

**MINUTES**  
**LENAWEE COUNTY AIRPORT COMMISSION**  
**TUESDAY, JANUARY 4, 2000 7:00 P.M.**  
**AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Hall and Flippo

Also Present: Bruce Neill, Roger McRobert, Howard Cox, Dan Baker, Howard Bales, Fred Cooley, Bill Bacon, Norm Long, Bruce Porter, John Stebelton, William Bryan, Billie Nichols, Chuck Mason and Lois Kelly

I. Approve minutes of the December 7, 1999 meeting

Motion by Hall, supported by Flippo to approve the minutes of the December 7, 1999 meeting.  
Motion carried.

II. Airport Development Update

Chuck Mason reviewed Lenawee Tomorrow's recent meeting with homeowners affected by the expansion as their homes will need to be purchased before moving any further forward.

Mr. Mason reviewed the progress made on the relocation of Sand Creek Hwy. Mr. Mason stated that the blue prints were ready for approval by the state. Mr. Mason stated that either David Munson or himself would keep the Commission up to date.

III. Finance / Budget reports

Bill Bacon reviewed the finance reports as presented (attached). It was noted that the #581 account cash balance was \$12,852 and the #404 account cash balance was \$35,788 for fiscal year 1999

Motion by Hall, supported by Flippo to approve the finance / budget reports as presented.  
Motion carried.

IV. Discuss hangar rates

There was discussion on the three (3) different proposals presented to the Airport Commission on hangar rental rates. Bill Noe stated he understood that the Commission was going to raise the fuel flow charge rate and not the hangar rental rate. It was stated that the fuel flow increase was approved at the December Airport Commission meeting for the next three (3) years.

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John Stebelton stated when he first started renting hangar "R5" at the County Airport, there was not a door on his hangar and he later put a door on the hangar himself at his own cost never requesting the Airport reimburse him. Discussion followed.

Commissioner Hall stated that tenants should notify Airport personnel of all upgrades or repairs needed in the future.

Motion by Flippo, supported by Hall to increase the hangar rental rate \$10.00 per hangar, per month with the exception of Hangar "R5" (currently occupied by John Stebelton) to be reviewed again in January, 2001. Motion carried.

V. Discuss hangar rental / lease agreements

Bill Bacon distributed copies of a DRAFT Airport Hangar Rental Agreement. Brief discussion followed.

Motion by Flippo, supported by Hall requesting to accept the Draft Hangar Rental Agreement to be forwarded to the Assistant Prosecuting Attorney, Frank Riley, for approval and requested a specific due date be stated in the rental agreement. Motion carried.

It was noted that this item will be placed on the February Airport Commission agenda for review and further discussion. Chuck Mason stated that with the current expansion underway the federal and state grant dollars given have requirements that need to be met before the expansion is complete. Hangar rental / lease agreements are a requirement.

There was brief discussion on tenants having their own fuel tanks. Howard Bales stated that Lois Kelly approved one tenants request for his own fuel tank. Ms. Kelly stated that if requirements and standards were met, there shouldn't be a problem and the tenant would be required to pay the current fuel flow rate. Ms. Kelly requested the Airport Commission make the final decision.

Commissioner Flippo requested that the rental / lease agreement specifically state that no one be allowed to store explosive liquids in or around their hangar.

Ms. Kelly reported that the following Airport accounts receivable were currently past due:

Jimmy Cates	\$702.00
Greg Key	\$1,407.00
HB Aviation	\$7,780.93
for a total of:	\$9,889.93

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Brief discussion followed.

VI. Adjournment

Motion by Flippo, supported by Hall to adjourn the meeting at 8:15 P.M. Motion carried.

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**MINUTES  
LENAWEE COUNTY AIRPORT COMMISSION  
TUESDAY, FEBRUARY 1, 2000**

Present: Commissioners Williams, Hall and Flippo

Also Present: Fred Cooley, Warren Vasser, Bill Bacon, Billie Nichols, Howard Cox, Bill Noe, Jim Path, Dan Baker, Joyce Baker, Bruce Neal, Howard Bales, Jimmy Cates, Bruce Porter and Lois Kelly

I. Approve minutes of the January 4, 2000 meeting

Motion by Hall, supported by Flippo to approve the minutes of the January 4, 2000 meeting. Motion carried.

II. Airport Development Update

David Munson distributed copies of a memo prepared by Chuck Mason (attached) updating the Commission on Contracts and Grants, Land Acquisitions and Letter of Understanding. David Munson then stated without a Business Plan in effect, a lot of Corporate contributors are hesitant to participate in giving the County Airport any more money. Commissioner Hall stated he had a copy of a generic Business Plan on disc and requested that Ms. Kelly review the information on the disc.

Bill Bacon stated that \$120,000 was not budgeted and the Airport Commission needed to take this issue before the full Board.

Motion by Flippo, supported by Hall requesting the \$120,000 County matching funds be placed on the Physical Resources agenda for the February 14, 2000 meeting. Motion carried.

Motion by Flippo, supported by Hall authorizing Commonwealth and Associates to make the suggested offers to the Sorenson and Middleton property owners and the Airport Commission would support imminent domain proceedings, if necessary, and add this item to the February 15, 2000 Ways & Means agenda for further discussion. Motion carried.

III. Manager's Report

Ms. Kelly reviewed her February Manager's report (attached). Ms. Kelly stated that Zemlow's completed installing the Township water line to the Terminal Building. Ms. Kelly distributed copies of the Deposits for the Airport first quarter statements. Ms. Kelly stated the low bidder for making "Terminal Building" signs was Wright Signs at a cost of \$1,056.82 for two (2) signs stating Lenawee County Airport Terminal Building.

Motion by Flippo, supported by Hall approving the cost of \$1,056.82 for making two (2) signs for the Terminal Building. Motion carried.

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Ms. Kelly listed in her report the tenants that have not yet paid their first quarter fees statement. Commissioner Hall stated that anyone still owing fees for the 1998 and 1999 years should be sent a letter, Registered- Return Receipt and forward this letter to the Prosecutor's Office for their review.

