

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, JANUARY 7, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall and Van Doren

Also Present: Joe Malak, Katrina Spry, Richard Jacobs, Irv Shaw, Billie Nichols, Loren Harmon and Cheryl Whipple

I Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the December 3, 2007 meeting. Motion carried.

II Manager's Report

The manager's report for January 2008 was distributed and reviewed by Joe Malak (full text on file).

Gary Siegfried from Mead & Hunt has been contacted about tree trimming on the east end of the subdivision. Work will need to be conducted once the ground freezes, to allow access to the property.

The materials required for the interior updates of the terminal building were purchased out of the 2007 budget; work is expected to begin the 2nd week of January. The carpeting will have to be replaced; however, the linoleum will be salvaged if possible. Jody Denske will furnish carpet samples and provide an estimated replacement cost by the next Airport Commission meeting.

The procedures that were followed to address mold issues in the basement appear to be working, and the air sanitizer brought in by Jody Denske has removed any odors.

Matt Richardson from the IT Department visited the Airport on January 3, 2008, to determine requirements for implementing wireless access in the terminal building. He will furnish cost estimates when available.

Repairs made by Al Wallace to the steel roofing on the box hangars appear to have solved the leakage problem.

Over the last 30 day, 127 hours of snow plowing have been logged. Due to this volume of work, the cutting blades on the snow plow were replaced. The cutting edges being used appear to wear longer than the original blades purchased with the plow.

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Joe Malak met with Curtis Lagassa in December regarding storm damage to hangars on the east end of the Airport. After reviewing the contract, it was determined that the Airport is responsible for maintenance and structural repairs of the building. Joe will continue to work with Mr. Lagassa to reach an agreement on the repairs. Proof of insurance has also been received from Mr. Lagassa, as was required in the purchase agreement.

Joe Malak reported that the doors on the Lagassa hangar are in poor condition and very hard to slide. He recommended replacing the doors as afforded by the budget. There was general discussion regarding maintenance costs to repair the doors instead of replacement costs.

Motion by Hall, supported by Van Doren, to approve the Manager's report for December, 2007, as presented. Motion carried.

III Finance Reports

The December 2007 finance reports were distributed and reviewed. Fuel flowage is down 18.9%, and parking fees are down by 50%. Service contracts and miscellaneous line items were over budget by 42% and 92% respectively.

Joe Malak reported that he has worked with Kathy Bernardo to verify all land leases have been billed, and statements for receivables thru December 2007 have been sent out. He hopes to collect the first quarter 2008 billings by the end of January. Joe will look into proper procedures for lessees that are behind in payments.

Motion by Hall, supported by Van Doren, to approve the finance report for December, 2007 as submitted. Motion carried.

IV Old Business

- A. Snow Removal Equipment Update - The blower was shipped and should arrive this week, and the tractor should be here by the end of the month.
- B. Farm Lease Agreement – Joe Malak reviewed the farm lease agreement which is for a five year term. The current lease will expire December 31, 2010.
- C. Landmark Fencing Project - Joe Malak reviewed a quote received for new fencing in the southwest corner of the Airport. He has requested a quote to use old fencing materials, and to include fencing in the barn. If the County chooses to use old fencing materials, the project will not be guaranteed.

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V New Business

There was no new business

VI Other Business

Rob Hall requested information about the outcome of any house that could be sold while under pending litigation with the County. Irv Shaw responded that the situation would need to be disclosed to the new owner and legally resolved through a real estate transaction.

Motion by Van Doren, supported by Hall, to go into executive session for possible real estate acquisition. Roll call vote: Yeas (3): Van Doren, Hall, and Branch. Motion carried.

Motion by Hall, supported by Van Doren, to go out of executive session at 3:40 P.M. Motion carried.

VII Adjournment

Motion by Branch, supported by Van Doren, to adjourn the meeting at 3:41 P.M. Motion carried.

