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Kelly Smith, Manager
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Brian Herioux, Chairman Dee Dee Anderson Skradski, V-Chair Airpt Brd David Moyle, Cty Brd Rep
Patrick Johnson, Cty Brd Rep Will Carne, Airpt Brd. Vickie Schwab, Airpt Brd. Brian Belmonti, Airpt Brd

Delta County Airport Advisory board

June 18, 2018 8:00 a.m.

1. **ROLL CALL:** The meeting was called to order by TJ Reid at 8:10 am

PRESENT: Herioux, Carne, Schwab, Anderson-Skradski and Johnson, Belmonti,
Phil Strom, Assistant Manager Nieto, Manager Reid.

ABSENT: Moyle

II. **APPROVAL OF AGENDA:** Moved to approve the agenda of June 18th, 2018 by Johnson and supported by Anderson-Skradski. **MOTION CARRIED UNANIMOUSLY.**

III **APPROVAL OF MINUTES:** Moved to approve the Sept 24, 2015 minutes as presented by Anderson-Skradski, seconded by Johnson. **MOTION CARRIED UNANIMOUSLY.**

IV **PUBLIC COMMENT ON AGENDA ITEMS:** None

V **REPORTS**

A. Manager's Report

- i. 18/36 Construction Report: Pavement and electrical were completed two weeks early. The contractor found the asphalt sub layer to be faulting with holes. The FAA approved a change in contract to cover the needed unforeseen repairs for \$300,000. The County will be responsible for \$9000.
- ii. FAA ACIP Update: The FAA has available some discretionary funding for airports that have projects that meet a specific criterion. The Director of the Airport District Office for the region visited the Airport this month to meet with Management and our Engineer and discuss the possibility to use some of this discretionary funding for the upcoming AIP project scheduled for 2019. The funding would allow for B Taxiway and Runway 09/27 to run concurrently, and to install a lighting vault.
- iii. Finances/Enplanements-After a review of the current state of airport finances, the manager reported there is room for improvement. Reid reported he will look into revenue opportunities to continue having healthy finances.
- iv. Tenant/Community Issues- There have been concerns from the public about trees being cut with in airport property. To prevent misinformation,

the airport manager has provided relevant information to the county administrator and to the airport board.

- v. Marketing: The airport administration has been working diligently to secure the Community Awareness Grant from the state of Michigan by providing needed paper work.

The airport bought an AED through the state of Michigan's Capital Improvement and Equipment Program.

B. EDA/Chamber of Commerce

- i. Schwab reported the Symetra Tour – “Road to the LPGA” is being hosted by the Island Resort and Casino. The Delta County Chamber of Commerce will support this event by managing volunteers.
- ii. The U.P. State Fair Authority announced it has received a one million dollar grant from the John and Melissa Besse Foundation. That money will be used to build a new commerce center building and parking area on the U.P. State Fairgrounds at the corner of Lincoln Road and 9th Avenue North.

VI. OLD BUSINESS

A. Solar Farm

- i. The lease for the project was completed on May 31st.

VII. NEW BUSINESS

- A. Monthly Board Meetings- Reid recommended the board met monthly instead of quarterly. Carne made a motion to approve the board meet monthly. Patrick seconded. Motion carried unanimously.
- B. Quality Improvement Committee- Reid explained to the board the need for a “Quality Improvement Committee” within the airport tenant community. This will not only provide tenants with the opportunity to voice their opinions and concerns, but also be able to provide feedback and solutions. Carne moved to approve the start of a quality improvement committee. Patrick seconded. Motion carried unanimously.
- C. Recommendation for Fuel Branding Feasibility Evaluation Committee- Reid reported to the board he has been researching the possibility of branding the fuel the airport sells. Reid explained this is a way to attract prospective fuel buyers. Brian Belmonti advised to look into other ways to attract fuel buyers, for example; “free merchandise.” Anderson-Skradski made a motion to approve a Fuel Branding Feasibility Evaluation Committee. Johnson seconded. Motion carried unanimously.
- D. Recommendation for Aviation Education Steering Committee- Reid provided information about researching the opportunity of working with Bay College in

creating an aviation curriculum that would help the college, the airport, and the aviation community.

- E. Recommendation for Board to establish priorities for upcoming year. No motion.
- F. Recommendation for SASO Lease with M&M Aviation- Board decided close session was not necessary given the communication did not meet closed meeting requirements. Board was briefed about the lack of a current lease with M&M along with the business not carrying adequate liability insurance. Management proposed M&M should have a contract for services rendered at the Airport which includes assisting with removal of disabled aircraft on the runways, training emergency responders, and assisting the Airport with Airport Security Coordinator duties in the absence of the Assistant Manager.

The Board reluctantly approved paying for contractual services rendered by M&M because, according to some members, this appears to be a subsidy designed to assist the company with paying for insurance coverage. Some discussion ensued. The Board recommended establishing a contract with M&M with the understanding that if services will still be required next year a RFP should be conducted for these services. A motion to employ M&M as a consultant for the amount of \$4,999 was made by Dee Dee, and seconded by Pat. Motion carries unanimously.

VIII PUBLIC & BOARD MEMBER COMMENTS: None

IX ADJOURNED: Meeting adjourned at 10:15 a.m.

Next Board meeting is July 16th, 2018

Respectfully Submitted by:

TJ Reid, Airport Manager

Brian Herioux, Board Chair