

AIRPORT COMMISSION

JOE MALAK

Airport Manager

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MEMBERS

Jim Driskill, Bob Knoblauch, Dawn Bales

MEETING LOCATION

Terminal/FBO Building

MINUTES: Monday, November 5, 2018 – 1:30 p.m.

PRESENT: Commissioners Driskill, Knoblauch, and Bales

ALSO PRESENT: Irv Shaw, Martin Marshall, and Kim Murphy

I. Approval of Minutes

Motion by Bales, supported by Knoblauch, to approve the minutes of the September 3, 2018, meeting. Motion carried.

II. Additional Business for Agenda

There was nothing to add to the agenda.

III. Manager's Report

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

Grounds: Winter grounds preparation including spraying and fertilizing has been completed and the summer equipment is being serviced and put away.

Madison Lake Subdivision: The vacant property has a suitable start of grass but there will be a need to bring in additional dirt in the spring to repair any washout areas. Once the additional fencing is installed the closure of Madison Lake Subdivision will be complete.

Maple Lane Manor Cemetery: The cemetery is in good condition and is ready for winter.

Building & Maintenance: Cabinets and countertops removed from the FBO kitchen will be installed in the common area of the East Maintenance complex. It should be a simple project since plumbing is still there from a previous kitchenette.

With the new Emergency Management/Airport training facility completed, attention will be redirected to updating the rest of the FBO including lighting, painting, and possibly new carpet.

Equipment Repairs: Although equipment maintenance has been typical and breakdowns minimal, the Kubota Zero Turn is 12 years old while the Batwing is about 18 years old. Joe is looking to replace the Kubota Zero Turn in 2019.

There was a ground loop failure to the power gate and while the company made repairs they also conducted a safety inspection.

Upcoming Events Scheduled: Barring any event changes,

- Operation Good Cheer - December 1, 2018

Airport Training: Joe has been working with representatives from the FAA Detroit District and the FAAS Team, along with reaching out to local officials to bring together a training class on aircraft safety and operations during an aircraft accident (both minor and catastrophic).

This class would take approximately seven hours with two instructors, classroom instruction, and possibly having three aircraft and a helicopter available for hands-on training.

Joe is hoping to hold the training in November or December and believes it will bring a great deal of light to the correct operations of an aircraft accident, specifically initializing the need for safety and investigation by the FAA and any other aviation authorities.

MAP Meeting: The Michigan Airport Programming Meeting (MAP) meeting went well. Joe reviewed projects for 2019 and indicated that he is going to have to follow State protocol and go through the procurement process again for engineering services. He also stated that Betsy continues to collect funding for Lenawee County. In addition, Betsy has asked Joe to speak at an Airport Manager 101 type training to show new Airport Managers how they should be handling the Administrative part of their jobs as it pertains to working with the State and preparing for the MAP meetings. She has also asked him to speak in Lansing at the Airport Manager's meeting regarding the same topic.

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

IV. Finance Report

The financial report was reviewed. The current benchmark is 83%. Revenues are at 88.48%, while expenses are at 24.24%. Litigation matters are tracked separately. Revenues are at 0% and expenditures are at 0%.

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

V. New Business

There was no new business.

VI. Old Business

There was no old business.

VII. Other Business / Public Comment

Commissioner Driskill announced that there will not be an Airport meeting in December and therefore this will be his last meeting. He complemented everyone for their hard work and is very proud of the accomplishments at the Airport during his six years of being on the Airport Commission.

VIII. Adjournment

Motion by Knoblauch, supported by Bales, to adjourn the meeting at 2:10 p.m. Motion carried.

MDM:klm