

**AIRPORT AUTHORITY BOARD**  
**Special Meeting**  
**February 5, 2016**

**CALL TO ORDER:** By Chairperson Pray on Friday, February 5, 2016 at 8:04 a.m.

**PRESENT:** Board members: Joe E. Pray, Bob Monshein, Dave Roberts and Councilman Sanders.

**STAFF:** Community Development Director Myrkle, Airport Manager Cotter, Mayor Tim Lewis and Deputy Clerk Dell'Acqua

**ABSENT:** Board member Wildern

**PUBLIC COMMENT:** None.

**ITEMS OF BUSINESS:**

**A. AIRPORT MANAGER REPORT:**

Airport Manager Cotter reported that the fuel farm pump is up and running. The new pump holds a larger load of fuel at a discounted price.

There has been a change in the headings and runways. He replaced the panes on the ramp. He removed the trees that blocked the runway for continued safety to the aircrafts.

He reported that the new hangar is now being redone by Jeremy Droscha and should be done before April 1<sup>st</sup>. He reported that all the hangars are rented with the exception of two abandoned hangars. He wants to demolish the two hangars to make more space for more corporate development.

He reported that there is now a new computer system that covers nationwide status and the office equipment has been donated by local airport users.

He also stated that Dale Forsler is still running the flight school and has expanded to the Mason airport.

Cotter reported that in the last two years, safety inspections have included the removal of trees as far as the area near the LAFCU bank.

He has signed contracts for the fuel farm and with the help and approval of Director Myrkle and City Manager Guetschow, he had been able to stay competitive with his fuel pricing and was grateful for their help. Amanda Hopper from MDOT sits on the meetings with the City manager and the Director and has been impressed with the management of funds to finish major projects of the airport.

Cotter reported that because the city sponsors the "Fly In" during Frontier Days he wanted to get the lobby area refurbished. The funding will come from local donors because city funding is not available at this time.

Chairperson Pray opened up the meeting for any questions.

Discussion was held in regards to the future corporate development of the airport with potential users.

**B. CITY OF CHARLOTTE REPORT BY DIRECTOR MYRKLE:**

Director Myrkle reported that some hangar customers have had issues paying rental fees and two of the hangars have been abandoned.

He reported that he has researched having a billboard to advertise the airport on Lansing Road. He had spoken with Adams Outdoor Billboards and found that they were the most competitive. He explained that by using this mode of advertising there would be a potential to make an income of \$2,000 a year.

He reported that he will be changing the mowing contract with Eric Rogers Company because there had been issues with their work. They had been mowing too fast and there was some damage to a hangar. He reported that they will be looking for bids in the near future.

The farm income across from the airport is the certified hay producer for the airport and has brought an income of \$11,000 a year.

Discussion was held in regards to the billboard and questions about the two abandoned hangars.

### **C. PREIN & NEWHOF PRESENTATION:**

Director Myrkle introduced the engineers Bob Nelesen and Jon VanDeinen from Prein & Newhof. He explained that the City has been pleased with their work and how they had established a 18 month partnership thus far.

Bob Nelesen reported the completion of the airport projects and wanted to discuss the sustainability of the airport. He distributed an updated report to all the board members. The report is on file at the City Clerk's office.

The presentation included the status of funding, future projects and project planning to include the redevelopment of the master plan of the airport. The master plan was last updated in 1989.

Mr. Nelesen explained that the grant received from the State was a significant amount and it has made it easier to prioritize the airport projects. The projects include; the increase of airport operations, the fuel farm upgrade, airfield rehabilitation which includes repair of the joints on the runway, the FAA magnetic readings and repair of the pavement on the taxi way for better safety. He expects the repairs to the runway to be done every 10 years.

Mr. Nelesen reported that once a grant comes from the FAA, there is a 20 year commitment. He recommended the Board to think outside the box when gathering more revenue from different partners.

Airport Manager Cotter suggested membership to include the Pilots Association, the National Guardsman, and the local residents.

Board member Monshein asked what the dollar amount was for the repairs. Mr. Nelesen reported that the amount was \$325,000 dollars which 95% of it is paid from the State and 5% from the city. The work is typically done, by Interstate, a local crew out of Potterville.

Discussion was held in regards to the allocation of funds.

Board Member Roberts asked about the Mason airport and how they were funded through Lansing Capital Airport.

Discussion was held in regards to the upkeep of a municipal airport such as Mason airport and Charlotte in comparison to a major airport like Detroit Metro. They also discussed the income potential of Charlotte airport and new membership.

**D. DISCUSSION ON AIRPORT BOARD MEMBERSHIP & CONFIGURATION:**

Director Myrkle reported that the Board currently has two vacant spots on the advisory board. He suggested users of the airport and a resident of the city.

Board member Monschein asked if Council could amend the Charter to include townships.

Discussion was held with Prein & Newhof and the repercussions of expanding into townships, as it would delay the work with the new grant.

Chairperson Pray encouraged the board to begin gathering potential new members and to think of some meeting dates for input and planning.

Board member Monschein and Chairperson Pray mentioned that they were very happy with the management of Todd Cotter and Bryan Myrkle.

Board members decided that the next meeting will be Friday, April 1<sup>st</sup> at 8:00 a.m.

**Board member Roberts moved to adjourn the meeting, second by Sanders. Carried. 4 Yes. 0 No.**

**Meeting adjourned by Chairperson Pray at 10:00 a.m.**

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Denise Dell'Acqua, Deputy City Clerk