

## **Grand Haven Airport Board Meeting Minutes October 28th, 2025**

Chairperson Ben Ennenga called the meeting to order at 5:30 pm

Roll Call: Richard Clapp, (board secretary)

**Members present:** Dennis Swartout, Dale Hagenbuch, Richard Clapp, Ben Ennenga, Tricia Harrell

**Others Present:** Earle Bares- Airport Manager, Tom Mandersheid- Airport Liaison

**Guests:** Jennifer Bares, Kevin Jarcho, Roland Ashby, Mayor Bob Monetza

### **Summary:**

This document provides a comprehensive summary of the recent Grand Haven Airport Board meeting. The meeting covered a range of operational, technical, and administrative topics, including weather advisory systems, maintenance updates, financial reviews, and community engagement.

### **First Call to the Audience**

Jennifer Bares, 14981 Briarwood St, provided a summary of the recent Trunk or Treat event held at the airport on October 25, 2025.

- Reported the event was highly successful, distributing approximately 80,000 pieces of candy.
- Highlighted overwhelmingly positive community feedback, with attendees coming from within and outside Michigan.
- Noted some traffic control challenges due to high turnout.
- Recommended hiring public safety officers for traffic control at next year's event, suggesting coordination with Ottawa County Sheriff's Department, Grand Haven Public Safety, and Hudsonville Emergency Response Team.
- Expressed gratitude to volunteers, participating businesses, and pilots for their contributions, noting the event strengthened community engagement with the airport.

Board discussion followed:

- Inquiry about number of police officers present (one reported).

- Discussion regarding improved coordination for traffic control.
- Comments suggesting the possibility of using local public safety resources for cost savings.
- Discussion on airfield safety and potential to designate an Air Boss during active skydiving operations for added oversight.
- It was noted that skydive operations were continuous during the event, properly announced and coordinated via radio.
- Board members observed that crowd control, line management, and event layout were successful overall.
- Appreciation expressed for the aviation community's participation and efforts to make the airport more welcoming to the public.

### **Approval of Meeting Minutes – September 23, 2025**

**Motion by Richard Clapp to accept the minutes as presented. Support by Dennis Swartout.**

**Motion carried unanimously.**

### **New Business**

#### **Establishment of 2026 Meeting Dates**

The proposed schedule for 2026 was reviewed. Discussion centered on proximity to Thanksgiving and Christmas holidays, with suggestions to adjust November and December dates if needed for travel considerations.

After discussion, the Board agreed to maintain the proposed schedule.

#### **Drone Study Presentation – Airport Obstruction and Zoning Review**

Presenter: Earle Bares, Airport Manager

Supporting Materials: Drone imagery, state zoning maps, FAA Part 77 surfaces, and approach diagrams

The Airport Manager presented results of the Drone Study, a comprehensive aerial survey of all four approach surfaces at Grand Haven Memorial Airport. The study, which included

approximately three hours of technical data presentation, was conducted to identify potential obstructions and compliance issues affecting airport licensing and airspace safety.

#### Key Discussion Points:

- Zoning Scope:
  - The Michigan airport zoning area extends 10 miles from the airport in all directions.
  - Part 77 surfaces establish sloped imaginary surfaces (20:1 for approach ends and 7:1 on the sides), defining allowable object heights relative to the runway elevation (approximately 604 feet MSL).
- Airport Hazards Definition:
  - Any tree, structure, or object penetrating these surfaces is considered an airport hazard under state and federal regulations.
  - The FAA requires a 7460 Notice of Construction or Alteration for structures exceeding 200 feet above ground level or infringing within a 100:1 slope up to 20,000 feet from the runway centerline.
- Drone Survey Findings:
  - Surveys identified trees penetrating the PAPI (Precision Approach Path Indicator) surface, Part 77 surfaces, and State Licensing surfaces.
  - Many trees were already trimmed, with only a few remaining marginal penetrations (some only 2 feet above the 10-foot buffer).
  - The 27 approach now fully complies after recent trimming efforts.
- Licensing Status:
  - The airport currently holds a provisional license pending removal of remaining tree obstructions on the East (Runway 9) approach.
  - Restoration to a General Utility License requires clearing two remaining trees identified in the drone survey.
  - Removal is constrained by oak tree regulations, which require three consecutive days below 40°F before trimming.
  - An alternate contractor is being sought after the primary excavator was unavailable.
- North–South Runway Clarifications:
  - Historical configuration as a grass strip affects how the threshold-sighting surface begins.
  - To ensure 15-foot roadway clearance, the approach surface must begin at the runway end, not 200 feet beyond as on other runways.
  - Several minor branch intrusions were noted and will be trimmed by Get ‘r Cut Tree Service (estimated cost ~\$4,000).
  - Adjacent property owners granted permission for necessary trimming; no new easements required.
- East–West Runway (Runway 9/27):
  - Easements exist on some parcels, but additional homeowner cooperation is needed on properties without easements.
  - Staff will request permission from property owners to remove or trim specific trees encroaching into approach paths.