VIII **NEXT MEETING**

The next regular Airport Commission meeting was scheduled for **MONDAY, FEBRUARY 4, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

CLW/rdb



Administrator's Office

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***** MEMO *****

TO: Airport Commission
Jack Branch, Chair

FROM: Cheryl Whipple, Interim County Administrator

DATE: 01-30-08

SUBJECT: MEETING CANCELLATION

The Airport Commission meeting scheduled for February 4, 2008 has been **CANCELLED**.

The next regular Airport Commission meeting is scheduled for:

MONDAY, MARCH 3, 2008 at 1:30 P.M.
LENAWEE COUNTY AIRPORT
TERMINAL BUILDING

ec: Media

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, APRIL 7, 2008 – 1:40 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall and Van Doren

Also Present: Joe Malak, Billie Nichols, Fred Cooley, Irv Shaw, Al Shaffer, Kathy Bernardo and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the March 3, 2008 meeting. Motion carried.

II. Manager's Report

The manager's report for April 2008 was distributed and reviewed by Joe Malak (full text on file).

Due to the large amounts of snow this year, problems with the asphalt in many areas of the airport are appearing. Joe has been investigating possible solutions to the problem without funding. The State of Michigan reported that due to pending lawsuits, it will be at least another two years before receiving any state or federal funding.

The transmission went out on the dump truck. The snow plow on the GMC pickup requires rebuilding. While plowing, the blade went through the asphalt and folded under the truck, causing the frame and hydraulic lines to break beyond normal repair. This claim has been turned into the insurance company.

A rental vac truck is required to pick up stones from the airport runway.

A meeting with the State of Michigan and the Airport Committee was requested by the Commissioners to discuss the status of Lenawee County grants. Joe Malak is in the process of setting this meeting up.

Hangar roof repairs are complete on the box unit owned by Mr. Richard McGee.

Fred Cooley returned to work today.

Jody Denske brought the maintenance department's camera equipment to investigate the source of the basement flooding. It appears that the terminal building footer tile is plugged and not allowing ground water to flow to the sump crock. The Drain Commission is going to attempt to jet the blockage out.

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The new Kubota tractor is paid in full with the exception of the snow blower. The tractor has been returned to Dan's Farm Supply to remove the snow blower. Dan's Farm Supply is seeking a restocking fee from the Airport Commission. Joe is working with Greg Smith to seek another option to replace the blower. A V-blade would be ideal for snow removal.

The winter equipment is being put into storage and the summer equipment is being prepared for the upcoming season.

The airport roadside sign fell off, Joe intends to get the sign fixed.

*Motion by Van Doren to postpone the decision on paying Dan's Farm Supply one-half of the restocking fee for the blower. **Motion died for lack of support.***

Motion by Hall, supported by Van Doren, to approve the Manager's report for March 2008, as presented. Motion carried.

III. Finance Reports

The March 2008 finance reports were distributed and reviewed. Joe Malak noted that he had already exceeded the amount budgeted for snow removal.

Motion by Hall, supported by Van Doren, to approve the finance report for March 2008, as submitted. Motion carried.

IV. Old Business

A. Fencing areas – Joe Malak will be seeking a quote for fencing areas of the airport.

B. Wireless Router – The wireless router request for the airport, at an estimated cost of \$1,200 was tabled.

C. Lagassa hangar – Joe Malak has obtained a copy of Mr. Lagassa's insurance. Mr. Shaw is to review the insurance and the terms of the agreement with Mr. Lagassa. Currently, Joe does not plan to replace the hangar doors.

V. Executive Session

Motion by Van Doren, supported by Hall, to go into executive session for the purpose of discussing possible real estate acquisition. Roll call vote: Yeas (3): Hall, Van Doren and Branch. Motion carried.

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Motion by Hall, supported by Van Doren to go out of executive session at 3:00 P.M. Motion carried.

VI. Adjournment

Motion by Hall, supported by Branch, to adjourn the meeting at 3:02 P.M. Motion carried.

