



# 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 October 12, 2023  
Airport Terminal

### \*\*\*MINUTES\*\*\*

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

Members Absent: Julie MacKay, Mona Lisa McLaughlin.

#### APPROVAL OF AGENDA:

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

Roll Call: - Approved by all present.

#### APPROVAL OF MINUTES:

Minutes of August 16, 2023 Meeting: Motion to approve by Becky Smith supported by Joy Archer.

Roll Call: - Approved by all present.

#### CITIZENS COMMENTS:

a. Rick Musson commented that the Board is doing a great job.

#### COMMUNICATIONS:

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

#### FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$8,261.90 for September 2023 and \$18,494.52 for October 2023. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$65,747.77 in Horizon and \$73,141.02 in Chase ending August 31st, 2023 and \$44,028.59 in Horizon and \$87,554.79 ending September 30<sup>th</sup>, 2023. The AvFuel credit balance ending July 31st, 2023 was \$65,220.77 and ending in August 31<sup>st</sup>, was \$68,303.33. Total revenue deposited for the month of August 2023 was \$5,958.29 and for the month of September 2023 was \$3,713.00. Motion to accept the financial report as presented by Dean Ebert and supported by Becky Smith. Roll Call: -Approved by all present.

## **MANAGERS REPORT:**

Garry Csapos reported that fuel sales for the month August 2023 is 3,668 gallons and sales for September 2023 is 4060 gallons. Total fuel sales so far for the year 2023 is 25,926 gallons. Jacobs Insurance was notified of the Airport Board's choice for the General Liability policy for the airport. We received an invoice from Jacobs on Thursday August 17<sup>th</sup>. Special thanks to the people at County Finance for expediting the process. The check was delivered to Jacobs on Friday August 18<sup>th</sup> on time and made the due date. On Wednesday August 23<sup>rd</sup> the airport received by e-mail the Installment Plan Summary and the policy binder for the general liability insurance. On Wednesday August 23<sup>rd</sup> the tree cutters, courtesy of Ed Dudgeon, started dropping trees on the private property in the approach to runway 24. Also on Wednesday August 23<sup>rd</sup> the new furnace and air conditioner were delivered. Furnace construction started on Wednesday September 13<sup>th</sup>. On Thursday August 24<sup>th</sup> the Screaming Eagles Flight Team staged a flyover from the airport. The event they flew over was at the County Work Release Building on North Shiawassee Street. On Friday August 25<sup>th</sup> David Mellino of MDOT Aeronautics made some adjustments to the AWOS System and replaced some parts. It checked out OK. The annual camp out and Concert was held on Friday August 25<sup>th</sup> through Sunday August 27<sup>th</sup>. An astronomy club brought over some telescopes to view the moon craters, Saturn's rings and some galaxies. Doug Haskins mowed the grass on the river trail on Sunday August 26<sup>th</sup> and again on Sunday September 3<sup>rd</sup>. On Friday September 8<sup>th</sup> Ezinga Seamless Gutters installed the gutters and downspouts on the terminal building. We received a digital copy of the General Liability Renewal for board members to review. On Wednesday September 13<sup>th</sup> Doug Haskins and Garry Csapos repaired seven runway edge lights on runway 11/29. Also on Wednesday the airport received an estimate on the car that was damaged in the Huron Avionics parking lot during grass mowing operations. On Monday September 18<sup>th</sup> it was discovered that the AWOS was reporting an incorrect wind direction. The alignment on the wind indicator was off. MDOT Aeronautics was notified and it was fixed the next day. Our annual MAP meeting with Aeronautics was held on Tuesday September 19<sup>th</sup> in person at the Aeronautics building on the Lansing Airport. The topics of discussion were about upcoming AIP projects. On Thursday September 21<sup>st</sup> SK Heating and cooling finished installing the new furnace and air conditioner in the terminal building. The UV lights were added the next week and the invoice has been received. On Tuesday October 2<sup>nd</sup> we had the preconstruction meeting for the phase II of the Runway 11 Approach Clearing Project. On Wednesday October 4<sup>th</sup> Summit Fire Protection Service checked all of the fire extinguishers and they all checked out OK. Also on Wednesday October 4<sup>th</sup> the application for the 2024 Crack Sealing was submitted to MDOT. This crack seal will finish the surfaces that didn't get sealed this summer. A tree on the airport lot by the Shiawassee River fell on a property owners land damaging a fence. The property owner who lives on Grover Street would like the tree removed. The tree clearing at the runway 24 approach is on hold because a few of the trees that need to be cleared are on the adjacent property owner's land. The property owner was concerned that cutting the trees would establish a new glide path over his land. The owner wants a written statement saying that the tree clearing does not change the approach and devalue the value of his property. Ron Spicer asked if we have an easement for runway 24. Garry Csapos answered yes. Doug and I sent aerial and easement information to Caledonia Township. We also have an enlargement of the Airspace Drawing for each municipality. Ron said we need digital copies of the invoice for the furnace and the air conditioner installation for the grant application.

## **UNFINISHED BUSINESS:**

- a. Ron Spicer updated the board on the progress of the Phase II of the Runway 11 Approach Clearing Project. Ron said that once the Alpine Tree Service officially start construction and tree cutting we can start submitting our paper work for the reimbursement. They should be starting soon. The last documents have been signed. He will get with Mead & Hunt and find out what I have to submit for reimbursement.

## **NEW AND MISCELLANEOUS BUSINESS:**

- a. None.

## **CITIZENS COMMENTS:**

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

## **BOARD MEMBER COMMENTS:**

- a. **Dean Ebert commented he appreciated everyone who attended the MAP meeting with aeronautics. Rick Musson commented we took donuts. Ron Spicer added he has a meeting with the airport attorney to discuss the person who wants to temporarily park some vehicles on the airport land that is near the Shiawassee River.**

**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**