



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 December 14, 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: Becky Smith, Mona Lisa Mclaughlin.

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 November 9, 2023 Meeting: Motion to approve by Dean Ebert supported by Joy Archer.
Roll Call: - Approved by all present.

CITIZENS COMMENTS:

- a. Randy Weller announced to the board that his company (Huron Avionics) has been looking into expansion. They have retained an architect and they are trying to find out whether there are any restrictions. They want to do a rubber stamp write next door of the hangar they have right now. That will be our first step. The second step would be to connect the two buildings and put our offices and work shop between the two buildings. That will a little more than double our footprint there. Randy commented that the airport leases to a farmer and would there be an issue with that. Ron Spicer said once the plans are done and are submitted and reviewed. After board discussion they concluded the location Randy wanted wouldn't be a problem. Randy said they have an architect. There is an FAA form to fill out and get approval. Ron said to go to the FAA website, the form should be available. Randy said that their engineer has worked with airports before. Ron Spicer asked Randy if he is interested in Day Star for communication service because he has been in contact with them. Day Star is interested in cost sharing.

Ron Spicer said get your plans and forms filled out, this proposal should not be a problem. The board was pleased to hear his business is doing so well.

COMMUNICATIONS:

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

FINANCIAL REPORT:

Garry Csapos presented the financial report showing prepaid and unpaid bills of \$66,487.91 for November 2023. A Trial Balance report from the Shiawassee County Financial Administrator shows a pooled cash balance of \$26,915.47 in Horizon and \$87,554.79 in Chase ending November 30th, 2023. The AvFuel credit balance ending October 31th, 2023 was \$68,389.06. Total revenue deposited for the month of November 2023 was \$5,695.00. 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 November 2023 is 2468 gallons. Total fuel sales so far for the year 2023 is 31,746 gallons. On late afternoon Sunday November 12th 2023 a male pedestrian on the river trail had a heart attack. Doug Haskins who was at the airport responded to the emergency. It was necessary for an ambulance to traverse the airport and cross an active runway. Doug using a handheld radio made sure there was no conflict with air traffic. On Wednesday November 29, 2023 we received the determination for the (CSPP) Construction Safety and Phasing Plan for the Runway 11 Approach Clearing-Phase II . On Wednesday December 6th David Mellino of MDOT Aeronautics serviced the AWOS station. He replaced a battery box and everything else was OK. On Wednesday December 13th an aircraft attempting a short field landing blew a tire and stopped on the runway. The pilot and instructor managed to get the aircraft off of the runway and into the grass. The aircraft was still too close to the runway and presented a safety issue. Doug Haskins and Garry Csapos were on hand and towed the aircraft to a safer position. The owners mechanic arrived later, replaced the wheel and they were able to fly it away.

UNFINISHED BUSINESS:

- a. None.

NEW AND MISCELLANEOUS BUSINESS:

- a. Garry Csapos presented the board the contract between the Michigan Department of Transportation and the Shiawassee Airport Board for the purpose of setting forth the obligations and intent as they pertain to the continued operation and maintenance of the Weather Observation and Data Dissemination System. This contract will be in effect, unless it is terminated by either party, for five years. After board discussion they could see no reason not to enter into this contract. Ron Spicer called for a vote to continue the MDOT AWOS contract say I. All board members approved.
- b. Ron Spicer said there was some brief discussion about move the fuel system improvement or replacement on the ACIP so I thought I would add it. I know it is an expensive endeavor. Ron Spicer asked the airport manager what the cost would be to replace the system. Ron Spicer asked for the cost to replace that system. Garry Csapos responded that a new system could be as much as \$250,000.00. Ron said first we have to know what it costs and then we can go and look for funding. Ron said to go to the vendor and get us a quote. Ron asked for a report for the last 2 or 3 years on what we have spent and what repairs have been done. Then we will add it to the next months agenda. The board members discussed different options that could be done. Rick Musson said the inside of the tank is probably shiny new. The problem is the system. We need to upgrade it. The board members had a discussion about replacing or upgrading the fuel system. Ron Spicer asked for the airport manager to get data to review the past two or three years of costs to repair the fuel system. Ron said we don't have any numbers or how many times we fixed it. Julie MacKay said we don't know what the problem is. Garry Csapos said I think we get software and hardware problems with the card reader. I talked with Fuelmaster a while ago and they said to replace the card reader would be about \$12,000.00. He also commented that Doug and I have been working on replacing the hose and swivel. The credit card reader is past its useful life according to Fuelmaster, the company that services the reader. Ron asked A quote to replace the card reader and get us some numbers on what we have spent on repairs, at least two