- Village Green management initially agreed to trim trees to Part 77 standards but later withdrew; negotiations continue.
- Compliance Strategy:
  - Priority is to clear state-licensed approach surfaces first to regain the General Utility license.
  - Full Part 77 compliance will follow.
  - The airport's consultant will finalize detailed tree removal and trimming plans for spring execution.
  - The next drone resurvey is scheduled in approximately three years.
- Coordination with MDOT:
  - The Airport Manager and Board representatives are scheduled to meet with MDOT Aeronautics the following day to review the compliance plan and confirm approval for threshold surface adjustments on the north-south runway.

#### Board Discussion:

- Members discussed the cost implications of easements versus direct trimming.
- It was confirmed that regular inspections and trimming schedules will continue

#### Old Business

##### SayWeather® Automated Weather Advisory Station – Installation Update

- A demo unit was displayed during the meeting.
- Hardware/Features: Upper wind instruments; lower integrated temp/humidity/rain module with onboard transmitter; internal aspirated shield with continuous fan (solar-powered with Ni-Cd backup). Separate 3 V cell in the transmitter. 40-ft cable available for wind sensor placement. Barometric sensing available.
- Mounting constraints and plan: Must be  $\geq 25$  ft from the fuel farm per safety guidance. Candidate locations:

1. Existing pole near the fueling area (fire extinguisher/floodlight pole);
2. A new pole ~25 ft east of the tanks;
3. Terminal roof (where the legacy sensor was).

Initial plan is to trial-mount on the fueling-area pole and validate readings.

- Comms/Power: 900 MHz link to the indoor console cabinet to be mounted behind the counter below the UNICOM radio. Evening closure of the metal hangar door may attenuate signal; staff will test link reliability with the door shut.
- Broadcast content: Wind and full advisory menus are configured (“3 clicks” for wind; “4 clicks” for full advisory). Rain data will be recorded but is not expected to be broadcast.
- Next steps: Airport Manager and staff to install and test in the coming days; adjust configuration as needed for accurate density-altitude and pressure outputs.

## Airport Manager's Report

- Community Event (Trunk-or-Treat): Estimated ~10,000 attendees, including 1,500–2,000 children. Board previously discussed lessons learned and traffic-control improvements.
- Approach Tree Trimming & Licensing:
  - Detailed plan formulated and being reviewed with MDOT Aeronautics; meeting scheduled tomorrow.
  - Objective: achieve State licensing compliance on North, West, and South approaches by early December; East approach timing depends on property coordination and species restrictions (e.g., oak trimming temperature window).
  - Continuing strategy: state-surface compliance first (to restore/maintain license), then full Part 77 clearances.
- Winter Readiness: Main clear/drain items underway (systems winterized as appropriate).
- Annual Program Reviews (November): Noise-Abatement and Safety Programs up for the regular annual review.
- Runway 18/36 Project: Spring construction project (north–south runway) planned; contracts not yet fully executed.
- Crack Sealing / Pavement Remarking:
  - Vendor coordination ongoing; program extension by the funding agency is uncertain.
  - Prior approval: ~\$39,000; current estimate: \$53,500. If the extension is not granted, costs may need to shift to federal grant funds.
- New Hangars (project): Status uncertain; potential delay related to approach-surface issues.
- Future Airport-Funded Projects: Hangar painting. Quotes received; additional quotes to be gathered.
- Licensing Inspection Checklist: Only approach items are marked “unsatisfactory”; all other inspected items passed. Airport currently on a provisional license pending approach corrections.
- Safety & Security – Marker Balls on Power Lines:
  - Coordination continues with Board of Light & Power. Issues include absence of the top (static) wire on one span, load/weight concerns, and labor. Airport believes additional/relocated marker balls would enhance safety within the approach and PAPI surfaces; discussions with BLP, State, and FAA are ongoing.
- Operations & Facilities:
  - Fuel pricing: 100LL and Jet-A both ~\$0.04/gal lower than last year; recent 100LL purchase was the lowest unit cost in ~18 months.
  - Facilities: Terminal and maintenance buildings in good condition. Rerouted hot-water lines from attic to interior bathroom in the maintenance hangar; several hangar doors repaired.
  - Hangar utilization: 100% occupied; ~50 on the waiting list. Applicants reminded that an aircraft is required for lease offers.
  - Fuel pump: Credit-card reader issue (contamination) resolved after cleaning; functioning normally.

