

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

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

**First Floor, Office of the Director of Operations  
Airport Services Center  
Gwinn, MI 49841**

**Members Present:** Committee Members Charles Bergdahl, Jim Cihak, Fred Benzie, John LaCourt, Andy Sikkema, Frank Rosado and Scott Schulz.

**Members Absent:** Committee Members Steve Rodgers.

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

**Staff Absent:** N/A

**Guests Present:** N/A

1. **Call to Order:** The meeting was called to order by Chairman Benzie at 4:03.

2. **Approval of the Agenda:**

Airport Manager Keith Kaspari, requested an addition to the agenda, as 5-F, Air Service Development, USDOT Small Community Application.

Committee Member Rosado made a Motion to Approve the Agenda for July. Committee Member Schulz provided a second of approval.

Motion passed.

3. **Public Comment:**

Committee Member LaCourt provided comment that he attempted to call in to report that he would not be in attendance.

Chairman Benzie commented that due to inability to contact staff due to insufficient cell phone reception that prohibited Mr. LaCourt from calling in, that the unexcused absence for the month of June would be reversed.

4. **Approval of Minutes:**

Committee Members reviewed the minutes from the Advisory Committee meeting held on Thursday, July 7, 2011.

Committee Member Schulz brought up the issue of the minutes regarding the price of an annual corporate parking permit, with the price from \$500 to \$350 beginning on January 1, 2012, and that there was no indication that the price had been approved by the Committee.

A motion was offered to approve the July 7, 2011 minutes by Committee Member Schulz with changes as discussed, with a second of support followed by Committee Member Rosado.

Motion passed.

5. **Items for Discussion:**

A. **Flag Poles**

Scott Erbisich provided an update and led discussion, with a handout provided, regarding staff providing some follow-up.

Committee Member LaCourt provided comment that he may know of an individual in Marinette that has a mast that could provide similar benefits to that of a flag pole, and that the mast may be available at no charge.

B. **Winter Plane Storage**

Scott Erbisich led discussion on the discussion from the June meeting regarding the future storage of non Sawyer-based aircraft during the upcoming winter season.

Mr. Erbisich commented that approximately 4 to 5 small general aviation aircraft could be parked on each side of either Hangar 662 or 663, leaving the center parking area for transient aircraft or the winter storage of tenant airline aircraft.

Monthly fees were discussed with Boreal Aviation (Scott), with a rate of \$80.00 per month for small single-engine aircraft, and \$90.00 per month for small twin-engine aircraft.

Committee Member LaCourt made a motion to reach out to the aviation community for the opportunity to provide winter storage to non Sawyer-based aircraft, with a second of support by Committee Member Benzie.

Airport Manager Keith Kaspari provided comment that he would reach out to MAAE and MDOT-Aeronautics officials to broadcast the message.

Motion Passed.

C. **Off-Airport Access Discussion of Taxis and Shuttles**

Scott Erbisich led discussion with an example via Chairman Benzie, whereby taxis and shuttles, including limousine carriers, would be required to pay a fee for the privilege of operating from the airline passenger terminal.

Mr. Erbisich provided an example of the varying systems used by airports of different sizes and complexities, and how the fees are registered or calculated for the benefit of additional revenue for the airport owner / operator. Discussion ensued.

Committee members discussed in more depth a flat-fee per vehicle.

Chairman Benzie requested a consensus of the members, with regard to their comments on a fee.

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|--|---|
| ➤ Committee Member Rosado                                      | Agrees to a fee   |
| ➤ Committee Member Bergdahl                                    | Agrees to a fee   |
| (Contingent on the number of vehicles in the operator's fleet) |   |
| ➤ Committee Member Cihak                                       | Agrees to a fee   |
| ➤ Committee Member Schulz                                      | Disagrees with a fee  |
| ➤ Committee Member Sikkema                                     | Agrees to a fee   |
| (Contingent on imposing like fees to every operator)           |   |
| ➤ Committee Member LaCourt                                     | Agrees to a fee   |
| ➤ Chairperson Benzie   | Minutes did not reflect Chairman Benzie providing agreement or not agreement. |

Chairman Benzie recommended that staff continue to compile information for future Committee meetings.

**D. Air Cargo Operating Agreements**

Airport Manager Keith Kaspari opened discussion regarding staff's report to the Committee regarding the future issuance of separate airport operating agreements to Sawyer's two air cargo airlines, as follows:

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

Staff discussed the current agreement with Boreal Aviation, in a 60/40-percent fee allocation, for Boreal staff to collect fees from Martinaire, with a fee based on the weight of the aircraft in a determined weight category (12,500 to 19,000 pounds for a per landing fee of \$25.00), yet the airport does not currently collect, nor does Boreal staff collect, any fees from CSA.