years. And if you have any idea on how much time we have spent making those repairs and put it in a report. Put it on the agenda for next month and we will review it all. Julie MacKay wants to know what specifically needs to be fixed. The Board members discussed the possibility of getting some funding using the Airport Capital Improvement (ACIP) by replacing the fence project with getting a new fuel system. Garry Csapos said we would have get with our consulting engineers and see if there is any funding available. That could take maybe up to two years. Ron said we need to star it now and get those balls rolling otherwise we will end up waiting a year and a half before we even ask for it. Rick Musson asked if we updated the AIP. Garry Csapos said the copy of the AIP doesn't include the fuel System upgrade on it. Rick asked if we added the fuel system for 2025. Julie commented that the fence was still on here for 2025. Rick said we need to get rid of the fence project for 2025. Ron Spicer said that he believes that at the meeting we moved that on the advice of Betsy. She was advising us on which ones was the best to move. Ron wants to know why it didn't get removed. Ron says the fence was moved on the recommendation of MDOT and that he approved it. Joy Archer ask who created the AIP. Ron said it is a combination between MDOT and Mead & Hunt. Then they were coming to us so that we were aware of it. The initial discussion was at the annual MAP meeting. Ron said we made one or two adjustments after that meeting. Rick said we did discuss 2025 and moving the fence at the MAP meeting. I don't know that Mead & Hunt actually updated the paper work. The long story short we moved it down on the advice of MDOT. Ron reminded Garry to get us information. Get the invoices for the last three years, get us a quote for the replacement of the card system. Put it on the next month's agenda and we will go from there. We are going to have some data and numbers to move stuff around in that report. First we need to understand what it is going to cost and what we half already spent. Ron also said he is going to update the Bently Program. He needs to reinstall the new version because he has to submit a reimbursement for our new furnace. He will keep everyone posted. Julie MacKay said she was on a Zoom meeting with MAAE. There is going to be a state and local program for 2024. It is where you can apply for money. It's a new program. If you can justify and have the right narrative. If the airport manager would do the home work on the fuel system we could ask about it. She said to ask because if they see the need is there they may put more money in the pot. If airports don't ask for the money. So think of things we need besides the fuel system and we will apply. List the stuff, we will submit it. At least they will know there is a need out there and that is what these people want. Garry Csapos noted that some of the drains are collapsing. More board discussion about the drains and what might or could be done.

CITIZENS COMMENTS:

- a. Huron Avionics asked if there is anything the airport could do about getting the drive to the avionics hangar regraded. Randy Weller commented that the company who applied the millings on the drive would come out and grade it again. Ron asked if we could call him and see if he would come on out. Dean Ebert asked if we could get someone else. He would not be his first choice. He recommended another contractor by the name of Gross Construction. Rick Musson recommended that he had a contractor do some work for him and he would ask him. Ron asked if it was settling in and puddling. Randy said that the drive was eroding away. Rick Musson said he would contact his contractor tomorrow. Garry Csapos said he would get a quote from Gross.

BOARD MEMBER COMMENTS:

Ron Spicer said that the only thing he has is the person who has the lease agreement for his trailers got the agreement signed and sent to the attorney and it is official. Joy Archer wished everyone a Merry Christmas. Julie MacKay said the pilot room looks very nice after the work Doug Haskins did to remodel it. Ron Spicer said that Rick Musson brought something to me. We don't need action today but going into next year, all but one land lease is finally at the billed cap rate. Rick Musson said because the land leases kept going up, the Airport Board set a voluntary rate cap at 25 cents. We did that because everyone was paying different rates. Now everyone's lease, except for a few is well above that and you could take the cap up to 27 cents. We already have the billing set for this year is but for next year the board needs to consider this. Ron Spicer said going into next year if we bump the rates during next years session. Rick said this is the first year we have not had an increase in funding because everyone we updated have already reached the cap. We are running at the same funding levels we did last year. With the amount of inflation

and our rising insurance and utility costs there is a limit how long we can do that. Ron said the long story short is if we bump up the cap from 25cents to 27 cents it amounts to \$1,900. Rick said we can't adjust anyone's lease higher than it would have already been. We are not charging full lease price on ninety percent of the leases. Something to consider for next year.

ADJOURN: Ron asked for a motion to adjourn, Motion made by Julie MacKay and supported by Joy Archer and all present.

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