

# AIRPORT COMMISSION

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## MEMBERS

*Dawn Bales, Bob Knoblauch, John Lapham*

## MEETING LOCATION

Terminal/FBO Building

**Minutes:** Monday, November 4, 2019 – 1:30 p.m.

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**Present:** Commissioners Bales and Lapham

**Absent:** Commissioner Knoblauch

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

## I. Approval of Minutes

*Motion by Lapham, seconded by Bales, to approve the minutes of the October 7, 2019, meeting.  
Motion carried.*

## II. Manager's Report

The manager's report included the following updates:

**Building/Equipment Maintenance Repairs and Installation:** October was unusually busier due to continual mowing, building repairs, building winter maintenance and repairs.

The Kubota tractor has been having issues with its hydraulic steering. This is the same issue as it had 2011 with the hydraulics slipping past its seals within the steering hydraulic unit and then finally stripping out and releasing the steering tie rods to the left front wheel causing it to lose steering completely on the left side. Kubota's position is that the warranty is exhausted, and with apologies there was nothing to be warranted. New parts have been ordered.

The rotating beacon that was recently refurbished has stopped rotating after 4 weeks, there seems to be an issue with the rotating worm gear blending with the beacons main center gear. The beacon will need to come down to make repairs.

Stewart Aviation twin-engine flight school retired last month leaving the corporate hangar vacant. Upgrades have been made to the lighting and heating; repairs have been made to the damaged north exterior wall; and the hangar has been cleaned and is ready for new tenants.

The East Maintenance and the North Maintenance buildings are both in dire need of roofing replacement. A few roofing companies were contacted for estimates.

The insurance check (\$14,549.64) has been received to cover the repairs needed on hangar door P2.

**Soaring Season:** The Adrian Soaring Club has had a great soaring season and is now winding down for the winter season.

**Grounds Maintenance:** Mowing had been consistent but is slowing down considerably in many sections as the cold weather has been setting in.

**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.

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

### III. Finance Report

The financial report was reviewed. The benchmark is 82.74%. Revenues are at 103.79%, while expenses are at 30.23%. Cash on hand is approximately \$319,841.74; with the anticipated \$600,000 reimbursement.

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

### IV. New Business:

- a. Roofing Repairs – North and East Maintenance Buildings.** Joe stated that there is significant leaking going on in a number of the maintenance buildings. The East Maintenance building, which has a tenant, and the North Building (Barn) which is where Joe does a lot of repairs. The gutters also need to be repaired on the Corporate Building. Joe received quotes for the work needed. Billy White Roofing, LLC had the lowest bid and has a proven track record of performance.

*Motion by Lapham, seconded by Bales, to recommend the Board of Commissioners approve the bid from Billy White Roofing, LLC in an amount not to exceed \$85,000 for roof replacement of the East and North Maintenance Buildings and the gutter repair for the Corporate Hanger with funds to come from 581-895-975 (Airport-Building Improvements). Motion carried.*

## **V. Old Business**

**Jet A & 100LL Fuel Storage:** After a lot of research and consideration, it would appear that the cost of putting in a fuel farm are going to far exceed original expectations. Therefore, as an alternate, Joe is looking at the cost of purchasing one or two refueling trucks that could handle the fuel load that he needs. He will research this over the next couple of months and bring his findings back to the Commission.

## **VI. Public Comment**

There was no public comment.

## **VII. Adjournment**

*Motion by Lapham, seconded by Bales to adjourn, the meeting at 2:14 p.m. Motion carried.*

*MDM/db*