

# AIRPORT COMMISSION

2651 W Cadmus Road, Adrian, MI 49221

p: 517-265-8993 | f: 517-263-9387

lenawee.mi.us



## MEMBERS

*Dawn Bales, Bob Knoblauch, John Lapham*

## MEETING LOCATION

Terminal/FBO Building

**Minutes:** Monday, October 7, 2019 – 1:30 p.m.

---

**Present:** Commissioners Bales, Knoblauch, and Lapham

**Also Present:** Irv Shaw, Kim Murphy, Martin Marshall, Joe Malak, and Rebecca Borton

## I. Approval of Minutes

*Motion by Knoblauch, seconded by Lapham, to approve the minutes of the September 9, 2019, meeting. Motion carried.*

## II. Manager's Report

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

**Equipment Maintenance and Installation:** The rotating beacon has been refurbished and updated.

New fiber lines linking the self-serve pumps to the FBO have been laid and prepared for the installation of the QTpod petroleum self-serve center which will provide faster service, better card reading, and less breakdowns. This will replace the obsolete unit currently at the self-serve pumps.

It also became necessary to replace both fueling nozzles on the Jet A fuel truck.

**Crop Dusting Aircraft:** Three aircraft were on the field to conduct crop services for the winter season; they are now done for the year.

**Soaring Season:** The Adrian Soaring Club has had a good flying season.

**Grounds Maintenance:** Mowing remains consistent; fall/winter fertilization and weed control will be done in October.

### Up Coming Airport Events:

- **Operation Good Cheer** - Operation Good Cheer (Christmas gifts for the children in foster care) is expected to be held around December 7<sup>th</sup>.

**Maple Lane Manor Cemetery:** The cemetery is in great condition and the grounds will be fertilized soon.

**Building Repairs:** The airport has received a check from the insurance company for the corporate hangar repairs and is waiting for the interior steel to arrive so that the repairs can be made.

The insurance company has approved payment for the repairs to hangar door P2 in the amount of \$14,549.64. The construction time for the building of the new hangar door and installation will take approximately five weeks.

Roofs continue to be an issue with the roof on the east maintenance and the north maintenance buildings being a priority. The roof on the north maintenance building has holes that beyond repair.

**MAP Meeting:** The MAP meeting went very well; there were discussions on outstanding reimbursements and future projects. Joe was advised that the County can expect its final reimbursement from the home acquisitions within the next 6 months. He also noted that the runway project may be postponed until 2022 and remain at the 5% match.

**Other Items:** Joe also reported that while sales both fuel types are up, the 100LL fuel sales have been stronger.

The Airport Layout Plan (ALP) survey has been completed. This survey also notes any incursions on the airport. There are a couple of trees at the Campus that will need to be removed.

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

### **III. Finance Report**

The financial report was reviewed. The benchmark is 75%. Revenues are at 84.11%, while expenses are at 26.71%. Cash on hand is approximately \$309,824.00.

*Motion by Knoblauch, seconded by Lapham, to receive the finance report and place it on file. Motion carried.*

### **IV. New Business:** There was no new business.

### **V. Old Business**

**Jet A & 100LL Fuel Storage:** Joe is working on the electrical plan on how the fuel storage units will be hooked up. He expects to have final number at the November Airport Commission meeting. Marty suggested that this project be submitted to the Board of Commissioners by the end of the year to allow for the installation of the fuel farm prior to the June race.

**VI. Public Comment**

There was no public comment.

**VII. Adjournment**

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

MDM/db