Motion by Flippo, supported by Hall authorizing Ms. Kelly to send a registered letter to all past due tenants for the 1998 and 1999 years forwarding this information to the Prosecutor's Office. Motion carried.

Jimmy Cates stated he had sent a check to the Airport for the 3<sup>rd</sup> and 4<sup>th</sup> quarters, 1999 and that check still has never been cashed. Ms. Kelly stated she never received that check. Brief discussion followed.

Motion by Hall, supported by Flippo to approve the Manager's Report as presented. Motion carried.

IV. Finance / Budget reports

Mr. Bacon distributed copies of the finance / budget report through December, 1999. Bill Bacon reviewed the report as presented (attached). Mr. Bacon stated the auditor would begin his yearly audit later in February and stated the Airport needed a positive balance. Mr. Bacon stated that the loan for the new hangar doors on the "P" hangar would be \$5,251.00 payable for the next five (5) years each year in December. Mr. Bacon reviewed the outstanding loan payments totaling \$15,300.00.

Motion by Hall, supported by Flippo to approve the budget / finance report as presented. Motion carried.

Discussion followed.

V. Discuss past due accounts

Ms. Kelly was instructed to send a certified letter to Greg Key in regards to hangar rent now two (2) years past due. A copy of that letter needs to be forwarded to the Prosecutor's Office.

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VI. Discuss hangar rental agreements

It was stated that the County owns 32 separate hangars and each tenant will have the opportunity to review the agreement before the March 7, 2000 Airport Commission meeting. It was noted that these agreements are mandatory for the expansion work being completed. Discussion followed.

Motion by Flippo, supported by Hall requesting the fuel tank next to Bruce Porter's hangar be removed immediately. Motion carried.

Howard Bales stated that HB Aviation had two (2) flights cancelled in January, 2000 due to lack of snow plowing. Ms. Kelly stated that she would appreciate flight schedules for the winter months so that anyone needing to get out at a specific time would become a priority. Ms. Kelly also stated that the freezing rain put a coat of ice on the runway and not being able to use salt on the runway causes a longer wait for the ice to melt. Sand helps so that traction can be gained but its not a solution. Brief discussion followed.

Motion by Flippo, supported by Hall approving the DRAFT hangar rental agreement with a couple of minor changes to be approved by Frank Riley and Ms. Kelly is ordered to send each tenant a copy of the agreement before the March, 2000 meeting.

Motion by Flippo, supported by Hall approving the Fixed Base Operators (FBO) agreement. Motion carried.

VII. Other Business

Warren Vasser of the Michigan Department of Career Development requested to speak on behalf of the EAA Young Eagles Program. He stated anyone between the ages of 8 and 17 are given the opportunity to fly in a private airplane with a qualified pilot. All they require is a phone call at 1-877-806-8902 and a pilot will be scheduled to take a Young Eagle for the flight of their life. The flights are free and once the flight is completed, a certificate is given to the child. Brief discussion followed.

Ray Hamblin inquired about Chuck Mason setting up a meeting with Airport tenants as previously promised for the signing of the rental agreements. David Munson stated he was unaware of this promise but was sure Mr. Mason would carry through.

Jimmy Cates stated he felt instead of "Other Business" being on the agenda it should be stated "Audience Comments". It was stated that audience comments were welcome.

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VI Adjournment

Motion by Hall, supported by Flippo to adjourn the meeting at 8:45 P.M. Motion carried.

**MINUTES**  
**LENAWEE COUNTY AIRPORT COMMISSION**  
**FRIDAY, FEBRUARY 11, 2000**

Present: Commissioners Williams, Hall and Flippo; Commissioners Gould, Tillotson, Fenby and Tuckerman

Also Present: Fred Cooley, Bill Bacon, Billie Nichols, Gaylord Herriman, Howard Bales, Bob Squires, Jimmy Valance, Mike Bohling, David Munson, Chuck Mason, norm Long, Jimmy Cates, Jim Lorenzen, Ray Hamblin, Randy Kelly, Joe Malak, Dennis Pelham, Martha Middleton, Cliff Middleton, Corina Sorensen, Kevin Sorensen, Dave Frownfelder, Matthew Cox and Lois Kelly

Meeting called to order at 5:00 P.M.

I. Discuss Airport Management

David Munson stated that management issues were in the way of proceeding forward with the expansion grant work. Mr. Munson also stated Lenawee Tomorrow offered unselfishly, at no cost, taking over management for six (6) months at the Airport. Chuck Mason would continue meeting with property owners and users and would take over day to day operations with the assistance of Stephanie Ward from Mead & Hunt. Mr. Mason stated work would be done within the current budget.

Mr. Munson stated it was imperative that the Airport Commission request the \$122,000.00 from the Physical Resources Committee at the Monday, February 14, 2000 regular meeting.

Commissioner Flippo stated the Airport Commission was in a position they don't really understand. Mr. Flippo stated the grant work and property issues were being handled by Lenawee Tomorrow already.

Howard Bales stated to save \$30,000.00 in the 2000 budget, the Commission would be crazy not to take the Chamber up on the offer.

Commission Gould requested information on how much money it would take to get out of the expansion at this time. He also stated the County would defend themselves before going to the extreme of eminent domain. The County has already purchased four (4) parcels without threats of eminent domain.

Mr. Mason explained that in the Purchase Agreements with the homeowners the agreements explain expansion facts and eminent domain. It was stated that Commonwealth and Associates are in negotiations with two (2) homeowners at the present time. Mr. Mason was requesting a verbal commitment and approval of eminent domain as a last result.



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Commissioner Tillotson stated if Commonwealth was in negotiations with the two homeowners it was premature to discuss eminent domain. He also stated the purpose of this meeting was discussion of \$122,000.00.

David Munson stated Commonwealth was using a local appraiser - Paul Bidwell. It was stated that Mr. Bidwell was giving the figures to be offered to homeowners after the appraisals were complete.

Commissioner Flippo stated six (6) votes would be needed by the Board of Commissioners to allocate \$122,000.00. He also stated that six (6) years ago, the County was appropriating only \$12,000.00 per year for the Airport and now they are appropriating \$50,000.00 a year. What's going on?