VII. **NEXT MEETING**

The next regular Airport Commission meeting was scheduled for **MONDAY, MAY 5, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

CLW/ksb

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, MAY 5, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall and Van Doren

Also Present: Joe Malak, Fred Cooley, Martin Lawrence, Billie Nichols, Dick Jacobs, Nathan Plumber, Jason Dennison, Travis Stebelton, Bruce Neil, Irv Shaw, Al Shaffer and Kathy Bernardo

I. Approval of Minutes

Motion by Van Doren, supported by Branch, to approve the minutes of the April 7, 2008 meeting. Motion carried.

Motion by Van Doren, supported by Branch, to add Executive Session to the agenda for the proposed purchase of land. Motion carried.

II. Manager's Report

The manager's report for April 2008 was distributed and reviewed by Joe Malak (full text on file).

Fuel prices are on the rise at an astonishing rate.

During a recent wind storm, the roof to hangar P was damaged. The cost of the repairs is in excess of \$15,000, with a \$5,000 deductible.

The small GMC dump truck was picked up by Underwood's Chevrolet in Clinton, for a repair estimate.

New tenants are scheduled to occupy the Maintenance Building and the repair station is expected to be open during the month of May.

A quote for additional fencing to allow water landings was quoted at \$5,236.82. Additional fencing costs were reviewed. The repair for damage to existing fence was \$180. Additional sections of fencing were quoted at: Carlton Road - \$1,797.36, rear of Comfort Building - \$1,262.15, Comfort Building front - \$1,228.46, and the Maintenance Building front - \$1,190.80.

Joe Malak reviewed his efforts at attempting to obtain grant funds from the State of Michigan. He is trying to set up a meeting at the airport with State representatives.

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Motion by Hall, supported by Van Doren, to approve the Manager's report for April 2008, as presented. Motion carried.

Motion by Van Doren, supported by Hall, to authorize the completion of fencing projects out of building repairs and maintenance, in an amount not to exceed \$2,000. Motion carried.

Joe Malak is going to attempt to attend local Homeland Security committee meetings.

III. Finance Reports

The April 2008 finance reports were distributed and reviewed.

Motion by Van Doren, supported by Hall, to approve the finance report for April 2008, as submitted. Motion carried.

IV. Old Business

Joe Malak forwarded a copy of the Lagassa insurance policy to Bev Kampmueller and the Walton Agency. The intent is for the County to provide the insurance and receive reimbursement from Mr. Lagassa for the cost.

V. Executive Session

Motion by Van Doren, supported by Hall, to go into executive session for the purpose of discussing possible real estate acquisition. Roll call vote: Yeas (3): Hall, Van Doren, and Branch. Motion carried.

Motion by Van Doren, supported by Hall, to go out of executive session at 2:30 P.M. Motion carried.

Motion by Van Doren, supported by Branch, to recommend to the Personnel/Ways and Means Committee the proposed purchase of the FBO and land, excluding the Maintenance Building, with a \$300,000 loan from Delinquent Tax at 6% interest. Motion carried.

VI. Adjournment

Motion by Van Doren, supported by Hall, to adjourn the meeting at 2:32 P.M. Motion carried.

VII. NEXT MEETING

The next regular Airport Commission meeting was scheduled for **MONDAY, JUNE 2, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, JUNE 2, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Fred Cooley, Martin Lawrence, Hazel Jacobs, Billie Nichols, Dick Jacobs, Irv Shaw, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Al Shaffer, Cheryl Whipple, and Kathy Bernardo

I. Approval of Minutes

*Motion by Hall, supported by Branch, to approve the minutes of the May 5, 2008 meeting.
Motion carried.*

II. Manager's Report

The manager's report for May 2008 was distributed and reviewed by Joe Malak (full text on file).

An auto accident on Sand Creek Highway resulted in damage to the fence at the airport. The individual that caused the damage fled the scene, but was later apprehended in Texas. The total cost to repair the damaged fence is \$5,106. The airport will have to seek reimbursement for the \$5,000 deductible from the individual that damaged the fence.

Fred Cooley has returned to work after re-injuring his knee.

The dump truck has been repaired at a cost of \$1,007.32.

The Junior Achievement event at the airport is to be held on Saturday, June 21, 2008.

