

MEMO TO: Airport Advisory Board Members

May 28, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – May 14, 2009

An Airport Advisory Board meeting was held at the airport terminal building on May 14, 2009. Chairperson, Al Bryan, called the meeting to order at 5:30 p.m. Present at the meeting were: Jerry Elliott, Mike Verleger, Mark Marshall, Al Bryan, John Benzinger, and Duane Ellis. The minutes of the meeting of April 9, 2009, were approved as presented. A note was made that the proposed ribbon cutting date for the terminal building has been changed. The original date was scheduled for May 19th at 6:00 p.m.; however, the ribbon cutting will be delayed until after the landscaping work at the terminal has been completed. An anticipated date will be sometime in June 2009.

John discussed the Airport Manager's Report. The roof repair on the city-owned Gateway hangar has been completed, and the leak appears to be fixed. There was, however, a small roof leak in the terminal building, which was the result of a vent that was not properly repaired during the terminal rehabilitation. The necessary repair to the roof vent has been completed and the leak has been repaired. John also reported that QT Software Technologies, which provides the processing of equipment for the automated airport fuel terminal equipment, is proposing an upgrade to their software. John will report further on the cost of this upgrade when it becomes available.

John reported that Jet A fuel sales remain strong and 100 LL sales are relatively weak. Several large aircraft, carrying entertainers for the Soaring Eagle Casino, visited the airport over the last month. A Gulf Stream V, the largest Gulf Stream made, also visited the airport.

Landscaping Bids

The board members completed a detailed review of the landscaping bids for the terminal building. The bids had previously been discussed and a recommendation was made to the City Commission. However, the City Commission returned the bids for further discussion and review by the Airport Advisory Board. The primary questions that the City Commission wished to be addressed were for the Airport Advisory Board to determine if the bid specifications were sufficiently clear, so the bidders understood the expectations; and that the board consider whether the project should be awarded to a local contractor. Board members discussed both issues in great detail. A review was made of the process of obtaining the construction bids and specifications as presented to the bidders. Basically, the approach used in obtaining these bids was to solicit general design and cost bids from landscapers in the area. The board reviewed these proposals in detail, and determined

their preferred layout for the landscaping. The primary design element was the construction of the patio areas at the front of the terminal building. Several alternatives were presented and the board determined that the linear design using paving bricks was the preferred design. Based on this information, John re-contacted the bidders for the project and asked them to resubmit their bids, in a final format, using the linear patio design as well as acceptable planting materials that are low maintenance and resistant to damage by deer. These bids were then received and reviewed by the Airport Advisory Board, and a recommendation was made to select the Greenside Up contractor. The two bidders who were rejected in this process did not respond with a linear patio design. When questioned why they did not provide the Airport Board's requested design, they indicated that they were unable to do so within the \$15,000 budget that was established as a maximum by the Airport Board.

The board members also discussed the issue of local contractor preference. Each of the board members was supportive of utilizing local contractors to the greatest extent possible. The board believes that Alma is part of the Central Michigan Economic Area, and a contractor from the Alma area is considered to be a local contractor in their view. Based on the discussion of the clarity of the bid and the local contractor preference, the board unanimously recommended that the landscaping contract be awarded to Greenside Up, of Alma.

A general discussion was held concerning various maintenance items at the airport. It was pointed out that guard posts should be installed at the gate keypad, at the east entrance to the airport. A discussion was also held concerning the bus that is temporarily parked at the east hangar area owned by Bob Bailey.

John reviewed the Airport Open House date, which is set for May 21st from 10:00 a.m. – 2:00 p.m. This Open House is open to the public and is being advertised as a part of DPW Week. So far, groups of young children totaling approximately 220 have signed up to attend.

John reported that the precision approach to Runway 27 has now been published so it is fully operational. Al Bryan gave a brief update that MZ Air is continuing to work on their FAA Part 135 License. Their goal is to establish a charter operation to service Mt. Pleasant.

The meeting was adjourned at 6:50 p.m. The next regularly scheduled meeting of the Airport Advisory Board is planned for June 11, 2009, beginning at 5:30 p.m., at the airport terminal building.

DFE/jac
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