

**COUNTY OF MARQUETTE, MICHIGAN
Sawyer International Airport
Airport Advisory Committee**

**Friday, February 3, 2011, 4:00 P.M.
Meeting Minutes**

**Second Floor Conference Room
Airport Services Center
Gwinn, MI 49841**

Members Present: Committee Members Andy Sikkema, Fred Benzie, John LaCourt, Steve Rodgers, Frank Rosado and Jim Cihak.

Members Absent: Committee Members Charles Bergdahl and Scott Schulz were excused.

Staff Present: Scott Erbisch, Director of Operations and Keith Kaspari, Airport Manager.

Staff Absent: N/A

Guests Present: Jim Gallant.

1. Call to Order: The meeting was called to order at 4:04.

2. Public Comment:

Committee Member Cihak requested a time limit for those members of the public that would provide public comment.

A time limit of three minutes per person, during the first and second Public Comment periods.

Jim Gallant, a resident of Skandia, made a request of the Committee to follow the proper meeting rules of Roberts Rules of Order.

3. Approval of the Agenda:

Committee Member Cihak made a Motion to Approve the Agenda for February. Vice Chair Sikkema provided a Second of approval. Motion passed.

4. Approval of Minutes:

Committee Members reviewed the minutes from the Advisory Committee meeting held on January 14, 2011. Discussion ensued regarding a clarification and correction for the recording of the approvals of the agenda for January. Information was brought forward that the motion of approval of the January agenda was provided by Committee Member Rodgers, with a Second provided by Committee Member Bergdahl.

A motion was offered by Committee Member Rosado to approve the January 14, 2011 minutes with corrections, with a second followed by Committee Member Rodgers. Motion passed.

5. Items for Discussion:

A. Meeting FAA Officials: Subject – Length of Sawyer’s Runway

Committee Member Cihak opened discussion and provided an in-depth summary of the meeting between airport staff (Scott and Keith), Mr. Cihak as a representative of the County Board of Commissioners and Airport Advisory Committee, and Ron Engel, Sawyer’s consulting engineer with Mead & Hunt.

Mr. Cihak continued comment in that airport staff provided a history of the base development since the base closed in 1995, future projects for Green Aviation and the continuing work for Sawyer to become a location for aircraft deconstruction.

Mr. Cihak felt that the FAA officials from the Detroit ADO office were well informed on the past development work, and the future development plans at Sawyer. Discussion continued.

Mr. Kaspari provided comment that during the meeting with FAA staff, a summary of their position would be to provide funding support for up to 9,000 feet, or the intersection of Taxiway Bravo.

The FAA officials also recommended that Marquette County seek other funding sources aside from the FAA’s Airport Improvement Program (AIP).

Mr. Erbisich provided comment that when airport staff seeks funds to provide project improvements to the runway shoulder and edge lighting project, and that FAA officials may look at this project for continued work in the northern 3,366 feet of the runway with regard to runway edge lighting in this section of the runway.

Mr. Erbisich continued comment that FAA officials provided comment that the continued support for funding pavement improvements in the northern 3,366 feet of runway was not eligible, “at this time.”

Additional discussion ensued, regarding events with regard to FAA reauthorization and funding, the current Continuing Resolutions (CR No: 17 expires on March 4), and other funding options via the on-going funding cycles via the FAA.

Committee Member LaCourt provided comment regarding receiving support from other federal agencies and/or departments (Ex: Dept. of Commerce), and requested that staff provide a follow-up with submitting correspondence to Congressman Benishek’s office, in addition to both local representatives of Senators Levin and Stabenow.

B. Long Range Planning

Scott Erbisch led discussion and provided information regarding budget information for the airport department, and provided a binder of information to the Committee Members.

Mr. Erbisch provided a synopsis of previous and current employee levels of the airport department – including positions that are no longer filled (Finance Manager), the airport department receiving assistance from the Accounting and Finance divisions from the Courthouse, seasonal overhire positions, and administrative support staff (ex: Cheryl Cox – Marketing and Development Coordinator), and a line item for legal department services.

Mr. Erbisch continued comment with discussion regarding the benefit of using legal services from either services received in-house via the Civil Counsel's office of the Marquette County Prosecutor, or using external legal services.