Jackson Community College has been doing well at the airport over the past year.

Commissioner Hall inquired about excess fencing for the County Parks Commission.

The used air conditioner at the old Courthouse is expected to be available soon for use at the airport. Joe will be contacting Jody Denske about obtaining the unit.

Motion by Branch, supported by Hall, to approve the Manager's report for May 2008, as presented. Motion carried.

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III. Finance Reports

The May 2008 finance reports were distributed and reviewed.

Joe Malak reported that the fuel flowage revenue should increase for the next two months due to anticipated business from MIS races, Adrian Soaring Club, and Jackson Community College.

Motion by Van Doren, supported by Hall, to approve the finance report for May 2008, as submitted, with verification of what the budgeted amount for special assessments in the amount of \$500. Motion carried.

IV. Old Business

Joe Malak reviewed the status of the roofing projects.

The Carleton Road fencing is finished, but the minor repair remains pending.

V. New Business

RAMP and RON Fees: Joe Malak presented a proposal for new Ramp and RON fees. New ramp fees include: an increase from \$25 to \$35 for an aircraft weighing 6,000 to 20,000 pounds, an increase from \$40 to \$50 for aircraft weighing between 20,001 and 30,000 pounds, and an increase from \$50 to \$75 for aircraft weighing over 30,001. Fees are waived if there are minimum fuel purchases. A change from \$5.00 to free for RON fees was also suggested. There has yet to be any RAMP or RON fees collected for 2008.

Motion by Van Doren, supported by Hall, to approve the revised RAMP and RON fee schedule as presented: Ramp fees include \$35 for an aircraft weighing 6,000 to 20,000 pounds, \$50 for an aircraft weighing between 20,001 and 30,000, and \$75 for aircraft weighing over 30,001, and free RON fees for Single Engine planes. Motion carried.

Insurance for the Lagassa Hangar: Joe Malak is in the process of obtaining pricing for insurance on the Lagassa hangar, which will be billed back to Mr. Lagassa. The insurance is also being adjusted on the Comfort Hangar.

VI. Executive Session

Motion by Van Doren, supported by Hall, to go into executive session for the purpose of discussing possible real estate acquisition. Roll call vote: Yeas (3): Hall, Van Doren, and Branch. Motion carried.

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Motion by Van Doren, supported by Hall, to amend the previous motion to include pending litigation in executive session. Roll call vote: Yeas (3): Hall, Van Doren, and Branch. Motion carried.

Motion by Hall, supported by Van Doren to go out of executive session at 2:55 P.M. Motion carried.

Joe Malak is arranging a meeting here at the airport with the Mead and Hunt, State of Michigan, Bureau of Aeronautics, and Representative Tim Walberg for discuss state and federal airport funding concerns.

VII. Adjournment

Motion by Van Doren, supported by Hall, to adjourn the meeting at 2:56 P.M. Motion carried.

VIII. NEXT MEETING

The next regular Airport Commission meeting was scheduled for **MONDAY, JULY 7, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

CLW/ksb

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, JULY 7, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Fred Cooley, Martin Lawrence, Billie Nichols, Stephanie Ward, Bruce Neill, and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the June 2, 2008 meeting. Motion carried.

II. Manager's Report

The manager's report for June 2008 was distributed and reviewed by Joe Malak (full text on file).

Michigan International Speedway race activities started June 12th and ran through race day, June 15th. Although race traffic and the number of aircraft is down due to the cancellation of the Kentucky race, and many teams are merging to use larger aircraft, approximately 3,000 gallons of Jet fuel was sold. Joe Malak and Marty Lawrence are soliciting new race teams that do not currently use Lenawee or Jackson airports on race weekend. New marketing ideas will have to be developed to insure more aircraft.

The Junior Achievement Summer Blast Grand Prix was held on Sunday, June 21st, with crowds larger than last year. Insurance costs were covered by Junior Achievement. Wings of Lenawee and volunteers painted the faces of approximately 400 children, and 78 penny a pound aircraft rides were given before a severe thunderstorm arrived around 3:30 pm drowning the events. Hail and winds gusts of up to 50 mph caused much damage to the tented areas, and caused excessive water flows through gates. The race went unfinished due to the storm.

