

MEMO TO: Airport Advisory Board Members

October 14, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – October 8, 2009

An Airport Advisory Board meeting was held at the airport terminal building on Thursday, October 8, 2009. Chairman Al Bryan called the meeting to order at 5:40 p.m. Present at the meeting were Al Bryan, Joe Rivard, Jerry Elliot, Mark Marshall, Mike Verleger, John Benzinger and Duane Ellis. Also present at the meeting was Barb Grewe of M-Z Air.

The minutes of the September Airport Advisory Board meeting were presented and accepted.

#### Airport Manager's Report

John reported that a water softener has been installed in the terminal building. This has been a great improvement in the water quality and should help to improve the life of the energy efficient water heating system and other fixtures in the terminal building.

John reported that an electrical control problem for the airfield lighting circuit was resolved. After much evaluation and consultation with an electrical contractor, the problem was determined to be a switch that had inadvertently been placed in the "off" position.

John reported that the new airport sign has been installed. However, he would like to revise the mounting of the sign to make it look more like the City signs that use the 6 x 6 mounting method.

John indicated that the plans for the terminal building dedication have been finalized and that the dedication is scheduled for Friday, October 9 at 11:30 a.m.

Discussion was held concerning the damage that was caused to the M-Z Air aircraft during the Experimental Aircraft Association (EAA) meeting in the corporate hangar. Approximately \$6,000.00 in damage was caused to the nose gear of the aircraft as a result of the unauthorized use of City equipment by an EAA member who moved the aircraft. This issue is now being discussed between the City's risk management agency, the EAA, and their attorney.

M-Z Air has completed their FAA certification process and is now in full operation. M-Z Air's website, [www.mzaircharter.com](http://www.mzaircharter.com), provides information concerning their charter operation. Brochures were made available to the Board

members and will be placed at the DPW building and other locations to advertise this service.

#### T-Hangar Lease Wording

Discussion was held concerning the wording of the City's standard T-hangar lease. Several months ago, Kathie Grinzinger, City Manager, attended an airport board meeting during which a discussion was held concerning the City's policy of charging a three-month penalty for cancelling a lease prior to the termination date. In response to that discussion, Kathie had instructed DPW staff to include wording on the first page of the lease agreement so that lessees would understand the penalty charge. That change has been made to the lease. However, Board members requested that additional wording be included that would allow lessees to be excused from the lease agreement if they sold their aircraft or lost their pilot's license due to medical reasons. Duane indicated he would contact Kathie Grinzinger to confirm if this exception could be made a part of the standard lease contract.

John reported that the recycled telephone booth that was formerly in the Jockey Alley parking lot has been modified to provide weather cover for the fuel terminal at the airport.

John also reported that the environmental assessment is currently underway by R.W. Armstrong Company for the crosswind runway project. No final completion date for this project was given. This work is required in order to clear the potential purchase of the 40 acres of land adjacent to the crosswind and main runways, as well as the future construction of the crosswind runway.

The meeting was adjourned at 6:45 p.m. The next regularly scheduled meeting is planned for Thursday, November 12, 2009 at 5:30 p.m. at the airport terminal building.

DFE/tb  
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