

City of Grand Haven Airport Advisory Board Meeting
July 20, 2021

Meeting Minutes:

Meeting Called to Order – Ben Ennenga, Board Chair: Meeting called to order at 5:31 pm.

Roll Call – Chris Kostamo, Board Secretary:

Board Members Present:	Ben Ennenga
	Richard Clapp
	Dennis Swartout
	Chris Kostamo
	Tom Manderscheid, Liason
	Earle Bares, Airport Manager
Board Members Absent:	Dale Hagenbuch

First Call to Audience – Ben Ennenga: Earl Bares reported that the GHAA met in-person (and was streamed via Zoom and Facebook Live). The GHAA float will be in the Coast Guard Festival parade on August 7th. The Open House and Fly-In will be held August 21st, with a pre-Open House meeting on August 18th. Jennifer Bares invited Board members to volunteer to walk in the parade and to work the Open House for set-up/cleanup and traffic control as well as other duties.

Acceptance of June 22, 2021 Board Meeting Minutes – Ben Ennenga: Dennis Swartout moved to accept and Richard Clapp seconded acceptance of the June meeting minutes. Minutes were accepted unanimously.

New Business:

Update on Minimum Standards for General Aviation and Commercial Aeronautical Activities document: The document, essentially as written by the City Manager, will be submitted to MDOT/Aero within the next two weeks. The document, while acceptable as is, is not really tailored to our small municipal airport. Thus, it is under revision by the Airport Advisory Board, and once complete the revised document will be sent to the City Manager. The Board has conducted two work sessions thus far, on June 30th and July 7th and has reviewed the document through Section 4.3. The Board will re-convene on August 11th at 3pm for another work session and the Board estimates another two or three sessions to complete the revision process. Once sent to the City Manager, it will be submitted to the City Council and, upon their approval, sent on to MDOT/Aero

Election of Airport Advisory Board officers (Agenda item added by Chair, Ben Ennenga):
Election of officers (Chair and Secretary) for the upcoming year will take place at the next Board meeting on August 24th.

Old Business: None

Airport Manager Report – Earl Bares, Airport Manager: Earle Bares reviewed his July 2021 Airport Manager's Report.

- Overall, Airport activity and fuel sales are lower than last fiscal year due to a number of listed factors.
- Jet A and 100LL fuel prices continue to climb.
- The Airport will be getting \$32,000 from the American Rescue Plan Act, bringing the total COVID related relief funds to about \$75,000. Tom Manderscheid explained that there have been three grants potentially totaling \$75,000, however the particular \$32,000 grant will occur only if we qualify for that money. Mr. Manderscheid also explained that the 5% match the City was expected to pay for the runway reconstruction (approximately \$50,000) has been waived due to COVID relief legislation and the City match for the Parcel E62 and E63 tree work (about \$8500) may also be waived by MDOT/Aero. The actual final numbers for COVID related grants and waivers are yet to be determined, but could be substantial.
- Skydive hanger and maintenance room roof repairs are done but both have leaks. Payment to the contractor is being withheld until repairs are completed satisfactorily.
- The Jet a fuel tank repair is still not complete; however, the costs are not changing, even with delays.
- Unauthorized drone activity has been reported at the airport. When the RC (Radio Control) field is in use, they notify the airport. By FARs, operators flying drones within a five mile radius of the airport are supposed to report their presence to the airport authority. Reported drones are reported to pilots in the area.
- Individuals waiting for hangars are at approximately 10. All hangars are leased. Leasing of open hangars are on a first-come, first-served basis dependent upon a financial commitment. Lease terms are clearly defined to interested persons.
- Reduced 100LL fuel sales are due to Skydive Grand Haven now using a lot of Jet A fuel (which is manually transferred until the Jet A fuel pump is operational).
- Five years ago, there were 24-25 aircraft on the field (based). We are at 57 as of 7/13/21. Grant assurances are tied to the based aircraft numbers and we are doing well.
- Airport facilities are in good shape, overall.
- Last fiscal year fuel sales down by about 2400 gallons from prior year due mostly to COVID. Loss of two regular purchasers also contributed to lower sales.

Administrative Liaison Report – Tom Manderscheid: Mr. Manderscheid reviewed the July 20, 2021 financial report. Of note:

- + For the period ending 6/30/2021, we are running very close to the projected budget.

- + Current cash on hand is \$61,414.
- + Estimated forward cash at about \$171,534 after future reimbursements and planned expenses.
- + 30/60/90 day receivables is \$9,365.00 in arrears, but billings and anticipated payments
- + Tree removal is complete.
- + Skydive and maintenance hangar roofs are still not complete and Tom recommends NOT paying the contractor until problems are rectified.
- + The MDOT grant of \$13000 (Coronavirus Relief funds) have not yet been received, but they are looking into it. The \$32,000 grant is also being pursued.
- + Runway 9/27 painting is complete, but the shoulders and need to be filled and grass planted. Contract will not be completely paid until those items are complete, likely in early fall.

Second Call to Audience – Ben Ennenga/Pat McGinnis: Ben Ennenga restated the rules for audience comments. No comments.

Adjournment – Ben Ennenga: the meeting was moved for adjournment at 6:32pm by Richard Clapp and seconded by Dennis Swartout. Unanimously agreed upon, the meeting was adjourned.

Respectfully submitted,

Chris Kostamo, Secretary