The spraying of the fence and other areas has been completed, with attention now being focused on the continuous mowing and servicing of the hangars. The goal is to have all hangars serviced by the end of the month.

Joe has met with Mead and Hunt in reference to the tentative five year plan, which needs to be submitted by August 1, 2008. The plan has been changed to address the necessary

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rehabilitation of parking and entrance areas of the terminal apron and hangars. A date has not been set for the Michigan Airport Programming (MAP) meeting. Joe will notify the commissioners when this information becomes available.

Due to over 5 inches of rainfall, water levels in the basement exceeded the top of plug sockets and floated everything, including boxes of stored records. Twenty inches of the ASOS weather station equipment was also underwater. The sump pump has been running non-stop since Sunday. Joe will contact Jody to schedule raising the ASOS equipment further off the floor.

The large snow plow truck will be serviced, as it was not cost effective to upgrade.

Motion by Branch, supported by Hall, to approve the Manager's report for June 2008, as presented. Motion carried.

III. Finance Reports

The June 2008 finance reports were distributed and reviewed.

Cheryl Whipple noted that the Special Assessments line item budgeted at \$500 was last used in 2004 for appraisals.

Motion by Hall, supported by Van Doren, to approve the finance report for June 2008, as submitted. Motion carried.

IV. New Business

The tentative five year plan was reviewed and discussed.

V. Old Business

Motion by Van Doren, supported by Hall, to forward the signed purchase agreement of the FBO for approval to the Personnel/Ways and Means Committee to finalize. Motion carried.

VI. Other Business

The insurance agent is reviewing insurance options for special events. Joe has invited the agent to visit the Airport to review Airport insurance needs.

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Commissioner Van Doren noted that the gate is not being closed when the farmer is in the field, and this could be a potential security risk. Joe will speak with him.

Commissioner Van Doren inquired on how increased electric service costs for hangars are handled, and if it is passed along in the rental rates. Joe stated that electrical expenses are included in the rent; however, rental agreements have not been reviewed this year. Joe suggested investigating into the possibility of wiring those hangars individually that are not currently independent. Commissioner Hall thought that when it was considered before it was cost prohibitive. Commissioner Van Doren requested an electric rate comparison of current to 6 months and one year ago, to determine if rental rates need to be adjusted. He also requested that there be better identification when submitting to accounts payable for processing.

Joe inquired about a County cell phone for the Airport Manager.

Motion by Van Doren, supported by Hall, to authorize the Airport Manager to acquire a County cellular phone for the services needed at the Airport, to be included in the County policy.

Motion carried.

Commissioner Hall suggested the possibility of utilizing vacant land as potential Airport property to be used for Airport industrial growth.

Marty Lawrence, Airport Maintenance, informed the Commission that they have been photographing aircraft landing at airport to be used as documentation at an upcoming MAP meeting. He also noted that larger aircraft have been landing more frequently at the Airport.

Stephanie Ward, from Mead and Hunt, commented on how the Airport has kept good documentation on the deterioration of ramp and entrance drives, and has a fine program to be presented at the MAP meeting.

VII. Executive Session

Motion by Van Doren, supported by Hall, to go into executive session for update from Mead and Hunt on litigation. Roll call vote: Yeas (3): Hall, Van Doren, and Branch. Motion carried.

Motion by Hall, supported by Van Doren to go out of executive session at 3:15 P.M. Motion carried.

Motion by Van Doren, supported by Branch to forward to Personnel Ways and Means Committee for discussion, request by attorney for authorization to make airport litigation decisions on behalf of the County. Motion carried.

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VIII. Adjournment

Motion by Van Doren, supported by Hall, to adjourn the meeting at 2:56 P.M. Motion carried.