Jimmy Valance stated details of appropriated funds was set years ago and wondered why the Airport Commission goes through this almost every year.

Howard Bales stated that if the County puts \$120,000.00 in escrow and the Chamber would raise at least \$120,000.00 within six (6) months, what's the hesitation.

Chuck Mason stated that Mr. Munson would not have made the offer to take over management if it were not possible or probable for him to raise \$120,000.00.

Discussions followed.

Motion by Flippo, supported by Hall to go into Executive Session to discuss management issues with Ms. Kelly. Motion carried.

Motion by Flippo, supported by Hall to go out of Executive Session. Motion carried.

Motion by Flippo, supported by Hall to adjourn at 8:50 P.M. Motion carried.

**LENAWEE COUNTY ADMINISTRATOR'S OFFICE**

WILLIAM R. BACON  
*County Administrator*  
301 N. Main Street  
Adrian, MI 49221



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**AGENDA**

**SPECIAL AIRPORT COMMISSION MEETING  
FRIDAY, FEBRUARY 11, 2000 - 5:00 P.M.  
COUNTY AIRPORT TERMINAL BUILDING  
2667 West Cadmus Rd.  
Adrian, MI 49221**

1) Discuss management and operations of County Airport

\*Airport Manager  
\*expansion grant management

2) Other Business

3) Adjournment

**MINUTES  
LENAWEE COUNTY AIRPORT  
SPECIAL COMMISSION MEETING  
Friday, March 10, 2000  
Airport Terminal**

**Present: William, Flippo, Hall**

**Also Present: L. Kelly, H. Jacobs and the attached list**

**Meeting was called to order by Chairman Williams**

**There was a moment of silence.**

**Chairman Williams led the Allegiance to the Flag.**

**Chairman Williams announced that the special meeting was called to talk to Hazel Jacobs about hiring her as Airport Director for 3 months to work with the present manager or if that does not work out to add an additional 3 months to train another airport manager.**

**Williams then read the job description for the Airport Director.**

**Motion by Flippo supported by Hall to hire Hazel Jacobs in a temporary position for three months and up to 6 months with funds coming from temporary employee funds.**

**(3) yeas. Motion carried.**

**Jacobs will start Monday, March 13, 2000**

**Jacobs said she will FAX all 9 Commissioners and Administrator Bacon a progress report weekly. HB would like a report also.**

**Jacobs will be re-constructing the accounts for 1999, 98, 97 and 96.**

**Question by Williams as to what hours Jacobs would work. Jacobs explained that those hours had not been worked out with Lois Kelly yet as Kelly also handles Solid Waste.**

**Jacobs said that she would delegate someone with the knowledge necessary and explain the duties required to take care of the airport when she had to leave the Airport.**

**Jacobs said she was going to turn the airport upside down, shake it and then put it all back together.**

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SPECIAL COMMISSION MEETING  
Friday, March 10, 2000  
Airport Terminal**

**She also made it clear that the Airport was a Service & Industry Airport for everyone's use. All that was required of tenants was to obey the FCC, FAA, State and Local rules and regulation and pay their bills and they would not have a problem.**

**Everyone listened to the public complaints. Jacobs said she would start on them Monday at 9:00 A.M.**

**Meeting adjourned**

## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, APRIL 4, 2000 -- 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Flippo and Hall

Also Present: Billie Nichols, Ron Gaynier, Joe Mira, Greg Panzel, Rachel Clark, Loren Harmon, Stephanie Harmon, Commissioner Roy Gardner, Jim Lorenzen, Roger McRobert, Howard Bales, Bruce Neal, Dan Baker, Larry Hubbard, Matthew Cox, Commissioner Fenby, David Munson, Hazel Jacobs, Bill Bacon and Dennis Pelham

The meeting was opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Flippo, supported by Hall to approve the minutes of the March 7, 2000. Motion carried.

Chairperson Williams read the minutes of the March 10, 2000 meeting.

Motion by Hall, supported by Flippo to approve the March 10, 2000 minutes as presented. Motion carried.

#### II Airport progress report

Airport Director, Hazel Jacobs, distributed a copy of the progress report (attached). She reviewed the report and addressed questions. General discussion followed on items of concern at the Airport.

There was discussion concerning the location of the Airport signs that were recently ordered and delivered.

Motion by Flippo, supported by Hall to place the Airport signs on posts in front and in back of the Airport terminal building. Motion carried.

There was discussion regarding the motions made in 1999 to increase the fuel flowage fee from five cents to seven cents per gallon and to require the "jobbers" to collect the said County fee from the corporations when the "jobbers" drop the fuel to the corporations at the Airport and the "jobbers" send this fee direct to the County. The three corporations on the Airport nor the "jobbers" had been notified of said motions therefore the following motion was made:

Motion by Flippo, supported by Hall to send a copy of the motions from the 1999 minutes with a copy of the April 4, 2000 minutes, with a 30 day notice, to the Corporations informing them of the Commission's action on the fuel flowage price increase and that the fuel "jobbers" collect said fuel flowage County fee from the Corporations and send the remittance direct to the County Airport. Motion carried.

There was discussion regarding the above ground fuel tank currently adjacent to one of the Airport hangars. Ms. Jacobs stated that the Airport Commission can require that all fuel tanks meet existing standards of the corporate tanks which are located underground.

Motion by Flippo, supported by Hall to send a certified letter to Mr. Porter requiring him to remove the fuel tank adjacent to his hangar at the Airport within seven days of receipt of the letter due to the fact that it does not meet existing standards of fuel tanks at the Airport. Motion carried.

Ms. Jacobs explained that she will be submitting an application to the state for appointment as interim Airport Manager of the Lenawee County Airport. Chairperson Williams will sign the application on behalf of the Airport. Completion of the interim manager application form will bring the Lenawee County Airport into compliance.

