

AIRPORT COMMISSION

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MEMBERS

Dawn Bales, Bob Knoblauch, John Lapham

MEETING LOCATION

Terminal/FBO Building

Minutes: Monday, August 3, 2020 – 1:30 p.m.

DRAFT

Present: Commissioner Bales, Knoblauch, and Lapham

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

The meeting was opened with a moment of silence and the Pledge of Allegiance.

I. Approval of Minutes

Motion by Lapham, seconded by Knoblauch, to approve the minutes of the June 1, 2020 meeting. Motion carried.

II. Agenda

Seeking fund sources for fuel park will be added under New Business.

Motion by Knoblauch, seconded by Lapham, to approve the agenda as amended. Motion carried.

III. Manager's Report

The manager's report included the following updates:

Summer Equipment Maintenance: Both minor and major maintenance projects are being handled in-house on summer equipment; including the flight simulator. Finding parts has been a challenge.

Crop Dusting Aircraft: Crop services have been on the field while dusting wheat crops and are expected to return for further crop spraying and seeding in the upcoming months. The additional fuel sales are appreciated.

Soaring Season: The Adrian Soaring Club has been able to pull gliders for the past few weeks, three days per week. They have been very understanding about the FBO being closed for the gatherings and have even provided their own portable toilet.

Grounds Maintenance: Weed control continues around runway lights, taxiway lights and fence rows; and work has begun on removing vines and small trees from fences and the fenced areas.

Fueling Equipment Calibrations: Sparling Corporation has completed the Airport's annual meter calibration on the trucks and self-serve pumps.

Up Coming Airport Events

- **MIS Traffic:** MIS race events will be August 8th and 9th
- **Yankee Air Museum/WWII B-17 Bomber:** September visit is pending

Maple Lane Manor Cemetery: The cemetery is in great condition and some tree trimming is being planned.

Fuel sales have been down about 25% this year.

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

IV. Finance Report

The financial report was reviewed. Jet A fuel sales are around 14% while 100 LL fuel sales are approximately 49% of the budget revenue. Overall, revenues are at 47.24%, while expenses are at 35.41%; the benchmark is 57.65%. The reimbursement for condemned properties has been received in full and the current cash on hand is approximately \$745,000.00.

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

V. New Business

Fund Raising: Joe has been considering fuel storage and funding options. A tank would hold more fuel but there could be waste due to fuel expiration; an additional fuel truck is also an option. Joe proposed seeking private donations and grants but was unsure of his options.

Marty noted that, since the Airport is in an enterprise fund, a division could be created to track any donations that are designated for Airport projects.

Joe will look into alternative funding sources to help fund either a fuel tank or fuel truck.

VI. Old Business

There was no old business to discuss.

Public Comment

There was no public comment.

VII. Adjournment

Motion by Lapham, seconded by Knoblauch, to adjourn, the meeting at 1:51 p.m. Motion carried.