IX. **NEXT MEETING**

The next regular Airport Commission meeting is scheduled for Monday, **AUGUST, 4, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

CLW/rdb

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, AUGUST 4, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Fred Cooley, Martin Lawrence, Irv Shaw, Bill Rauser, Dana Gehres, Al Schaffer, Bruce Neill, and Cheryl Whipple

I. Approval of Minutes

*Motion by Hall, supported by Van Doren, to approve the minutes of the July 7, 2008 meeting.
Motion carried.*

II. Kapnick Insurance

Bill Rauser, Kapnick Insurance Group, distributed and reviewed insurance information.

He explained the Public Officials Liability policy limits and deductible, and that defense costs are outside the limit of liability. He further explained that claims made means that any occurrences after 7/1/95 covered.

Airport/Aircraft Liability is specific to the airport and covers ownership, maintenance and use of airport and operations thereto. The addition of FBO to policy resulted in a minimal addition to the premium of \$300. Primary liability exclusions are limited to employee injury, which is covered under work comp. He recommended addressing the pollution coverage (pollution is environmental liability).

The Ground Hangar Keepers Liability covers physical damage of aircraft damaged under the control of the Airport, and excludes flight and diminution of value. Once the aircraft is in the hangar, it becomes the owners' responsibility.

Airport/Aircraft liability coverage premium is currently \$7,450, with Ground Hangar Keepers included. The premium to for added war and terrorism coverage is \$745.

Mr. Rauser reviewed options available to increase the liability limits on the Ground Hangar Keepers liability from \$500,000 each aircraft/\$2,000,000 each occurrence to \$2,000,000/\$4,000,000 or \$5,000,000/\$5,000,000 for additional premiums of \$2,500 and \$6,000 respectively.

Airport Liability limit is \$10,000,000, the premium to raise \$20,000,000 would be \$5,550.

Mr. Rauser reported they are negotiating with the carrier to add special event coverage to

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the policy. Joe Malak said that there have been community events he wanted to hold at the Airport, but did not because the cost of special event coverage was prohibitive.

There was also discussion of commercially available fire prevention, and size and type of aircraft moved, as well as the definition of war and terrorism.

Motion by Hall, support by Van Doren, to recommend to the Personnel Ways and Means Committee the continuation of the current airport/aircraft liability level with inclusion of the FBO for premium of \$7,450, and to add war and terrorism coverage for \$745. Motion carried.

III. Manager's Report

The manager's report for July 2008 was distributed and reviewed by Joe Malak (full text on file).

Joe reported that on July 29th, the Department of Transportation, Airports Division conducted their regular inspection. Juan Zapata, an Aviation specialist with the State of Michigan, found the airport to be well maintained. Mr. Zapata considered the most important item is the rehabilitation of the (ramp) apron, as on the Northeast side of ramp they sink. Pictures were taken for documentation purposes for 5 year map meeting. Suggests ramp be removed, re-bedded, so crown will slope away from the building, and put on new surface. He intends to suggest to the review board that they allow for this project to be considered.

The new five year plan is complete and has been forwarded on to Betsy Steudle, State Block Grant Coordinator for the Bureau of Aeronautics and Freight Services. The Michigan Airport Programming Meeting (MAP) has been set for November 12, 2008 at 10:00 a.m. Joe Malak will try to reschedule, as the Board of Commissioners meeting is also scheduled for that day.

The first thirteen of the nineteen expansion joint cuts that were discovered last year during the July inspection have been repaired. The remaining joints should be complete by the end of the month.

The airport activity for the month of July is estimated to have doubled in comparison to a year ago. With the new runway expansion, Lenawee County has been hosting to ramp area to five crop dusting companies, which has made July, the busiest month for aircraft this summer. Many of the aircraft are not using Monroe due to homeowners' complaints of low flying aircraft.

The construction of the small addition to the Merrillat Corporate hangar has begun. The addition will encompass an area for the aircraft tug to park as the aircraft is pulled into the building, and a small office area for the pilots to perform their flight planning. As

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always, all permits and approvals were complied with.

Motion by Branch, supported by Van Doren, to approve the Manager's report for July 2008, as presented. Motion carried.