### III Finance Reports

Bill Bacon submitted financial reports through March 2000. Revenue accounts are now being itemized on the report. Total collection of Airport fees is \$17,982. The total County appropriation received to date is \$12,500. Total expenditures to date are \$27,170. The cash balance in fund 581(operations) is \$34,451.95. The cash balance in fund 404 (Airport improvement fund) is \$17,769.15

### IV Review status of Airport Manager

Chairperson Williams read a letter of resignation submitted by Airport Manager, Lois Kelly.

Motion by Flippo, supported by Hall to accept the letter of resignation submitted by previous Airport Manager, Lois Kelly. Motion carried.

### V Airport development report

David Munson submitted a memo from Chuck Mason concerning the recommended acquisition of property owned by Mark Sprague, parcel #4870. Mr. Munson reviewed the proposal to purchase this property through Lenawee Tomorrow's efforts to raise the necessary funds to reimburse the County. The memo indicated that the cost to retain

Paul Stempin of Commonwealth Associates to conduct the appraisal and negotiations would be approximately \$7,000.

Motion by Flippo, supported by Hall to retain Paul Stempin and Jay Dubois from Commonwealth Associates Inc. to begin preliminary discussions with property owner Mark Sprague on the potential purchase of parcel #4870. Motion carried. Commissioner Hall voting no.

Commissioner Flippo stated that all property negotiations should be conducted exclusively by one designated representative appointed by the Airport Commission. Commonwealth Associates has been acting as the agent for the County in property negotiations.

VI Hangar leases

Ms. Jacobs reported that the hangar leases have been completed and are in the process of being signed by Airport tenants. Once leases are received, they will be forwarded to Lansing so the Airport can remain in compliance with state regulations.

VII Other business

Ms. Jacobs stated that an employee of the State Aeronautics Bureau is available to provide assistance to airport commissions who are seeking new airport managers. The state employee recently provided assistance to the Benton Harbor Airport.

VIII Public comment

Ron Gaynier from the Adrian Soaring Club provided more information on the possible relocation of a firm to the Adrian area from Plymouth. He stated that the firm is in the garden supply business.

Howard Bales stated that he and other airport users have been unfairly accused of failing to pay their bills in a timely manner. He asked if it would be acceptable to submit the Airport Director's progress reports to the media. It was the general consensus that this information would fall under the Freedom of Information Act and should be made available.

There was considerable discussion and public comment on the future plans and operation of the Airport.

IX Adjournment

Motion by Hall, supported by Flippo to adjourn the meeting at 8:35 P.M. Motion carried.

## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, MAY 2, 2000 -- 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Flippo and Hall

Also Present: Hazel Jacobs, Billie Nichols, Ron Gaynier, Fred Cooley, Joe Mira, Bruce Neal, Roger McRobert, Merrill Bales, Lori Gardner, Greg Gardner, Mark Sprague, Roger Sprague, Michael Vennekotter, Eric Rogers, Howard Bales, Bob Squires, David Munson, Richard Jacobs, and Bill Bacon

The meeting was opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Flippo, supported by Hall to approve the minutes of the April 4, 2000 meeting.  
Motion carried.

#### II Manager's report

Hazel Jacobs distributed copies of the Manager's report covering activity at the Airport during the month of April (attached).

Motion by Flippo, supported by Hall to accept the Manager's report and place it on file.  
Motion carried.

#### III Finance Reports

Ms. Jacobs reported that \$35,047.66 is the total amount of revenue collected to date and deposited at the Treasurer's Office. She explained that she is continuing to send out statements to tenants for 1999 and 2000 that previously had not been billed. Ms. Jacobs reviewed various expense vouchers paid during the month of March (\$279.96) and April (\$4,119.66).

Ms. Jacobs requested that the wage rate for the Maintenance position at the Airport currently filled by Fred Cooley be increased from \$6.50 to \$8.00 per hour.

Motion by Hall, supported by Flippo to increase the hourly rate for the Airport Maintenance position held by Fred Cooley from \$6.50 to \$8.00 per hour effective May 3, 2000. Motion carried.

Bill Bacon distributed the monthly financial reports for April 2000. Total revenue received to date is \$168,120.22 which includes \$33,986.64 in Airport fees, \$108,844.22 in grant and fund 404 transfers and \$25,000 from the County's appropriation. Total



expenditures to date are \$36,164.55. The cash balance in fund 581 (operations) is \$54,267.88. The cash balance in fund 404 (Airport improvement) is \$17,846.57.

Motion by Flippo, supported by Hall to accept the financial reports as presented and place them on file. Motion carried.

IV Review correspondence received from Lenawee County Chamber of Commerce

Commissioner Williams read a letter received from David Munson, President of the Lenawee County Chamber of Commerce, dated April 25, 2000. The letter offered to terminate the letter of agreement between the Chamber and the County of Lenawee effective April 30, 2000 so that the grants and fund raising can be consolidated back into the Airport Manager's job. The letter explained that an invoice would be provided within 15 days to the Lenawee County Commission for time spent from January 1, 2000 through April 25, 2000 on the Airport expansion project.

Motion by Flippo, supported by Hall to accept the offer from the Lenawee County Chamber of Commerce to terminate the letter of agreement between the Chamber and the County of Lenawee effective April 30, 2000 and to send a letter of appreciation to the Chamber of Commerce for the work they have performed on the Airport expansion project. Motion carried

Commissioner Williams reviewed an additional letter received from David Munson dated April 28, 2000 transferring responsibility for administration of the Airport grant expansion project to Airport Director, Hazel Jacobs. Included with the letter was an inventory of documents concerning the Airport expansion that have been turned over to the Airport.

V Update of Airport Director responsibilities

A memo was distributed by Bill Bacon with a proposed pay rate for a full time Airport Director position. The Airport Director position would be at County non-union scale A-40 (start: \$35,321 - 3 years: \$40,459) with an estimated annual cost of salary and fringe benefits for the first year at approximately \$48,215. Funding for the position will come out of the existing Airport personnel budget which is currently at \$52,085 and the transfer of \$10,000 previously appropriated to the Chamber of Commerce for grant work at the Airport. The balance of approximately \$13,870 would remain for other personnel costs at the Airport including the part time Maintenance position and temporary help. Costs quoted were on an annual basis. The actual cost for 2000 would be prorated.

