



2651 Cadmus Road  
Adrian, MI 49221

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## MINUTES

### LENAWEE COUNTY AIRPORT COMMISSION MONDAY, JANUARY 8, 2018 – 1:30 P.M. TERMINAL BUILDING

Present: Commissioners Driskill, Bales, and Knoblauch

Also Present: Joe Malak, Marty Marshall, and Kim Murphy

#### I. Approval of Minutes

*Motion by Knoblauch, supported by Bales, to approve the minutes of the November 6, 2017, meeting. Motion carried.*

#### II. Manager's Report

Joe presented the manager's report; the following items were reviewed.

**Operation Good Cheer:** December 2, 2017 was Operation Good Cheer. The Airport received 28 aircraft delivering a tremendous amount of Christmas gifts for children in need. Lenawee County Department of Health and Human Services along with other charitable organizations participated.

**Airport Licensing:** All licensing for the Airport has been renewed, including its Public Use Airport License, Airport Manager's License, Fish & Wildlife service migratory bird depredation permit and the FCC License for the 122.800 Unicom frequencies. In addition, Joe is applying for radio equipment through the FAA that will allow for aircraft to radio the Toledo Tower for take-off from the ground prior to take-off. This will eliminate the 15 to 20 minute wait period that aircraft currently experience. It is anticipated that there will be no cost for this equipment.

**Equipment:** Joe may need to replace a 10 foot snow blade in the near future. He is doing what he can extend the life on the blade now, but is not sure that it will last the entire winter season.

**Maple Lane Manor Cemetery:** The cemetery is being lightly plowed and appears to be getting a few visitors occasionally.

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**Upcoming Events:** In addition to the normal summer events, Joe has been working with the Adrian Soaring Club in preparation for a summer soaring club competition event to take place in July, 2018. At this time this competition has been approved and is in the building stages of preparation, 50 rooms have been reserved at the Holiday Inn Express along with better than 45 entries for the soaring competition.

**Building and Equipment Repairs:** Joe is working on repairs to the East Maintenance building with the repairs to the restroom; new hangar door opening switch and wiring assembly, and installation of new lighting in the NOAA weather room.

**Lenawee County MAP Meeting:** During the MAP meeting held on November 30, 2017, discussion of upcoming projects were placed on the table for the 10 year plan which included the Airport Layout Plan and the refurbishing of the West corporate taxiway. There was also discussion about the installation of a fence along Cadmus Road, refurbishing the runway and the North parking lot, and other small projects such as crack sealing and automatic secure gating.

**End of Year Fuel Sales:** In the year ending 2016, jet fuel sales finished at 17,066 gallons with 100 LL fuel sales finishing at 16,917 gallons. The 2017 fuel sales finished even better than expected with Jet fuel sales ending at 27,510 gallons and 100LL fuel sales ending at 18,070 gallons.

*Motion by Knoblauch, supported by Bales, to approve the Manager's Report and place it on file.  
Motion carried.*

### III. Finance Report

The financial report was reviewed. The current benchmark is 100%. Revenues are at 105.05%, while expenses are at 34.52%. Litigation matters are tracked separately. Revenues are at 110.51% and expenditures are at 142.88%.

*Motion by Knoblauch, supported by Bales, to approve the finance report and place it on file.  
Motion carried.*

### IV. New Business

There was no new business.

### V. Old Business

Joe mentioned that he continues to look at ways to grow his corporate clientele and the fuel farm.

VI. Other Business / Public Comment

There was no public comment.

VII. Adjournment

*Motion by Bales, supported by Knoblauch, to adjourn the meeting at 2:01 p.m. Motion carried.*

*MDM:klm*