

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

**Airport Advisory Committee Meeting**

**Thursday, July 7, 2011, 4:00 P.M.**

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

**1. Call to Order**

**2. Approval of the Agenda**

**3. Public Comment**

**4. Approval of Minutes**

➤ June 2, 2011

**5. Items for Discussion**

- A. Flag Poles
- B. Winter Plane Storage
- C. Off Airport Access (Taxi's / Shuttles) Discussion
- D. Air Cargo Operating Agreements
- E. Long Range Strategic Planning / Budget Discussion

**6. Informational Items / Project Updates**

- A. Car Rental Agreement(s) Update
- B. Outcome of CY-2011 FAA Safety and Certification Inspection
- C. Submittal of the Airport Emergency Plan
- D. FY-2011 Capital Projects
- E. Sawyer PFC Application No: 11-10-C-00-SAW
- F. WAAS Update for Runway 1

**7. Public Comment**

**8. Staff and Committee Member Comment**

**9. Adjournment**

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

**Thursday, June 2, 2011, 4:00 P.M.  
Meeting Minutes**

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

**Members Present:** Committee Members Charles Bergdahl, Jim Cihak, Fred Benzie, Steve Rodgers, Frank Rosado and Scott Schulz.

**Members Absent:** Committee Members Andy Sikkema (excused) and John LaCourt (unexcused).

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

**Staff Absent:** N/A

**Guests Present:** Mr. Roger Bentlage.

**1. Call to Order:** The meeting was called to order by Chairman Benzie at 4:07.

**2. Approval of the Agenda:**

Committee Member Jim Cihak made a Motion to Approve the Agenda for June. Committee Member Steve Rodgers provided second of approval.

Motion passed.

**3. Public Comment:** None.

**4. Approval of Minutes:**

Committee Members reviewed the minutes from the Advisory Committee meeting held on Thursday, May 5, 2011.

A motion was offered by Committee Member Chuck Bergdahl to approve the May 5, 2011 minutes with a second of support followed by Committee Member Jim Cihak.

Motion passed.

**5. Items for Discussion:**

**A. ILS NOTAMS**

Scott Erbisch provided an update to the Committee regarding the Notice to Airmen that was posted for SAW Instrument Landing System, or ILS.

According to Frank Rosado, the notice has been removed. It was further noted that even when in place, there was no disruption to the commercial air carriers.

**B. FBO Flag Pole**

Chairman Benzie stated that it was his understanding that there used to be flag poles next to Building 600 (former fire station) and asked if staff could find out if this was true and further asked if staff could seek quotes for the cost of installing new poles.

**C. Flight Instruction Update**

Scott Erbisch led discussion and provided an update on the possibility for the future return of securing flight instruction at SAW. Mr. Erbisch talked to a flight instructor from Iron Mountain, and that if there was sufficient demand, that the operator may consider relocating an aircraft to SAW.

The committee continued discussion.

**D. Long Range Strategic Planning / Budget Discussion (Continue Review of Fees)**

Mr. Erbisch led discussion regarding continuing discussion on the lost-ticket fee rate for the passenger parking lot.

Staff supports the lost-ticket fee from \$35.00 to \$50.00.

Additional discussion centered on landing fees to SAW's air cargo carriers, as follows:

- > Martinaire Aviation, LLC, dba United Parcel Service; and,
- > CSA Air, Inc. dba FedEx.

Discussion continued. The agenda item was tabled to the July meeting.

Mr. Erbisch continued discussion with regard to the price of the annual corporate parking permit. (A handout was provided.)

For CY-2011, a total of 11 parking permits were sold.

Committee Member Schulz made a motion to lower the annual corporate parking permit from \$500.00 to \$350.00 beginning on January 1, 2012.

At a future meeting of the Advisory Committee, members will discuss the cost of the parking permit when the committee schedules the next review of SAW's the airport rates and charges. A Second of Support was provided by Committee Member Bergdahl.

Chairman Benzie inquired about an airport ordinance for taxis and shuttles. Discussion ensued.

Additional discussion continued regarding general aviation landing fees, and fuel flowage fees, as follows:

- > General Aviation with 100 Low Lead increased from \$0.06 to \$0.09; and,
- > Jet A increased from \$0.06 to \$0.11 per gallon.

Discussion continued.

**6. Informational Items:**

Airport Manager Keith Kaspari, respectfully requested of the Chairman for a friendly amendment to the minutes of May to revise the cost of the T-Hangars, that were reported during the previous months meeting.

North Facing Singles. The minutes recorded a monthly fee of \$140. They are actually \$105.00.