Motion by Flippo, supported by Hall to recommend to the Personnel/Ways & Means Committee that the proposal for the pay rate for a full time Airport Director position be approved as presented. Motion carried.

VI Promotions for May from HB Aviation, Inc.

Bob Squires from HB Aviation, Inc. announced that there would be a special fuel rate this month of \$1.99 per gallon. He stated that this will assist pilots faced with the increased costs of fuel. HB Aviation is also conducting a special promotion offering \$20 gift certificates covering various maintenance services available at their firm. They are also offering financing plans to pilots to assist them with upgrading their licenses.

VII Other Business

David Munson explained that the invoice to be submitted by the Chamber of Commerce for work done on the Airport expansion project up to April 25, 2000 approaches the total amount budgeted of \$10,000.

Mr. Munson read a letter submitted by property owner Mark W. Sprague regarding the potential purchase of his property by the Airport for the expansion project.

Mr. Munson informed the Airport Commission that Mr. Sprague was in the process of obtaining a combined mortgage for the home he would like to purchase by May 15, 2000 and for his present home that he would like to sell to the County for the runway expansion.

As the Sprague parcel is presently not included in a grant, the Lenawee Chamber of Commerce will solicit funds from corporations, businesses and individuals to pay all expenses for this project which will be deposited into the Airport improvement fund # 404 with all expenses paid from these donated funds. Reimbursement will be applied for if a grant is not available at that time for the property acquisition.

In order to start the project, the County's contract with Commonwealth Associates needs to be amended to include the Sprague property (parcel #4870).

Motion by Flippo, supported by Hall to recommend to the Personnel/Ways and Means Committee that the County's contract with Commonwealth Associates be amended to include the consultant's cost for the acquisition of the Sprague parcel #4870 in the amount of \$8,700.

Motion carried.

VII Public comment

Howard Bales questioned the additional cost in the Airport budget for a full time Airport Director position. It was explained that funding for the position would come from the transfer of \$10,000 for the grant expansion work plus an additional cost of approximately \$6,000. It is anticipated that the additional cost would be made up through improved fiscal management of the Airport and increases in hangar rent and fuel flow charges not

included in the initial 2000 budget.

There were several questions raised regarding the County's policy on fuel tanks on Airport property. Airport Director Jacobs reported that she is continuing to work with the County's attorneys and federal and state agencies to enable the removal of the above ground fuel tank currently on Airport property. The Airport Commission requested that the process of removing this tank be expedited.

Bob Squires inquired what the projected date was for completion of the runway expansion. He also stated that the driveway approach to the Airport parking lot needed repairs due to the drop off which collects water. He also inquired about the status of the relocation of Sand Creek Highway as part of the Airport expansion project.

It was reported that the Airport acrobatic practices through HB Aviation are scheduled for May 5, 6, 7, and 8 and will occur from approximately 9:00 A. M. to 8:00 P.M. each day. The public is invited to attend the practice sessions.

#### VIII Adjournment

Motion by Hall, supported by Flipppo to adjourn the meeting at 8:20 P.M. Motion carried.

WRB/jp

## MINUTES

### LENAWEE COUNTY AIRPORT COMMISSION WEDNESDAY JULY 5, 2000 -- 7:00 P.M. AIRPORT TERMINAL BUILDING

Present: Commissioners Williams, Flippo and Hall

Also Present: Billie Nichols, Dick Jacobs, Fred Cooley, Dave Vinton, Hazel Jacobs and Bill Bacon

The meeting opened with a moment of silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Flippo , supported by Hall to approve the minutes of the June 6, 2000 meeting.  
Motion carried.

#### II Manager's Report

Hazel Jacobs distributed copies of the manager's report for June 2000. Items reviewed included renewal of the Airport's liability insurance policy, activity generated by the recent NASCAR race and an update on the grant expansion project. Other items included a meeting with the County's auditing firm, needed repairs to fences and hangar doors and possible future equipment purchases. Ms. Jacobs provided a summary of MAP meetings held on Friday, June 23, 2000. She distributed copies of the five year development plan covering 2001-2005.

A copy of the full Manager's report is attached.

Motion by Flippo, supported by Hall to accept the Manager's report for June 2000 as presented.  
Motion carried.

#### III Finance Report

Ms. Jacobs distributed copies of the Airport finance reports through June 2000. Total income received through Airport fees is \$46,199.24. One half of the County's \$50,000 appropriation, (\$25,000), has also been received. Total expenditures are \$47,767.36 with an ending cash balance in fund #581 of \$54,405.90. The total cash balance in Airport improvement fund # 404 is \$17,506.12.

Ms. Jacobs also distributed copies of an itemized listing of income received for hangar rent, field use fees and farm rent.

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Motion by Flippo, supported by Hall to approve the finance reports for June 2000 as presented.  
Motion carried.

IV Meeting with Road Commission

Airport Manager Jacobs reported that a meeting with the Airport Commission and County Road Commission on the status of the relocation of Sand Creek Hwy south of Carleton Road has tentatively been scheduled for Friday, July 21, 2000 at either 2:00 or 2:30 P.M. at the County Road Commission offices. The Road Commission's regular meeting is scheduled for the morning of the 21<sup>st</sup>. Other County Commissioners will be invited as well as state officials from the Bureau of Aeronautics. The Airport Commission will discuss the scheduled meeting with the Personnel / Ways and Means Committee.

V Public Comment

No public comment was received.

VI Adjournment

Motion by Flippo, supported by Hall to adjourn the meeting at 8:00 P.M. Motion carried.

## MINUTES

### LENAWEE COUNTY AIRPORT COMMISSION Tuesday, August 1, 2000 7:00 P.M. AIRPORT TERMINAL BUILDING

Present: Commissioners Williams, Flippo and Hall

Also Present: Hazel Jacobs, Billie Nichols, Richard Jacobs, Bill Green and Dave Vinton

The meeting was opened with a silent prayer and the pledge of allegiance.

