

MEMO TO: Airport Advisory Board Members  
FROM: Duane Ellis  
SUBJECT: Airport Advisory Board Meeting Minutes – November 13, 2008

November 14, 2008

An Airport Advisory Board meeting was held at the airport terminal building on November 13, 2008. Chairman, Al Bryan, called the meeting to order at 5:35 p.m. Present at the meeting were: Al Bryan, Mike Verleger, Jerry Elliot, Joe Rivard, John Benzinger, and Duane Ellis. Also present was Todd Volosivic, a C.M.U. journalism student.

The October 13, 2008, meeting minutes were approved as presented.

### Manager's Report

John reported that fuel sales have been relatively strong and are on target for reaching the 60,000-gallon mark by the end of the year. He indicated that two non-aircraft rentals have been secured for the winter months in the corporate hangar, for a total fee of approximately \$800.00.

John reported that the low lead price of fuel is \$5.05/gallon and Jet A at \$4.85/gallon. Overall the wholesale price of fuel is dropping and as deliveries of lower priced fuel are received, the Mt. Pleasant fuel price can also be reduced.

The crack sealing work at the airport has been completed and approximately \$11,000.00 was spent. This cost is included in the FAA/MAC grant for the terminal building.

The fence project is proceeding well. The steel posts are placed and the contractor is working on the installation of gates and controllers. The terminal building project is substantially completed, and the punch list items have also been completed. The roof replacement is the last major item, which was included as a change order to the original scope. The materials have been delivered and the contractor is waiting for appropriate weather to install the roof. A general discussion was held among the board members concerning the planned ribbon cutting for the terminal project, which will occur in May 2009.

The generator project is underway, and the contractor has completed some preliminary work. He is waiting for the arrival of the generator and the installation of the new gas service.

A discussion was held concerning the desire to overlay the terminal building parking lot in the spring as part of the overall terminal area-landscaping project. In order to protect the new carpeting in the terminal, it was suggested that John consider the purchase of a steam cleaner for the rugs and perhaps the purchase of additional larger-sized mats for the door entrances.

### Terminal Building Bulletin Board

A vendor has installed a bulletin board adjacent to the public phone. Some adjustment needs to be made to the advertisements that have been included on the bulletin board. It is the Board's desire to have items that would be useful to terminal building visitors such as car rentals, hotels, and restaurants. Mike Verleger agreed to contact the bulletin board vendor to request this change. Additional discussion was held concerning other bulletin boards such as aircraft sales and local services that are available. Al Bryan recommended that a binder be used to enclose this type of information. A three-ring binder for locally available aircraft that are for sale could be developed. Also local services such as hotels, rental cars, restaurants, and airport events could be included in a separate binder. This would have the impact of reducing clutter that occurs on typical bulletin boards while still providing the necessary information to the airport users.

John reported that two Mercy flights have been completed in the last month. These are free flights that Wings of Mercy coordinates and provides the fuel for aircraft that are volunteered for this service. These Mercy flights typically transport medical patients to receive important medical services at distant hospitals.

A general discussion was held concerning the possibility of holding an airport users' open house to introduce them to the new facilities in the terminal building. This event would be a low-cost event available to current airport tenants and may include a potluck dinner. Such an event would probably be held in January or February of 2009.

The meeting of the Airport Advisory Board was adjourned at 6:45 p.m. The next meeting of the Airport Advisory Board will be held at the airport terminal building on Thursday December 11, 2008, at 5:30 p.m.

