggs the specific language from the state treasurer that gave the specific directions that the county had to complete. Dr. Boggs says there needs to be a discussion between the county and all of the townships. Ron said if I send you a copy of the Multi Governmental Unit Operating Agreement for the airport, can you have the county attorney tell us whether the airport can make a loan on its own. Ron said that next week he is going to call MDOT and see if we will have to start this all over again. Ron said he looking at USDA loans because there is funding available, not grants but loans. The way they are structured its not going to matter whether we go to a bank, the government or any other entity. The county will

still have the last say on it. We will wait and see what the attorney comes back with. If anything develops I will let everybody know. We are back to square one. It does not look good.

CITIZENS COMMENTS:

- a. None.

BOARD MEMBER COMMENTS:

- a. Julie MacKay commented that she was at the airport for the Candy Drop and they did a real good job. Friday they put all of the restrictions and Saturday was a very controlled group. There was a lot of pictures it was a nice group and very well done. Joy Archer reported that she heard good comments from people. Dean Ebert appreciates all of Ron's efforts in dealing with the county. Ron said he likes to see the jets come in. Dean said he appreciates Julie's efforts with the drain. Julie said they are not done with it yet and they will get back with us. Ron commented to Rob of Aura Aviation. I don't think anybody has any issues with them getting a Jet-A fuel tank for their crop duster. The main concern is containment should something happen. Ron said he wanted everyone to be on the same page and that they are doing the best they can. Rob said he does have a rubber mat that could be used to catch small spills. Ron was concerned about something going into the drain. Ron asked if Rob needed anything else from us. Rob said we are all set. I have not decided what kind of tank. Small tanks or one large trailer. Julie Mackay asked about insurance coverage for their tanks. Rob said we are working through that now and would have that on file with the airport. Joy asked if they heard anything more about Huron Aviation wanting to add on to their business. Ron said he has not heard anything in about two months. They are supposed to put together some cost data. They are using some hangar space from Larry Fisher's building. Ron asked that if Huron needed some more space could we help him. Garry said yes we could. We have some hangar space available. Ron asked if there is anything that anyone would like to see different or line items than the county is giving us today. He said that Rick Musson had some questions about some totals. His report does not always reflect what the numbers are. Ron said he didn't know if there is something more we should be watching for. Garry said that he gets more reports than the trial balance and I have them on file. Ron said he has been on the new system a few times. Ron said he didn't know if we want to under take it but instead of taking everything down there physically. Ron said that that activity could be done in the system if you are interested in changing that. Ron said we are now in the county network.

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**