Discussion continued regarding the use of overhires, sharing of employees from other County departments (job sharing), and flex scheduling and the use of overtime funds. Mr. Erbisch continued comment that the airport uses a balance during a shift with a combination of full-time and over-hire personnel.

Committee Member Sikkema provided an example of a call-in of MDOT personnel for overtime, including the possibility of job-sharing.

Committee Member Rodgers provided comment on the possibility of reducing airport employees to maximize the reduction of the use of Stabilization Funds.

Mr. Kaspari provided comment that he requested to specifically go on the record with regard to filling the current vacancy that was created with the retirement of Bill Stevens in January 2010, as Mr. Kaspari believes that the current level of employees is not sufficient.

Chairman Benzie discussed the concept of cut-back management, and requested input from the members of the Committee.

Mr. Erbisch provided an update with regard to airport marketing and redevelopment – including funds that are contractually obligated to Telkite (conferences, advertising, etc.). Discussion ensued.

Additional discussion from Mr. Erbisch included cost centers on the following areas:

- Airport Personnel;
- Hospitalization and Insurance Coverage with Blue Cross – Blue Shield;
- Airport Liability Insurance;
- Utilities;
- Airport Marketing;
- Law Enforcement Officers (LEO's) with TSA funding via the Cooperative Agreement, using Forsyth Township, or security personnel via NMU's Public Safety program; and,
- Continued Discussion on Legal Services, and Other areas.

Chairman Benzie discussed the concept of having a sub-committee with knowledge of HVAC (Heating, Ventilation and Cooling Systems) to review and/or analyze the airports energy usage.

Additional discussion ensued, with regard to an energy audit to all airport buildings, and how the buildings are performing with regard to current energy use and settings.

6. Informational Items:

A. FBO Agreement (Update)

Scott Erbisich led discussion and provided information regarding the status of the FBO agreement with Boreal Aviation.

Mr. Erbisich provided comment that the agreement was delivered to the FBO General Manager who was out of town until February 10th.

Mr. Erbisich continued that staff would place the item on the agenda for the March meeting.

B. WAAS Update:

Mr. Kaspari provided an updated the Committee Members regarding status of the Wide Area Augmentation System (WAAS) for Runway 1.

The survey data that was compiled many months earlier, has been verified, and awaiting additional steps for future completion.

The report was incomplete as the winter weather complications in Oklahoma and Texas, prohibited staff from receiving more up to date information regarding future schedules from the staff of the FAA's Central Region Flight Procedures office.

C. Broom Update:

Mr. Erbisich provided an update to the Committee Members regarding the arrival of the snowbroom.

Delivery of the broom was originally scheduled for Monday, January 24th, yet was delayed until Thursday, January 27.

Personnel have been trained on the broom, and the snow broom is in service.

Mr. Erbisich continued comment that the snowbroom was taken out of service for nearly two days due to two mechanical breakdowns (coolant and broken hydraulic hose). Discussion on the broom continued.

Staff commented to the members that the broom sheared off numerous shards or broken wire bristles causing flat tires to various SRE.

7. Public Comment:

Mr. Gallant expressed his frustration to the members of the committee, and questioned the Airport Advisory Committee following Roberts Rules of Order.

8. Staff and Committee Member Comment

- Committee Member LaCourt commented that he was glad the snowbroom was here.
- Committee Member Rodgers provided an update to the Committee Members regarding his maintenance base operation, and that he was currently looking to the possibility of leasing a building to be used for a “Central Warehouse.” This facility would increase his employee base.

Mr. Rodgers continued comment in that he currently has needs to hire additional mechanics, and that he would look to hire a yet to be determined number of graduates from the next class from NMU’s aviation maintenance technology program, with the possibility of hiring the entire graduating class.

Mr. Rodgers and Mr. Erbisch would work together to find a suitable location for the warehouse facility, with the south-bay of Building 725 as one option.

9. Adjournment

A Motion to Adjourn the meeting was offered by Committee Member LaCourt, with a Second offered by Committee Member Rodgers.

Motion Passed.

Time of adjournment: 6:05.