IV. Finance Reports

The June 2008 finance reports were distributed and reviewed.

Motion by Van Doren, supported by Hall, to approve the Finance report for July 2008, as presented. Motion carried.

V. Old Business

Air conditioning Unit

Joe inspected the air conditioning unit at the old courthouse again, which is not a central unit. A hole would be required to be cut through the wall to utilize the unit. There is also the possibility of a heat pump unit being acquired by the Airport at no cost. The furnace has not yet been running since the last round of water accumulation in the basement.

Electric Costs

Mr. Malak has been researching the electric billings for each unit in an effort to identify respective meters. A representative from Consumer Energy will review each meter and prepare the possible scenarios. Each hangar may be on its own meter in its own name, or one meter may feed additional meters to be divided among individuals. Direct billing from Consumers Energy is the preference to avoid raising rental rates.

Changes in the runway lighting have reduced electric costs nearly in half. After speaking with other airports, Ann Arbor is the only airport that leaves runway lights on after dark. Timers have been reconfigured to operate the system as "pilot operated" runway lights after 11 p.m., with the beacon remaining on at all times.

Joe reported information was hand delivered to Tim Walberg.

VI. Other Business

Joe compiled inventory of new and old equipment, documented by pictures (inventory list to go with bill of sale), and will create a summarized list for bill of sale for the FBO. Trucks in inventory do not have liens, and all three could be re-titled to become the property of Lenawee County.

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The title company requested that due to the land contract issue, that it be in the best interest to separate the title into two parcels. Irv will contact the title company to determine any additional coverage costs, and Joe will forward the updated land contract summary to Irv.

Joe is attempting to locate a snow plow, and would like to purchase it through the state, but is unsure if he can get one big enough from the state.

VII. Adjournment

Motion by Branch, supported by Hall, to adjourn the meeting at 3:30 P.M. Motion carried.

VIII. NEXT MEETING

The next regular Airport Commission meeting is scheduled for Monday, **SEPTEMBER, 8, 2008 at 1:30 P.M. IN THE AIRPORT TERMINAL.**

CLW/rdb

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, SEPTEMBER 8, 2008 – 1:30 P.M. AIRPORT TERMINAL

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Martin Lawrence, Irv Shaw, Bruce Neill, Billie Nichols, Sharon Malak, and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the August 4, 2008 meeting. Motion carried.

II. Manager's Report

The manager's report for August 2008 was distributed and reviewed by Joe Malak (full text on file).

MAP - Joe Malak reported that the Michigan Airport Programming meeting (MAP) has been changed to **November 17, 2008 at 1:00 pm.** at the Lansing Airport. Betsy Steudle, block grant coordinator, recently visited the airport to review information that had been forwarded to her. We will be working with Mead & Hunt, to coordinate the correct process for moving forward with all work presented.

Consumers Energy - Joe recently met with Consumers Energy to designate power locations, discuss efficiency options, and to review putting together a new program. There is a possibility that by running new lines from the pole, there may be no cost incurred by the County.

Equipment - Maintenance on the large County plow truck and GMC pick-up has been completed. Used tires were placed on the GMC dump truck. Vehicles are now ready for snow.

Buildings – The sump pump portion of the flooding issue in the Terminal Building should now be resolved with the replacement of the old sump pump and assembly with two high volume pumps. There is a notification alarm when the second pump is activated.

Construction on the Merillat Corporate hangar continues, with exterior work expected to be completed within the next couple of weeks. A section was added to accommodate a tug vehicle, as well as the addition of a small office.

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Marketing Plan - Joe has consulted with Mike Kormos, from Avfuel Corporation and is in the process of developing a Marketing Plan for the Lenawee County Airport. He plans to work in all corporate options including fuel processing, with assistance from Avfuel Corp. Online and other marketing options were discussed as a way to entice new aircraft. Commissioner Van Doren recommended that Joe speak with Jim Gartin, President & CEO, of the Economic Development Director, as well as Alicia Cottrell, Director of Government and Community Affairs, at Michigan International Speedway.