South Facing Singles. The minutes recorded a monthly fee of \$155. They are actually \$140.00.

North Facing Twins. The hangars due to the increase reflect a monthly fee of \$160.00.

South Facing Twins. The hangars due to the increase reflect a monthly fee of \$190.00.

A Motion was provided to approve the revision to the previous month's minutes by Committee Member Cihak, with a Second of Support by Committee Member (not recorded). Motion passed.

**A. CY-2011 Annual FAA Inspection**

Mr. Kaspari provided an update that the annual FAA Safety and Certification Inspection for CY-2011, has been rescheduled to June 7 & 8.

**B. FAA Terms and Conditions**

Mr. Kaspari provided an update to the Committee on staff's request to the County Board for their approval of the set of FAA Terms and Conditions. Staff reported that the Terms and Conditions included a revised set of Grant Assurances for airport compliance. The last time the Terms and Conditions were signed was 1995 and signed by former Chairman Gerald Corkin.

For 2011, the FAA included a requirement for all commercial service airports to approve a set of guarantees to exclude any future residential development around airports with airline service, referred to as, Residential Through The Fence agreement.

This was approved by the County Board and signed by Chairman Bergdahl.

**C. Sawyer and Telkite Business After Hours Event.**

Mr. Erbisich reminded members of the committee that Sawyer's annual Business After Hours event will be on Wednesday, June 22 at the Up Front and Company in Marquette from 5:00 to 7:00.

Mr. Erbisich continued that Sawyer is co-hosting the BAH with Telkite.

**D. ARFF Training in Iron Mountain**

Mr. Kaspari provided an update to the Committee regarding the completion of the annual live burn training. For CY-2011, the exercise was completed over two-days at the Ford Airport in Iron Mountain.

This exercise is required to remain in compliance with Federal Aviation Regulation Part- 139. This live-burn was completed by an FAA-approved trainer from Duluth, Minnesota.

Discussion continued regarding supporting the mobile ARFF trainer from Kellogg Community College.

**E. Aerobatic Box Update**

Mr. Erbisich led discussion regarding the accomplishments by Roger Bentlage for his work to secure an FAA-approved Aerobatic Practice Area (aerobatic box).

For a future story, ABC 5 & 10 will be doing a multi-part story on Aerobatic flying.

**F. Sawyer Air Fare Survey**

Keith Kaspari provided a handout with regard to the comparison of airfares from Sawyer in contrast with five other airports in the region – those being Escanaba, Iron Mountain, Green Bay, Appleton and Milwaukee. Examples of fares with Delta Air Lines were used for the airfare survey.

This airfare comparison was a result of staff being advised by a number of local passengers making inquiries about why the difference in fares from Sawyer in contrast with other nearby airports where the fares from Sawyer were, for example, \$150, and in some cases \$250 higher than other area airports (Escanaba and Iron Mountain).

Discussion continued regarding service levels at other airports in the Upper Peninsula.

7. **Public Comment:** None

**8. Staff and Committee Member Comment:**

Committee Member Steve Rodgers, (American Eagle Airlines), provided an update to the Committee that beginning July 5, that American Eagle will reduce the schedule of service by two of the three daily flights.

Flights to Chicago via Green Bay and Traverse City will be impacted. The non-stop flight to Chicago, as of the June report, will remain.

This decision was reached to prepare the company for a possible divestiture. At this time, no employees working at the maintenance hangars, approximately 270, will be impacted.

Mr. Kaspari updated the Committee regarding continued air service changes to Sawyer's schedule, as follows:

- Beginning on Friday, June 10, Delta Air Lines will add a second departure to MSP;
- Beginning in September, Delta will discontinue all service to MSP, providing a revised schedule of three daily trips to Detroit
- Airport staff submitted a request to Steve Rodgers for them to consider a second non-stop flight to Chicago, similar to the schedule they had in 2008.

Mr. Kaspari reminded the Committee of an EAA Young Eagles event scheduled for Saturday, June 11<sup>th</sup>.

Mr. Kaspari provided an update to the Committee that Staff is working on a revised Letter of Agreement for the 128<sup>th</sup> Air Refueling Wing (ARW) of the Wisconsin Air National Guard.

Mr. Kaspari provided an update to the Committee regarding the recent air fare changes that now allows Sawyer to be much more competitive for 90 domestic cities, and 20 international cities.

**9. Adjournment**

A motion to adjourn the meeting was offered by Committee Member Cihak, with a Second offered by Committee Member Rosado.

Motion passed.