Discussion ensued.

Airport Manager Keith Kaspari provided comment regarding a standard monthly average number of flights operated by both air cargo airlines.

Committee Member Schulz provided comment that the basic difference between FedEx and UPS, is that FedEx is considered a "based-aircraft" in that FedEx sub-leases a hangar from Boreal, and UPS is not considered a based aircraft.

Chairman Benzie requested a consensus of the committee members to treat both air cargo airlines the same, or to continue to provide FedEx a break on fees.

Discussion ensued with regard to how much fuel does FedEx purchase.

Mr. Kaspari continued discussion regarding based aircraft with examples for FedEx in Memphis, and Delta in their hub cities of Atlanta or Minneapolis.

Chairman Benzie requested clarification from staff, regarding their intent to issue an operating agreement on CSA Air. Mr. Erbisich provided a reply that, yes, it was the intent of staff to issue a future operating agreement to both operators and to treat them the same as our current passenger airlines.

Significant discussion continued.

Committee Member Schulz provided a suggestion regarding whether or not the aircraft is based here or not, hangared here or not, that instead of Boreal Aviation collecting from both Martinaire and CSA, and tracking the number of monthly operations, that airport staff should require the air cargo operators to have an operators agreement with the airport similar to those that are required of the passenger airlines.

Committee Member Rosado provide a motion for staff to issue future air cargo operating agreements to both CSA Air dba FedEx, and Martinaire Aviation, LLC, dba United Parcel Service, with a second by Committee Member Schulz.

Staff requested a friendly amendment that Boreal Aviation would continue to collect the fees for Martinaire until the agreements have been issued.

Committee Member Sikkema would not vote in favor of the motion, not because he is opposed to increasing revenue to the airport.

However, Mr. Sikkema felt that staff was singling out one individual type or component of the airports operations in imposing an operator's agreement with Sawyer's air cargo airline operators.

Motion Passed.

**E. Long Range Planning / Budget Discussion**

Mr. Erbisch led discussion to continue the planning and budget discussions from prior committee meetings.

Committee Member Cihak requested an update on the status of Sawyer's Green Aviation initiative. Mr. Erbisch provided an extensive update on aircraft recycling, major U.S. businesses interested in partnering with this initiative, etc.

Additional discussion ensued with regard to energy costs, etc. Committee Member LaCourt discussed the advantages with regard to the use of heat-exchangers, because of the benefits received via the form of tax credits, etc.

Mr. Erbisch informed the Committee that he will be attending the annual AFRA (Aircraft Frame and Recycling Association) conference in Washington, D.C. in mid-July.

Chairman Benzie requested of staff that this agenda item continue to be discussed at future committee meetings.

**F. Air Service Development (USDOT – Small Community Application)**

Airport Manager Keith Kaspari requested a friendly amendment to the agenda. Mr. Kaspari provided background to the committee with regard to the prior applications submitted.

In 2004, Sawyer was successful in submitting the application to secure non-stop service to Minneapolis – St. Paul.

Additional attempts with submitting grant applications, however, were unsuccessful.

This year, and for FY-2011, the USDOT submitted invitations to airports to apply to the USDOT Small Community Air Service Development Program, with a deadline of the close of business August 2<sup>nd</sup>, and for no greater than 40 communities to be chosen nationwide.

It is the intent of staff, to apply to the USDOT SCAD program, for the possibility of future scheduled service to Lansing.

Total amount of funding available is estimated to be \$15,000,000.

Discussion continued.

Committee Member Cihak offered a motion to support staff's efforts to apply to the USDOT. Committee Member Schulz offered a second of support.

Motion Passed.

6. **Informational Items:**

**A. Car Rental Agreements (Update)**

Scott Erbisich led discussion to update the committee members on the issuance of the new 5-year agreements to Sawyer's rental car concessionaires.

The new agreements reflected increases in the terminal fees, car-wash facility, the Minimum Annual Guarantee, or MAG, carpet cleaning, and vehicle ready-service spaces, was discussed.

Committee Member Sikkema provided a motion of support, with a second by Committee Member Rosado. Motion passed.

**B. Outcome of CY-2011 FAA Safety and Certification Inspection**

Mr. Kapari led discussion and provided an update to the committee members with regard to the outcome of the 2011 FAA Safety and Certification Inspection.

**C. Submittal of Airport Emergency Plan Re-Write**

Mr. Kaspari led discussion with updating the committee members regarding the deadline for the submittal of the complete re-write of the Airport Emergency Plan (AEP).

