

AIRPORT COMMISSION

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MEMBERS

Bob Knoblauch, Dawn Bales, John Lapham

MEETING LOCATION

Terminal/FBO Building

MINUTES: Monday, March 4, 2019 – 1:30 p.m.

PRESENT: Commissioners Bales, Knoblauch, and Lapham

ALSO PRESENT: Commissioner Arno-Jenkins, Joe Malak, Irv Shaw, Martin Marshall, Kim Murphy, and Civil Air Patrol Members Richard King and Kenneth Meyers.

I. Election of Chair

Motion by Knoblauch, supported by Lapham to nominate Dawn Bales as Chair of the Airport Commission. Motion carried.

II. Approval of Minutes

Motion by Knoblauch, supported by Lapham, to approve the minutes of the January 7, 2019, meeting. Motion carried.

III. Additional Business for Agenda

Joe asked that a discussion about the self-serve pumps be added to the agenda under new business.

IV. Manager's Report

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

Fencing: The recent aircraft accident on the west side of the airport caused minor personal injuries, but produced quite a bit of damage to the airport fencing. The aircraft owner's insurance company has accepted a repair bid and temporary fencing is in place until the 200' of new chain-link fencing can be installed.

Joe continues to work with MDOT on fencing to close off what once was Madison Lake Court.

Summer Equipment Maintenance: Equipment maintenance preparation has begun for the spring / summer season.

Soaring Season: The Adrian Soaring Club is preparing for the 2019 gliding season, with their first meeting held in February.

Upcoming Airport Events:

- (2) Michigan International Speedway (6/9/19 and 8/11/19)

Building Repairs and Maintenance: The weather has taken a toll on quite a few of our metal building roofs and the roofing structure of the box hangers located next to the flight school are leaking into the hangers and on to the aircrafts. Bids are being sought to resolve this problem as early as the weather will allow.

Upcoming summer building and grounds enhancements: Work continues on obtaining parking lot bids for the Textron leased buildings area and for the repair of the surface area of the far east taxi lane connecting to the P hangers.

Bids are also being sought to install a concrete floor in the old maintenance building located next to the D hangers where Textron Corporation stores their trucks and equipment.

Runway and Parallel Taxiway Painting: The runway and parallel taxiway are to be painted sometime during the summer months. This particular project was discussed and shortly after approved following the MAP meeting held at the Bureau of Aeronautics.

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

V. Finance Report

The financial report was reviewed. 2019 revenues are at 16.74%, while expenses are at 3.94%. Litigation matters are tracked separately; budgeted revenues are -42.66%; expenses remained at 0% for 2019.

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

VI. New Business

Self-Serve Pumps: Self-Serve Fuel Station and Fuel Storage (100LL Fuel): The airport has received advance notice that effective June 30, 2020, QTpod will discontinue all product support for the M3000 self-serve fueling terminal, including all parts, software upgrades, service plans and technical phone support for units installed prior to January 1, 2010. Our airport uses and owns the M3000 Pro since its installation date of July 2009 and depends on QTpod for all of its technical support and acquiring parts as it is necessary to repair and replace worn equipment and update terminal technology for fuel sales yearly.

Joe is convinced that new parts will not be available for this model and trying to find used or rebuilt parts will become an ongoing problem.

The self-serve fueling station may only sell 1000 and 1500 gallons a month during the winter, but handles sales of 3,000 to 4,000 gallons a month throughout the summer. Joe noted that business is picking up, because last month his fuel sales were \$4,000 already and it isn't even warm weather yet!

Joe would like to upgrade to the new M4000 system. The anticipated cost is \$14,995 and will work with a new fuel farm if needed. It will also accept all credit cards and will allow for better billing practices.

Motion by Knoblauch, supported by Lapham to authorize the purchase of the new self-serve fuel pump software system. Motion carried.

VII. Old Business

There was no old business.

VIII. Other Business / Public Comment

Civil Air Patrol – Richard King provided an update on what the Civil Air Patrol is all about. He requested the ability to give a presentation to the Board of Commissioners highlighting all that the Civil Air Patrol has to offer. Mr. King also reviewed a few changes they would like to see in their proposed lease. The lease language will be worked out with the guidance of Attorney Irv Shaw.

IX. Adjournment

Motion by Knoblauch, supported by Lapham, to adjourn the meeting at 2:12 p.m. Motion carried.