



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 June 8, 2023
Airport Terminal

MINUTES

Approved July 14th, 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 Joy Archer.

Roll Call: - Approved by all present.

APPROVAL OF MINUTES:

Minutes of May 11, 2023 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 \$1,958.97 for June 2023. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$71,906.52 in Horizon and \$70,859.89 in Chase ending May 31th, 2023. The AvFuel credit balance ending April 28th, 2023 was \$60,012.82. The May credit balance is not available yet. Total revenue deposited for the month of May 2023 was \$10,135.00. 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 May 2023 is 3,505 gallons. Total fuel sales so far for the year 2023 is 10,135 gallons. On Friday May 12th just before 9:00am a medical evacuation helicopter made an emergency departure from the airport ramp with a patient on board that was transferred from an ambulance. The departure route was close to some parked aircraft near the Café. The downwash from the helicopter caused some of the aircraft to rock back and forth. Dust and debris fell on some of the aircraft. Also the pilot door on one of the aircraft was damaged. An incident report was filed with the FAA. On May 12th the airport received a telephone call from the Hodges Glass property owner about construction vehicles crossing his property to get to a construction project. It also appeared that someone was digging and removed some dirt from his property. This was resolved. Doug Haskins (not present) reported that on May 19th he cut the grass on the river trail. Codeller Construction of Wixom Michigan worked on sealing cracks on runway 11/29 on Wednesday and Thursday May 17th and 18th. It was necessary to close our paved surfaced on those days. They resumed crack sealing on Monday May 22nd. Also on Monday May 22nd Applied Technology performed the Pavement Condition Inspection (PCI). On Tuesday May 30th P.K. Contracting completed the painting on RWY 11/29, the Apron and all taxiways. On Friday May 26th we received an e-mail from Ben Hoover (Mead & Hunt) about registering for the FAA's Airport Data and Information Portal (ADIP). The registration was not successful. On Wednesday May 31st the telephone service in the terminal building was out of operation. I contacted Frontier and it was fixed the following morning. On Thursday June 1st the internet was out of service. The service was restored at 2:00 pm the following day. Noah Jacobs of Jacobs Insurance e-mailed the airport a copy of our general liability coverage for renewal in August. I have it on file for review. On Monday June 5th, 2023 the Airport Manager, Garry Csapos and Doug Haskins attended a Table Top, Medical Response and Surge (MRSE), Life Flight exercise meeting with staff at Memorial Healthcare and with Shiawassee County Emergency Management staff. We discussed the possible situation when multiple helicopters may be needed. It was determined that access to the airport ramp must be accessible to emergency vehicles such as an ambulance 24/7 seven days a week. The airport is the only practical choice other than helicopter landing pad at the hospital for emergency evacuation or patient transfer by helicopter. Board members discussed the incident with the life flight helicopter and the airplane that sustained the pilot door damage. It was mentioned that in regards to access to the ramp by emergency vehicles. That is why the yellow caution stripes are painted on the parking area by the Café so cars do not block access to the ramp. The board discussed the possibility of designating part of the ramp as a helicopter pad.

UNFINISHED BUSINESS:

- a. Ron Spicer reported that he finally received the letter of indemnity from the attorney. It releases the property owner of liability. One Million dollars liability for the volunteers working on the Ron Morel property clearing trees that are obstructing RWY 24. The agreement spell everything all out. If there are no issues or questions I will sign it tonight and we will get it out.

NEW AND MISCELLANEOUS BUSINESS:

- a. The invoice #348411 from Mead & Hunt is for \$6,800.00. It is the initial invoice for starting the Phase II Approach Clearing project for RWY 11.
- b. Ron Spicer reported that he sent e-mails out with the dates and times of the pre-bid meeting and sent out the signed prints for the bidding. Also we are going to close the west end project of the stuff that was done last year. Both Rick and I pointed out some things. I will be talking with Jason. I don't know whether or not we will be able to remedy the situation free of cost. The long story short it is not as clean as we thought it would be and Martin can't farm it.

CITIZENS COMMENTS:

- a. Randy Weller of Huron Avionics asked about the Van. He said he is assuming the van (crew car) is here. He offered to put the stickers on the side of it. He was curious on what the status of that is. Ron Spicer said that we have been approached by another firm that is a car rental agency. The company takes complete control of the car rental. There are no liability concerns for the airport. The car will be left at the airport. We will go forward with the van . I don't know if we will put the stickers on or not? We appreciate the offer. The van could be our stand by vehicle for packages, larger crews and it is handicap accessible. Julie MacKay is working with the vender who is willing to put a car out here. I t will done with a cell phone app and it will take the liability away from the airport. Julie MacKay said he will be meeting with us before our next

board meeting. They cater specifically to airports. Ron said we are still waiting to hear back from the county about the use policy for the van. As of now the county said they want only airport employees to drive the van. Randy Weller he has an engraving machine that makes placards for the van or signage for the airport. Ron asked about signage for looking out for the helicopter. The board member discussed the incident involving the life flight helicopter.

BOARD MEMBER COMMENTS:

- a. Ron Spicer asked if there are any board member comments. Joy Archer asked when new board officers go into effect. There was an error on the financial report that still has Joy listed as the treasurer. Garry Csapos said I will correct that error. Ron Spicer said that he has a chronological uplink with the current situation with the county regarding borrowing money. It includes the counties attorney's opinion whether the airport can borrow money on its own. The information is posted so people can look into it.**

ADJOURN: Motion to adjourn made by Joy Archer and supported by all present.

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