#### 1 Approval of Minutes

Motion by Hall, supported by Flippo to approve the minutes of the July 5, 2000 meeting.  
Motion carried.

#### 11 Manager's report

Hazel Jacobs distributed copies of the Manager's report covering the activity at the Airport during the month of July. (attached)

Motion by Flippo supported by Hall to accept the Manager's report and place it on file.  
Motion carried.

#### 111 Finance Reports

Hazel Jacobs reported that the total revenue collected to date and deposited at the Treasurer's Office was \$64,792.78. \$2,221.09 of this total deposited at the Treasurers Office went back into specific Line Item.

So far to date Airport revenue collected for 1998 is \$1,483.00; collected for 1999 is \$14,446.78; collected for 2000 is \$46,802.35.

Jacobs reviewed various airport operational expense vouchers paid during the month of July, totaling \$12,445.57.

Cash balance in fund 581 (operations) is \$49,129.63

Cash balance in fund 404 (Airport improvement) is \$17,590.75.

Jacobs explained that the hangar loan, crack sealing and painting of the hangars would reduce this cash considerably.

Motion by Flippo supported by Hall to accept the financial report as presented and place them on file.

Motion carried.

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- IV On July 21, 2000 a meeting was held with the Road Commission, Lenawee County Airport Commission, Lenawee County Commission, Mead Hunt and various area citizens to discuss the relocation of Sand Creek Hwy and Carleton Road. Three areas requested by the road commission were targeted to take to the Bureau of aeronautics for their approval and funding. On July 27, 2000 a meeting with the Bureau in Lansing resulted in their approval of the design of Sand Creek Hwy and Carleton Road as continuous curves with a 45 mph design speed.

The Bureau of Aeronautics requested a Resolution from the Lenawee County Commission and the Road Commission that they accept the above referenced designs and speeds.

Motion by Flipppo supported by Hall to recommend to the Ways and Means Committee to authorize Lowell Eisenmann to sign and Lou Ann Bluntschly certify said Resolution. (Resolution attached.)

Motion carried.

- V Paul Stempin, of Commonwealth, Inc. has recommended that the County turn the unsecured Parcel # 24 over to the ED attorney Marc Whitefield for processing.

Motion by Flipppo supported by Hall to recommend to the Ways & Means Committee that the unsecured Parcel # 24 be turned over to ED Airport attorney Marc Whitefield for processing.

Motion carried. 2 yes, 1 no

- VI A Resolution and Certification is needed for the amended Grant for the Environmental Assessment done by Landrum and Brown. This amendment saves us \$2,500. The State is picking up the other \$2,500.

Motion by Flipppo supported by Hall to recommend to the Ways & Means Committee a resolution authorizing Chairman Eisenmann to sign and Lou Ann Bluntschly to certify the amended contract between the County and MDOT.

Motion carried.

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VII Jacobs reported on various airport projects she is working on, crack sealing has Started, hangar painting will be done in September, Fall property basement has been refilled, 1999 invoice for electric work and etc.

Tel-Communications Conference with FAA officials about slot reservations for MIS race weeks went very well.

Motion by Hall supported by Williams to adjourn.  
Meeting adjourned.



## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, SEPTEMBER 5, 2000 – 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Flippo and Hall

Also Present: Billie Nichols, Fred Cooley, Bruce Neal, Hazel Jacobs, Dick Jacobs,  
Commissioner Eisenmann, Laurie Gardner, G. Gardner, Bill Green  
and Bill Bacon

The meeting opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Hall, supported by Flippo to approve the minutes of the August 1, 2000 meeting.  
Motion carried.

#### II Manager's Report

Airport Manager Jacobs distributed copies of the Manager's report for August (copy attached). Items covered in the report included the crack sealing project and the road relocation plans for Sand Creek Hwy. Ms. Jacobs reviewed the amendment to the environmental assessment contract which is part of the expansion project. An update on the status of property acquisitions was also discussed.

It was reported that the grant for expansion work in 2001 is \$500,000. A 10% match commitment of \$50,000 is needed to qualify for the grant.

Motion by Hall, supported by Flippo to recommend to the Ways and Means budget committee that \$50,000 be included in the 2001 County budget representing the local share for the Airport expansion project. Motion carried.

It was also reported that there is the potential to obtain an additional \$1 million in 2001 through the AIR 21 program. This additional appropriation is currently being considered in Congress.

Motion by Flippo, supported by Hall to recommend to the Ways and Means budget committee that the local share of \$100,000 for the AIR 21 grant be included in the 2001 County budget.  
Motion carried.

Ms. Jacobs reported that it may be possible to obtain funding for local match requirements for the expansion project through private sources which would help offset

the need for County appropriations.

Other items reviewed in the Manager's report included an update on fuel flowage fees, the successful NASCAR race weekend and the Manager's attendance at the upcoming Airport Executives state conference.

Ms. Jacobs reported that the Drain Commission is interested in possibly acquiring the used yellow truck from the Airport.

Motion by Flippo, supported by Hall to authorize the sale of the used yellow truck to the Drain Commission in the amount of \$6,000. Motion carried.

Copies of the five year Airport Improvement Plan prepared by Stephanie Ward and reviewed by the Bureau of Aeronautics were distributed and reviewed. Total estimated cost from 2000 to 2005 for the expansion project is \$9,106,500.

Motion by Flippo, supported by Hall to accept the Manager's report as presented.  
Motion carried.

### III Finance Report

Ms. Jacobs distributed the Airport finance reports through August. The total amount deposited in the Treasurer's Office is \$71,250.63. She reviewed July expenditures and covered various expenses that are pending in the 2000 budget.

Copies of the finance reports from the County's main frame were distributed and reviewed. Total expenditures for Airport 581 through August are \$70,378.43. The total cash balance in 581 is \$63,658.37. The total cash balance in fund 404 is \$17,677.25.

Motion by Hall, supported by Flippo to accept the finance reports as presented. Motion carried.

### IV Other Business, New Business and Public Comment

There was no additional business or public comment.

### V Adjournment

Motion by Flippo, supported by Hall to adjourn the meeting at 7:50 P.M. Motion carried.

## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, OCTOBER 3, 2000 – 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Flippo and Hall

Also Present: Hazel Jacobs, Dick Jacobs, Fred Cooley, Bill Green, Bruce Neal and Bill Bacon

The meeting opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Hall, supported by Flippo to approve the minutes of the September 5, 2000 meeting.  
Motion carried.

#### II Manager's Report

Hazel Jacobs distributed copies of the manager's report for September 2000 (copy attached). Items covered included receipt of an insurance reimbursement check for fence damage, efforts to control geese on the Airport and a decision to continue use of the "banana truck" for another winter season. Ms. Jacobs also reviewed the upcoming installation of a new plow blade on the Dodge truck, increases in land lease rates for corporate leases and activity registering aircraft on the field.

Other items covered in the manager's report were emergency planning, power washing and painting the ten old hangars and "eight" east hangars and insurance reimbursement for electrical work performed in 1999. Ms. Jacobs updated the Committee on the status of the expansion project and explained that a meeting was scheduled on October 11, 2000 with aeronautics officials, Mead and Hunt and Commonwealth to review upcoming plans.

Motion by Flippo, supported by Hall to place the manager's report for September 2000 on file.  
Motion carried.

#### III Finance reports

Ms. Jacobs distributed the finance reports through September 30, 2000. Total receipts deposited at the Treasurer's Office are \$76,723.50. Non personnel expenditures for September were \$1,422.12. A list of pending expenditures from the 2000 budget was reviewed. Encumbered expenditures include crack sealing (\$15,000), hangar painting (\$5,700), insurance deductibles, plowing equipment and loan payments.

Finance reports from the County's main frame were reviewed. Total Airport fees to date are \$69,870.13. Farm rent received is \$1,953. The County appropriation to date is \$52,500. Total expenditures through September 30, 2000 are \$76,592.67.

Motion by Hall, supported by Flippo to place financial reports for September 2000 on file.  
Motion carried.

IV Other business

Airport Manager Jacobs explained that she is reviewing electric bills to examine possible ways of reducing or controlling costs. She also reported that she is exploring the possibility of using carry over funds in the budget toward the purchase of a new pick up truck. She explained that she has had recent discussions with County officials regarding use of the state purchasing contract for vehicles.

V New business

There was no new business.

VI Public comment

Fred Cooley inquired whether needed repairs on the "batwing mower" were included in next year's budget. Airport Manager Jacobs explained that she had included maintenance repairs for the "batwing mower" in the 2001 budget.

VII Adjournment

Motion by Flippo, supported by Hall to adjourn the meeting at 7:45 P.M. Motion carried.

## LENAWEE COUNTY AIRPORT

### MANAGER REPORT

Month of September 2000

*The insurance check for the fence damage came, at the suggestion of May Crow I endorsed it to Adrian Fence, ran a copy of the check and delivered the check personally.*

*We have approximately 200 geese using the airport. I am working with the local Wildlife Service and some deputies from the Sheriffs office. Goose season opened September 1. We have results. At the MAAE conference, two sessions were on geese, turkeys, black birds and deer problems at airports. I met with The State Wildlife director and told him what I was doing. He said to continue and he will give us help in controlling the geese.*

*Cates came in and explained to me why the previous manager had trouble and caused damage with the (banana truck) in plowing, is that people who were driving it had no experience. Cates had plowed with it when it first arrived and had no problem. He will give us info on the workings and is sure we will be pleased with the results. After discussing this with Cates I felt that we should try the "banana" this winter. I have talked to Chairman Williams and he agrees with the decision.*

*The Dodge truck will be going in to have an eight and one half foot V blade installed. Our A/C parking ramp is more than double the size and with the new parallel taxiway for RW 5/23 (4,000 x 75") we still need a second truck for plowing. While in Lansing will check the State surplus. Sheriff Germond will let us use the County card.*

*MDOT came 09-05-00 to put counters down for traffic. This is necessary for the Grants. Counters will be down 6 to 8 weeks. ASC has given me their total tows to be added to the count.*

*Discovered that the Land Leases had not been increased in 1998 from \$0.065 to \$0.08 per square foot per lease agreement with the corporate complex which sets all leases. I wrote letters to the 8 Land Lease holders explaining the situation and that I was not going to back track to collect this \$0.015 per square foot. . Chairman Williams has agreed with my decision.*

*Four land leases were sent out in Jan 2000 at \$0.08 and I am correcting and invoicing the remaining four. Chairman Williams has agreed with my decision.*

*Two twins have moved from the field. Neither of these A/C responded to letters about registering the A/C and paying their bills. We have 3 more gliders and 1 aircraft on the field. Also, received info of two more aircraft on the field to contact for registering and invoicing. Registrations and hangar leases are coming in.*

## LENAWEE COUNTY AIRPORT

### MANAGER REPORT

Month of September 2000

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*In September I was a guest speaker at the Kiwanis and Rotary Clubs to bring them up to date on Airport issues and the expansion progress. Members were very interested in the development of the Airport and how it enhances the growth of the community. It was extremely evident that the members were pleased that a plan had been finalized for the RW extension.*

*The MAAE report has been given to all County Commissioners and Administrator so will not repeat it here. (copies available if anyone would like a copy)*

*A session on Emergency Planning for Small Airports was presented by MDOT. Plans are to work with Douglas Betz, Madison Township Fire Chief to work out a program using the guidelines given to us. A former student of Jacobs Flying Service, Robert Breckel, who is now a Fire Safety Inspector, for the State of Michigan has called on me at the airport and has offered his help. We are happy to have him aboard. Randy Coller, Airports Division, from BOA called and will come down when we have a plan outlined and work with us before finalizing it.*

*The 10 old hangars and the "8" east hangars are in the process of being power washed and painted. I will not go into detail of what we went through on Monday to get water on that side of the airport for the power washer. It was hilarious, nerve racking and a learning experience to say the least! We did not drill a well and we had water at 9:20 P.M. Monday nite.*