- Grounds: Front-lawn fertilization reportedly not performed this summer; to be followed up.
- Maintenance: Three aircraft serviced by airport maintenance since last report.

## **Financial Report**

### Summary:

- Bank Cash Balance: \$438,900
- Petty Cash: \$200
- Accounts Receivable: \$12,526

Total Current Assets: \$451,626

Combined, this represents the airport's current net cash position.

## **Capital Improvement and Project Updates**

### Runway Rehabilitation Project (Runway 18/36)

- The contract with Reith-Riley Construction for the Runway 18/36 rehabilitation project is being finalized.
- Total contract amount: \$480,621.60.
- Scope: full mill-and-overlay of the north-south runway surface.
- Execution scheduled for spring 2026.

### Federal Funding

- Despite the airport currently operating under a provisional license, federal funding remains active.
- A new design contract for the planned T-hangars has been received, valued at \$63,000.
  - Expected to appear on the City Council agenda in December for approval.

### Completed and In-Progress Capital Improvements (FY2025)

<b>Project</b>	<b>Budgeted</b>	<b>Actual / Status</b>	<b>Notes</b>
SayWeather Automated Station	\$15,000	\$10,170	Completed under budget

<b>Project</b>	<b>Budgeted</b>	<b>Actual / Status</b>	<b>Notes</b>
Runway Rehab – Engineering	\$43,500	\$43,500	Completed on budget
Runway Rehab – Construction	\$481,000	\$480,000	Contract finalized; spring start
T-Hangar Design	\$74,000	\$63,000	In progress; council approval pending
Gas Pump Replacement	\$75,000	\$64,750	Completed under budget
Hangar Painting	\$25,000	\$18,626	Completed under budget
HVAC Replacement (Maintenance Hangar)	\$25,000	Pending quotes	Will replace furnaces (20+ yrs old) this fiscal year
Crack Sealing / Pavement Marking	\$40,000	TBD	Awaiting state confirmation of funding extension
Construction of T-Hangar, Site Work	\$172,500	TBD	May be adjusted depending on project phasing
Tree Trimming (Approaches)	\$25,000	Ongoing	Part of licensing compliance work

Notes:

- Tree-trimming allocations are included in the budget and will be used toward ongoing approach clearance work.
- The airport's financial condition remains strong, with adequate cash reserves to cover pending obligations.

## **Second Call to the Audience**

- Mayor Monetza addressed the Board, congratulating the team on the success of the Trunk or Treat event.
- The Mayor confirmed, per the City Manager, that two Public Safety units were present during the event providing traffic control.
- He recommended that, prior to involving mutual-aid agencies or outside departments, the Airport Board coordinate directly with the City Manager and Public Works Director to review traffic management and safety procedures for future events.
- The Mayor observed that traffic congestion was significant; he attempted to arrive at approximately 2:30 p.m. but was unable to access the airport due to long lines near Comstock Street and 168th Avenue.
- He also noted children crossing the road in that area and emphasized the need to ensure proper pedestrian safety controls at future community events.
- Airport representatives acknowledged that information and will coordinate accordingly.

## **Adjournment**

There being no further business, the meeting was adjourned at 7:00 pm.

Respectfully submitted,

Richard Clapp

Airport Board secretary