

The Airport Commission met in regular session Monday, September 12, 2016 at 4:00 P.M. The meeting was called to order by Chairman Ray Hobbs.

MEMBERS PRESENT:

Jim Hall, Ray Hobbs, Gary Jackson, and Clyde Tempel. Bob Crafton, Mike Hudson, and Jerry Vest were absent.

OTHERS PRESENT:

David Krutsch, Chris Griffin, and Donna Johnston, City of Rogers; Linda Jennings, Beaver Lake Aviation; and Ben Perea and Adam White, Garver LLC.

ACTION ON MINUTES:

Motion by Tempel, second by Jackson to approve the minutes of August 8, 2016 as submitted. Voice Vote: Unanimous. **Motion carried.**

FINANCIAL REPORT:

Airport Manager Krutsch provided an overview of the financial statement for the period ending August 31, 2016. Krutsch said fuel flowage fees were up 9.9% for the month, 14.1% year-to-date. August will also be a good month. Discussions were held on the fuel flowage trends from 2011 to present. Krutsch said he believes the economy, events in the area, and outreach have contributed to the increase.

Krutsch said we received a federal grant reimbursement for the AIP 34 project at the end of the month that was not posted. Krutsch indicated \$403,586 in federal grant revenue will be reflected in the September financials. Krutsch said staff replaced a motor in an older mower previously donated from the Parks Department. The expense was posted to the 70160 (equipment maintenance) account. Krutsch said we are waiting for a frequency study and FCC license for the weather sensor radio, once complete we will be able to finish the project. Sales and use tax was up 13% for the month.

MANAGER'S REPORT:

Airport Manager Krutsch discussed the engineering services agreement with Garver LLC and said the agreement was amended down \$3,900 from the cost discussed at the August meeting. Krutsch said the AIP-33 warranty inspection has been completed, and the majority of items identified have been addressed.

Krutsch said there are only one or two small items remaining on the punch list for the AIP 34 project. Substantial completion was July 29. Closeout will begin soon.

Krutsch said the grant application for the AIP 35 project had been submitted.

Krutsch discussed storm water improvements and repairs at the north end of the airport.

Krutsch stated he and Senior Staff Attorney Griffin have been working with a couple of property owners regarding proposed construction near the airport. One pertains to construction of a house outside our existing runway protection zone, but may be within the RPZ after the runway extension project. Krutsch said FAA requires an airspace review. There will also be a land use review. Discussions were held on how construction around the Airport is reported. Krutsch said if they apply for a permit through Planning and the large scale process or obtain a building permit through Risk Reduction, we are advised. Krutsch said this one is in the County, but the owner contacted us. Commissioner Tempel asked if this particular case has enough land that will allow him to build and get out of the restrictive area. Krutsch said he has some options. Senior Staff Attorney Griffin discussed the legal aspects. Krutsch said in a recent drive by inspection, we noticed another structure being erected. Krutsch said there were no building permits in place. Risk Reduction issued a stop work order. Krutsch said we are working with the owners to get the FAA airspace review filed. Krutsch said there are no costs for the review. The only cost involved would be survey costs as the FAA requires an accurate survey.

Airport Manager Krutsch said we have received a couple of inquiries from hangar owners who received new leases under the 2012 lease offer to reverse their purchase transactions back to the original hangar owners. Krutsch said he discussed the matter with Senior Staff Attorney Griffin and we believe this violates the terms of the lease offer.

Krutsch said we have developed a new draft contract for master consulting services. Griffin is reviewing the agreement and Krutsch said he is working on statement of qualifications for engineering consulting services.

Krutsch said the 2017 budget process started last week. Budget drafts are due October 7. Krutsch said generally he has worked with the Airport Commission Chairman to prepare the budget. The Commissioners were in agreement to let Chairman Hobbs continue in that role.

Commissioner Tempel asked Krutsch if anyone had looked at the total number of acres of storm water drainage from other locations. Krutsch discussed off-site storm water flows and issues related to future contingencies regarding the runway extension. Tempel said it just seems we have spent a lot of dollars repairing storm water drainage issues. Krutsch said all we can do right now are intermediate solutions, stabilize what we have, and make it maintainable. Additional discussions were held on some of the things that could be done to help with the drainage situation.

Krutsch provided an update on planned capital improvement projects. Krutsch said the transient apron expansion will connect with Ramp 1. Krutsch discussed studies needed before for the runway extension project. Krutsch said we will also look at an extension of the pier apron and relocation of some roads. Commissioner Tempel asked if utility relocations would be needed. Krutsch said yes. Krutsch said other projects we are considering are hangar projects and those would not be eligible for FAA funding. Chairman Hobbs thanked Krutsch for the update.

Airport Manager Krutsch said the Young Eagles event was cancelled for the second time because of weather and will not be rescheduled this year. The Take Off for Kids event was also cancelled due to weather and has been rescheduled for October 8.

Krutsch provided handouts concerning the main entrance sign for the Airport. Krutsch said we have \$25,000 budgeted for the new sign and that he is working with the Planning and Transportation Department to review City codes for signage and landscaping. Krutsch said if we go with an LED sign, a variance may be needed. Krutsch said the concept sketches in your packet were prepared by a Planning and Transportation Department intern. Discussions were held on type of sign, whether the Commission wanted to seek a variance to obtain a LED sign, and maintenance costs. Krutsch said he would like to see the Commission also look at adding some directional signs at some point in the future.

Krutsch briefed the Commission on the status of the Eagle Scout project at the Veterans Memorial. Krutsch said Commissioner Tempel is working with him on the scope of work. The candidate has planned a barbeque fundraiser for his project on Saturday, October 1, between 5:00 and 8:00 P.M. at the American Legion Post on Persimmon Street.

Discussions were held concerning the October Airport Commission meeting which falls on a Federal holiday. Rogers City government will be open that day. Krutsch suggested Mrs. Johnston to confirm availability, and if we will have a quorum, to keep the regularly scheduled meeting date of October 10.

NEW BUSINESS:

1) Consideration of renewal – Chamber of Commerce “Good Life” magazine Advertisement. Krutsch said the cost of this ad is \$850. Discussions were held concerning Chamber support.

Motion by Jackson, second by Tempel to renew the “Good Life” ad. Voice Vote: Unanimous. **Motion carried.**

2) Appointment of Selection Committee – Consultant Selection.
The Commissioners said they would like the committee to select the short list with presentations coming before the full Commission.

OTHER BUSINESS:

None.

COMING EVENTS:

None

Motion by Hall, second by Jackson to adjourn. Meeting adjourned at 5:05 P.M.