*The insurance check for the electrical work done in 1999 has arrived. This will be sent to R.W. Wallace Inc. along with our \$1,000 deductible.*

*A meeting has been set for October 11, 2000 with BOA officials, Mead Hunt, Commonwealth at the Airport to finalize which parcels can be bought with the \$1 million Grant. Some of the south parcels have not had the Environmental Assessments done as they were not included until the curve of Sand Creek Hwy went full length (August 9, 2000)*

*Therefore we can not start appraisals on the south half until the EA has been finished. We are all doing everything possible to work around this to keep the Grant work going full speed.*

*Fourth quarter statements have been sent out.*

*Hazel*

## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, NOVEMBER 7 2000 – 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams and Hall

Also Present: Hazel Jacobs, Billie Nichols, Bruce Neal, Marian Williams, Heather Hall,  
Richard Jacobs, Fred Cooley and Bill Bacon

The meeting opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Hall, supported by Williams to approve the minutes of the October 3, 2000 meeting.  
Motion carried.

#### II Manager's Report

Hazel Jacobs distributed copies of the Manager's report for October 2000 (attached).  
Items covered included a recent meeting with state aeronautics officials and consultants  
regarding the grant funding for the approved relocation of Sand Creek Highway.  
Contracts have been prepared and are currently being reviewed by the Bureau of  
Aeronautics.

Other items included in the Manager's report were preparations for snow plowing this  
winter and various equipment needs. Manager Jacobs reported that work needs to be  
done updating the Airport zoning ordinance. She will be meeting with the County  
Planning Commission to review this matter further.

Manager Jacobs reported on efforts to control the geese population on the Airport. She  
also reported on a recent meeting she attended at the Lenawee Chapter of the Michigan  
Townships Association.

Motion by Hall, supported by Williams to accept the Manager's report as presented and to place  
it on file. Motion carried.

#### III Finance reports

Ms. Jacobs distributed the finance reports through October 31, 2000. Total receipts  
deposited at the Treasurer's Office are \$101,346.73. Non personnel expenditures for  
October were \$15,659.64. A list of pending expenditures from the 2000 budget was

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reviewed. Encumbered expenditures include crack sealing (\$15,000), hangar painting (\$5,150), plowing equipment and loan payments.

Finance reports from the County's main frame were reviewed. Total Airport fees to date are \$88,150.70. Farm rent received is \$3,906. The County appropriation has been received in full at \$55,000. Total expenditures through October 31, 2000 are \$96,195.83.

Motion by Hall, supported by Williams to place financial reports for October 2000 on file. Motion carried.

V New business and public comment

There was no new business or public comment.

IV Adjournment

Motion by Hall, supported by Williams to adjourn the meeting at 7:30 P.M. Motion carried.

WRB/jp



## MINUTES

### **LENAWEE COUNTY AIRPORT COMMISSION TUESDAY, DECEMBER 5, 2000 – 7:00 P.M. AIRPORT TERMINAL BUILDING**

Present: Commissioners Williams, Flippo and Hall

Also Present: Hazel Jacobs, Richard Jacobs, Billie Nichols, Commissioner Eisenmann,  
and Bill Bacon

The meeting opened with a silent prayer and the pledge of allegiance.

#### I Approval of Minutes

Motion by Flippo, supported by Williams to approve the minutes of the November 5, 2000 meeting. Motion carried.

#### II Manager's Report

Hazel Jacobs distributed copies of the Manager's report (attached). Items covered included repair of a leaking roof on one of the hangar buildings. Efforts to deal with the growing problem of geese at the Airport were reviewed.

Manager Jacobs reported that a used one ton truck with a blade and box was purchased at a cost of \$13,500. Two rotating beacons have been installed on the truck. It was reported that two radios had been ordered for Airport workers.

Manager Jacobs reported on the recent theft of equipment and tools from the maintenance garage at an approximate cost of \$2,000. Reports were filed with the Madison Township police and the County's insurance carrier. The locks on the maintenance garage have been changed.

Manager Jacobs reviewed recent work on updating the Lenawee County Airport zoning ordinance. She reported that the Bureau of Aeronautics is willing to update the ordinance at no cost to the County.

Motion by Hall, supported by Flippo to request that the Bureau of Aeronautics update the Lenawee County Airport zoning ordinance plans at no cost to the Airport. Motion carried.

Manager Jacobs reported she is attempting to secure a copy of the signed Airport ordinance from 1979. She also explained that a meeting is scheduled with the Region II Planning Commission on December 21, 2000 to review Airport zoning ordinance plans.

An update on the expansion project was reviewed. An escrow account has been set up at United Bank and Trust. Bank letterhead will be used in a campaign soliciting private donations. The goal for private donations is \$500,000.

Manager Jacobs reviewed efforts to prepare for the snow plowing season. She also reported that an artificial Christmas tree has been donated by Carol Tuckerman for use by the Airport.

Motion by Hall, supported by Flippo to accept the Airport Manager's report and to place it on file. Motion carried.

### III Finance report

Manager Jacobs reviewed the finance report through November 30, 2000. The grand total deposited at the Treasurer's Office is \$108,752.83. The total County appropriation for the year is an additional \$55,000. Manager Jacobs reviewed various pending expenditure items including payment for the crack sealing project, County loan payment on the hangar doors and an insurance deductible for the recent theft of equipment and tools.

The County's mainframe reports were distributed and reviewed. Total personnel expenditures are \$51,720 with non personnel expenditures at \$72,583 which is approximately 91% of the budget. The total cash balance of fund 581 is \$58,669 and the total cash balance in Airport improvement 404 fund is \$17,938.64.

Motion by Flippo, supported by Hall to place the Airport finance reports on file. Motion carried.

### IV Other Business

Manager Jacobs reviewed a pending Senate bill regarding revisions in the process of reviewing Airport plans with local zoning boards and planning commissions. The legislation would result in more coordination between the Airport and local units of government regarding zoning issues.

### V New Business and Public Comment

There was no new business or public comment.

### VI Adjournment

Motion by Hall, supported by Flippo to adjourn the meeting at 8:20 P.M. Motion carried.