

# AIRPORT COMMISSION

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## MEMBERS

*Dawn Bales, Bob Knoblauch, John Lapham*

## MEETING LOCATION

Terminal/FBO Building

**Minutes:** Monday, September 9, 2019 – 1:30 p.m.

**DRAFT**

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

**Also Present:** Kim Murphy and Joe Malak

### I. Approval of Minutes

*Motion by Lapham, supported by Knoblauch to approve the minutes of the August 5, 2019, meeting. Motion carried.*

### II. Additional Business for Agenda

Joe asked that a new Item (b) be added under New Business covering his meeting with Administrator Marshall.

### III. Manager's Report

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

**Equipment Maintenance:** Work continues on the repainting of the airports tetrahedron, roof servicing on the flat portions of the East maintenance building and normal hangar door repairs. Jerry Stewart of Stewart Aviation has sold all of his aircraft and will be moving off the field as of September 1<sup>st</sup>. Joe is preparing the hangar for new corporate tenants, including the replacement of two furnaces with high efficiency units. Joe hopes to have a new corporate charter on the field prior to October 1<sup>st</sup>.

The most pressing repair project is repair and/or replacement of the airports rotating beacon. Crane service will be needed to bring the rotating beacon down off its tower allowing for further determination of its current condition and if the 90+-year-old beacon is repairable.

**Crop Dusting Aircraft:** Crop services on the field treating crops twice supporting our airport, they are expected to return for further crop and cover seeding.

**Soaring Season:** The Adrian Soaring Club has had a good flying season, with flights every Wednesday, Saturday, and Sunday (weather permitting).

**Grounds Maintenance:** Mowing continues as they start preparing for fall/winter fertilization and weed control.

### **Upcoming 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>.

**Airport Fuel And Fire Safety Training:** It is important that all personnel having anything to do with fueling or anything involved within this particular field carry an emergency training certificate showing that they have been trained by a qualified instructor. Joe has received the supervisor's recurrent fire safety program training, and four airport employees have received the airport fueler fire safety training.

**Maple Lane Manor Cemetery:** The cemetery is in great condition.

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

### **IV. Finance Report**

The financial report was reviewed. The benchmark is 58.33%. Revenues are at 75.68%, while expenses are at 22.60%.

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

### **V. New Business:**

a) **Airport Beacon:** The airport rotating beacon has been out of service for approximately one week. The beacon is approximately 90 years old, and while it is still in good working condition, it is in need of refurbishing. It actually works better than a new LED series beacon. Joe will be having a crane company come in to retrieve the beacon and then to replace it was the beacon has been refurbished.

b) **Meeting:** Joe had a meeting with County Administrator, Martin Marshall, to discuss a number of items.

a. Simulator: We have been leasing back the simulator from Stewart Aviation for about four years. The revenues that are received are split equally. The original cost of the simulator was \$126,000. It is now nine years old. The current Windows Software needs to be updated. Joe was able to strike a deal with Stewart Aviation to purchase their interest in the simulator for \$15,000. He expects that he will be able to pay off this investment within the first year allowing for the software to be upgraded in the second year.

b. Kubota Utility Vehicle: Joe was authorized to work out a deal to purchase the Kubota utility vehicle from Stewart Aviation. This piece of equipment will be able to move any plane, small or large, that lands on the field. Joe was able to purchase this vehicle for \$7,000.

- c. Upgrades to County owned Corporate Hangar: Joe is rewired all of the light fixtures for new LED bulbs which have been ordered. In addition, Joe is removing the 36 year old furnaces and upgrading them to high efficient furnaces.
- d. East Maintenance Building Utility Bills: Joe was able to work out an agreement with these tenants on their gas and electric bills. New meters have been installed showing actual usage for each tenant. The new arrangement will hopefully prevent any further disputes between the tenants.

## **VI. Old Business**

- a) **Jet A & 100LL Fuel Storage**: Joe is hoping to have all of the quotes for the new fuel farm ready for the next Airport meeting. Joe again reviewed his need to have additional fuel on site.

## **VII. Public Comment**

There was no public comment.

## **VIII. Adjournment**

*Motion by Knoblauch, seconded by Lapham to adjourn, the meeting at 2:11 p.m. Motion carried.*