**AIRPORT ADVISORY BOARD**

**Thursday, January 13, 2022, at 8:00 a.m.**

**Airport Terminal Building – Conference Room**

**MEETING MINUTES**

1. **Call to Order**

Chair Veum called the meeting to order with the time being 8:01 a.m.

1. **Roll Call & Introductions**

**Members Present:** Tom Veum Bill Munsell Fred Smith Bob Schallip Jim Cloudman Terri Wolski

Duane Penzien

**Members Absent:** None

**Also Present:**  Jeff Holt, EDC Executive Director

Nikki Radke, EDC Development Specialist

Jack Wartella, Wartella Inspection

Ted Waite, Great Circle Aviation

Tom Brown, Airport Manager

1. **Changes or Additions to the Agenda**

Munsell suggested adding item 9f of an annual calendar to the agenda. *It was supported by Smith and second by Penzien.* Munsell also motioned to add 9g of TIFA III money to pay off EDC bond. *It was motioned by Munsell and supported by Wolski.*

1. **Approval of Minutes**

*It was moved by Smith, supported by Wolski to approve**the minutes of the December 9, 2021, meeting. The motion carried unanimously.*

1. **Finance Report**

Radke provided a brief update of the Finance Report-Balance Sheet, P&L, and Check Detail. *It was moved by Penzien, supported by Munsell, to receive the reports on file. The motion carried unanimously.*

1. **Airport Manager Report**

Brown reported things are going smooth and that he had good discussion with the city about the new blower and the CAT can now hold it. He discussed that there was a break-in the airport terminal on December 19th and they were working on replacing items. He will also be attending an Airport conference in Lansing next month.

1. **Fixed Base Operator Report**

Waite reported December flights were up compared to December 2020. There was an issue with the road being closed and an ambulance not being able to get to the medvac but new employee knows to plow to airport now. They have spoke to the FAA about a repair station certificate. The current A&P will be moving to a 1099 and as needed. They will be hiring a new grad of A&P school and he will start soon. Waite reported that the annual bank account wasn’t great, but they are hoping for a better year. The need for de-icing continues. Don’s tractor in Alpena has not received an engine yet but should soon and the new snowblower is working great and so is the connection with city garage. The quarterly evaluation went well and they received their check at a good time.

1. **Old Business**

NPIAS Progress- Holt reported it was moving forward.

CTE Update- Holt reported airport was still working with the student.

FBO quarterly review, December 2021- Holt reported that timely bill paying needs to occur and they are working on that.

1. **New Business**
   1. Holt reported tractor is in Alpena now.
   2. Holt reported that Wartella has started working on the Seaplane Dock and is working with Bunker manufacturing and building in the airport hangar. He is currently working with Greg Rambo from the EUPISD to get a student to help with welding.
   3. Holt reported he is working with the FBO to send out RFP for the maintenance ramp and stairs.
   4. Waite reported snow removal is going great.
   5. Brown reported on damage from Airport break in.
   6. Musell ask if the second Thursday of the month at 8am is still working for meetings. All agreed.
   7. Holt reported that the EDC board was considering using TIFA III money pay off the EDC bond and was considering making a decision next month. Smith said that TIFA was already assisting with the LDFA and that LDFA already owed TIFA money. Cloudman asked and it was confirmed that most of the payment is just on principal and disagreed with it. Munsell opposed using TIFA money as its purpose was intended for future CIP and Penzien agreed that it should be for projects such as airport needs. Munsell motioned to oppose with paying it off, Cloudman second and the motion carried.
2. **Status Reports**

Holt reported this is the 10 year anniversary of the SmartZone and was looking to do a combined Open House with the Airport this Spring or Summer.

1. **Other Matters**

None at this time.

1. **Matters Presented by the Public**

None at this time.

1. **Next Meeting: February 10, 2022**
2. **Adjournment**

*It was moved by Penzien, supported by Wolski to adjourn the meeting at 8:44am. The motion carried unanimously.*