Time: 5:20



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**Airport Services Center:** 125 G Avenue • Gwinn, MI 49841 • [www.sawyerairport.com](http://www.sawyerairport.com)

**Airport Administrative Office**  
(906) 346-3308

**Water/Wastewater Department**  
(906) 346-3137

**Maintenance Department**  
(906) 346-4336

## Memorandum

**To:** Airport Advisory Committee  
**From:** Scott Erbsch ✓  
**CC:**  
**Date:** June 26, 2011  
**Re:** Flag Pole(s) Cost Estimate

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At the June 2, 2011 Airport Advisory Committee meeting, the Committee requested information on the cost of installing flag poles next to the Sawyer Airport sign on the west side of Building 600.

According to airport staff, two flag poles used to be in place next to this sign. One pole was removed due to damage and the other was either sold or provided to another organization. Although damaged, the lighting for the flag poles is still attached to the sign. Assuming the electrical feed is still in place, a new lighting fixture could be installed.

According to our research, the cost for a 30' aluminum commercial flag pole, depending on features, can range from \$795.95 to \$1,786.00 (includes free shipping). Two of the main factors impacting cost are the thickness of the flag pole wall and whether or not the flag pole is capable of flying two flags.

Although, some flag poles do come with an American flag, it should not be assumed that a flag will be included. The estimated cost for the state and United States flags are \$100.00 per flag.

Based on the above information, and assuming that the electrical service to the exterior light is still in working order, the estimated cost for materials for two flag poles will range from \$2,200.00 to \$4,172.00. This estimated price includes two flag poles, two flags, light fixture, and cement for mounting the flag poles. Airport staff is capable of installation of the flag poles.



5 B



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#### INTER-DEPARTMENTAL CORRESPONDENCE

**TO:** Airport Advisory Committee  
**FROM:** Scott Erbisch, Director of Operations / Keith Kaspari, Airport Manager  
**DATE:** June 26, 2011  
**SUBJ:** Special Winter Hangar Rate Recommendation

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Staff has looked at the concept of promoting a special rate for the winter storage of privately-owned aircraft that are currently not based at Sawyer.

Although, the exact location for winter storage may change due to the potential of long-term leases that may take place with any of the vacant hangars, staff feels that there is currently enough space to move forward with this concept.

Currently, the concept would have planes stored inside one of the remaining 600-Series hangars (Hangars 662 & 663). Pending the size of the aircraft requiring storage, the aircraft could be located along the West and East walls, thus keeping the center of the hangar available for the overnight storage of commercial or corporate aircraft.

In determining the special winter rate, staff did keep in mind the existing T-hangar tenants and those renting space in the 400-Series hangars. Staff is proposing a fee for the storage of a light classification of single-engine aircraft at \$80.00 per month, and twin-engine aircraft would be assessed a fee of \$90.00 per month.

Larger single and twin-engine aircraft would then be assessed a yet to be determined monthly fee.

Winter storage will be for a fixed period of time beginning on or about November 1<sup>st</sup> through April 30<sup>th</sup>. It is recommended that full payment be made up front.

Boreal Aviation has agreed that it would provide a special rate for maintenance or annuals for those aircraft owners storing their aircraft during the winter season, but this service would be limited to the time period noted above.

Staff discussed this with officials at MDOT-Aeronautics, and was advised that while our intent would be for winter-only storage of aircraft at the above rates, and to leave the aircraft in the hangar for the term indicated above, MDOT advised that as a Public-Use Airport, an airport that receives federal and state funding, we technically cannot block the aircraft owner from accessing the site, nor flying the aircraft if they desire.

MDOT further advised that the airport must remain fair for the monthly storage of the winter-storage of aircraft, with similar rates that is assessed to those based aircraft owners that store their aircraft in the GA T-Hangars or the larger 400-Series hangars leased by Boreal Aviation to prohibit any discriminatory practices.

In summary, staff recommends that we proceed for the winter-only storage of aircraft for those aircraft owners that need such services, but would require the following:

1. Proof of aircraft ownership, current Michigan registration, and insurance listing the County of Marquette as an Additional Insured;
2. Fully executed copy of a Hangar-Keepers Agreement, or other legal instrument as maybe required (our Chief Civil Counsels office can assist staff in completing this agreement);
3. Those agreeing to store their aircraft must agree to waive their right of access, flying the aircraft, nor performing any maintenance on the aircraft during the term of storage; and,
4. Due to the possibility for access to the hangar by unauthorized personnel, all users would have to agree to sign a hold-harmless agreement to the County of Marquette and Sawyer Airport, as well as Boreal Aviation personnel.