All airports in the U.S. with commercial service had a national deadline of June 30, 2011 to complete the re-write, whereby Sawyer submitted the draft AEP during the week of June 20<sup>th</sup>.

Airports will continue to utilize their existing FAA-approved AEP until FAA officials approve the draft AEP's as submitted.

**D. FY-2011 Capital Projects**

Mr. Kaspari provided an update to the committee members regarding the runway joint sealant replacement, and airfield re-painting project.

Due to continued delays by the FAA to receive contract authority to issue the grants to airport sponsors, staff contemplated the possibility of delaying the project until the summer of 2012.

However, staff contacted Sawyer's FAA Program Manager at the Detroit ADO, whereby staff is anticipating a grant for action by the County Board scheduled for Tuesday, July 19<sup>th</sup>, in order to allow staff to begin the project which was originally scheduled to begin on Monday, July 25<sup>th</sup>.

Due to the requirement for this project to be approved by MDOT-Aero's State Ad (Administrative Review) Board, the project is now scheduled to be reviewed by the State Ad Board on Friday August 19<sup>th</sup>, with the project rescheduled to begin on Monday, August 22<sup>nd</sup>.

Regarding the snow removal equipment project (snowblower and plow blades) that was bid earlier in 2011.

Unfortunately due to the continued delays in receiving sufficient entitlement funds to proceed with the purchase, staff is uncertain regarding the date staff can issue a Purchase Order (P.O.), and a Notice to Proceed (NTP) to Industrial Marketing of Gwinn to proceed with ordering the equipment.

To arrive at the amount of sufficient funds needed to issue the P.O., staff is awaiting the transfer of Sawyer's unused AIP funds (\$180,000 +/-) from Grant 3-26-0153-2809, and transfer these funds to Sawyer's FY-2012 program.

Staff continues to be concerned regarding the continued delays for this project, regarding Industrial Marketing being able to hold their bid price of the project at \$835,740.00 until Sawyer has the sufficient entitlement funds in place, and in time to issue the NTP.

**E. Sawyer PFC Application No: 11-10-C-00-SAW**

Mr. Kaspari updated the committee members regarding the submittal and approval of SAW's PFC application that was scheduled to begin August 1, 2011.

Sawyer was anticipated to collect approximately \$278,804 in PFC funds with a collection period through December 1, 2012.

This would allow staff to recapture these funds for the seven projects contained in the application that were funded at a 2.50% or 5.0% sponsor match via the FAA's Military Airports Program.

The funds used as the local match were derived from the sales proceeds of the former Marquette County airport in Negaunee, and limited use of Sawyer Stabilization funds.

However, the application process revealed that during the FAA's review and approval of the application materials, revealed that via the FAA's accounting system, that the approval of \$278,804 funds was actually increased to reflect a revised total of \$451,329.

The additional funds will require airport staff to extend our collection period from December 1, 2012 through August of 2013.

**F. WAAS Update for Runway 1**

This update was deferred to Staff and Committee Member comment.

7. **Public Comment:** None noted

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

Committee Member Cihak provided comment that there will be an additional Green Aviation meeting held in Houghton on July 12<sup>th</sup>. Additionally, Mr. Cihak discussed the need for a cross-wind runway via an email he received from a concerned citizen.

Chairman Benzie updated the committee members regarding a recent aircraft crash by a member of Sawyer's general aviation community. Discussion continued.

Committee Member Cihak offered a motion to invite MDOT Pilot and U.P. Airport Inspector, Mr. Brian Rochon, to the August meeting. Committee Member Rosado provided a second of support. Motion passed.

Committee Member LaCourt provided an update regarding FAA-issued NOTAMS regarding the ILS anomalies on the signal.

Mr. Erbisich provided an update via a discussion with Martin Clark of the FAA's Ishpeming office for F&E (Facilities and Equipment and the former FAA Airways Facilities).

Mr. Kaspari updated the Committee Members, with a handout, regarding an update on the WAAS for Runway 1. Committee Member LaCourt provided an update via a conversation he had with a member of the airport staff regarding the recent aircraft accident that occurred.

Mr. Kaspari provided an update to the Committee on attending the FAA / USCTA Contract Tower workshop during the week of July 25; complimented Scott Schulz on the outcome of the FAA inspection; and, updated the committee on a recent inspection on Sawyer's ATCT with a recommendation of new carpeting and replacement of window shades for the tower cab.

**9. Adjournment**

With no motion or second made to adjourn the meeting, Chairman Benzie adjourned the meeting at 6:00

