

MEMO TO: Airport Advisory Board Members
FROM: Duane Ellis
SUBJECT: Airport Advisory Board Meeting Minutes – November 11, 2010

November 15, 2010

An Airport Advisory Board meeting was held at the airport terminal building on November 11, 2010. Chairperson, Joe Rivard, called the meeting to order at 5:35 p.m. Present at the meeting were: Scott Schlosser, Al Bryan, Joe Rivard, Jerry Elliot, Mike Verleger, John Benzinger, and Duane Ellis. Also present at the meeting was Brittany, a CMU journalism student.

The minutes of the October 14, 2010, meeting were presented and accepted.

Airport Manager's Report

John reported that BCI Engineers has completed their environmental sampling of the 40-acre parcel that is proposed for purchase, which is located just north of the airport property. Environmental testing is required as part of the purchase process in order to determine if any contamination exists on the site. The preliminary report from BCI Engineers indicated that they did not see any obvious issues that should concern us. The soil and water samples will be processed and a report provided to the city within the next month.

Aircraft User's Survey

John reported that he is continuing with the documentation requested by the Bureau of Aeronautics concerning the use of large corporate jets at the Mt. Pleasant Municipal Airport. John has found that approximately 35 jets/month utilize the Mt. Pleasant Airport. He has requested forecast use letters from major users of the airport, but he has not received any as of this date.

Snow Removal Bid

Bids were recently taken for snow removal services at the airport. Mt. Pleasant Excavating provided this service for a number of years, but this firm is no longer in operation. Therefore, a full bid was prepared by the City Engineering Department. As a result of this bid process, Pat McGuirk Excavating was awarded the contract for airport snow removal for the 2010 – 2011 winter season. The primary pieces of equipment are a large road grader with a wing blade on the moldboard plus a frontend loader. This equipment will be used in conjunction with John's use of the airport snow blower to maintain the usability of the airport throughout the winter.

John reported that the City Street Department has painted lines and cross-hatch areas on the primary ramp to indicate the "No Parking" areas, which are adjacent to the taxiway. These markings indicate the limit of the safety area for the taxiway so that aircraft can taxi along this area without concern for other aircraft being an obstruction.

Assistant Airport Manager

John and I have held discussions concerning John's need for additional help in operating the airport. With the number of aircraft now based in the corporate hangar, considerable time is required in relocating aircraft as they enter and leave the facility. John needs an assistant for the numerous afterhours call-in requests he receives from corporate customers. A proposal has been presented to the City Manager to make Scott Schlosser the second assistant airport manager, so he can assist John in these very important operations at the airport. A decision is expected fairly soon from the City Manager on this request.

Fuel Sales

John reported that the October fuel sales total was the highest volume that we have experienced this year. Jet A sold was 6,320 gallons and Avgas was 2,769 for a total sales volume of 9,089 gallons. This results in a year-to-date total sales of over 53,000 gallons of fuel, which exceeds the total fuel sales for 2009 of 52,500 gallons.

Eastern Michigan University Aviation Program

Al Bryan reported that he has been in contact with representatives of Eastern Michigan University to discuss the possible expansion of their aviation training program to the Mt. Pleasant Municipal Airport. Al has arranged a meeting between representatives of Eastern Michigan University, Central Michigan University, and Mid-Michigan Community College. This group will meet at noon on Friday, November 12th, at the Mt. Pleasant Airport to discuss the possible expansion of the aviation program to Mt. Pleasant. EMU has a very strong, four-year aviation program, which includes a number of aspects of the aviation industry. Following the meeting, Al will report back to the Airport Board on the possibility of this program beginning in Mt. Pleasant.

The meeting of the Airport Advisory Board was adjourned at 6:20 p.m. The next meeting of the board is scheduled for Thursday, December 9, 2010, at 5:30 p.m., at the airport terminal building.

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