Joe solicited input from airport traffic after the MIS race. Important issues included easy access, fuel costs, and having branded fuel; which Avfuel is branded. He anticipates there will be additional teams using the Lenawee County Airport next season.

Avfuel Meeting - Mike Kormos from Avfuel recently met with Joe and Sharon Malak, Irv Shaw, Commissioner Branch, Marcia Kortas, Marilyn Woods, Erica Raymond and Cheryl Whipple to review credit card and fuel cost payment options.

Matt Richardson from the IT Department will need to review the systems to confirm that information will be backed-up efficiently.

Avfuel has served all the filters on the fuel trucks to avoid any future problems.

Motion by Hall, supported by Van Doren, to approve the Manager's report for August 2008, as presented. Motion carried.

IV. Finance Reports

The August 2008 finance reports were distributed and reviewed.

Motion by Van Doren, supported by Hall to approve the Finance report for August 2008, as presented. Motion carried.

V. Old Business

Motion by Van Doren, supported by Hall, to recommend to the Personnel/Ways and Means Committee that permission be granted to hold the Junior Achievement Summer Blast 2009, with the assurance that there will be no cost for this event to the Lenawee County Airport. Motion carried.

Due to the cost of installing a central air conditioning unit it was decided to remain with the current system. The Maintenance Department may have a 3-ton outside condensing unit become available sometime in the future.

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VI. New Business

Lease and Agreement with Avfuel Corp and JCC –

The Avfuel and JCC agreements were reviewed. Irv noted an item that needed clarification, and will be in contact with Mike from Avfuel to resolve.

Motion by Van Doren, supported by Hall, to recommend to the Personnel/Ways and Means Committee that the County be authorized to enter into contracts with Avfuel and JCC at time of FBO purchase closing,. Motion carried.

VI. Other Business

Commissioner Van Doren inquired whether Joe would be able to make the deadline for completing the Continuity of Operations Plan. Joe will request copy of the letter from Jim Anderson, and plans to meet the deadline.

Commissioner Van Doren updated the Commission on discussions with Gary Strauss in relation to lawsuit. Per the Prosecutor's recommendation, he was advised that he has the authority to do what he feels appropriate.

Commissioner Van Doren recommended that Joe talk to Bill Rauser of Kapnick insurance to verify Lagassa building insurance needs are being met.

There was discussion on what to do with pool table.

Motion by Van Doren, supported by Hall, to authorize the Airport Manager to donate the pool table to the Maurice Spear Campus when it becomes the property of the Lenawee County Airport. Motion carried.

VII. Adjournment

Prior to motion to adjourn, Commissioner Van Doren excused Fred Cooley for his absence for moose hunting trip to Canada, contingent upon him bringing in moose meat and pictures.

Motion by Van Doren, supported by Hall, to adjourn the meeting at 2:45 p.m. Motion carried.

VIII. **NEXT MEETING**

The next regular Airport Commission meeting is scheduled for Monday, **OCTOBER, 6, 2008 at 1:30 P.M. in the AIRPORT TERMINAL.**

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION WEDNESDAY, SEPTEMBER 24, 2008 – 1:05 P.M. COMMITTEE ROOM

Present: Commissioners Branch, Hall, and Van Doren

Other Commissioners Present: Commissioner Tillotson

Also Present: Joe Malak, Irv Shaw, Roxann Holloway, and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the September 8, 2008 meeting. Motion carried.

II. Addition to Agenda

Motion by Hall, supported by Van Doren, to discuss proposed airport personnel changes under Other Business. Motion carried.

III. Review FBO Purchase Agreement

Commissioner Van Doren expressed his gratitude to Irv Shaw for going above and beyond to help make this sale happen.

Irv Shaw reported that the closing is scheduled for Thursday, September 25, 2008 at the Prestige Title Company. The County will buy two parcels of real estate, not contiguous but both located at the airport, for \$250,000 each, and sale to include \$15,000 worth of equipment. The title company will be the escrow agent, and hold the deed between the County and Jacobs. The County will make monthly payments on remaining land contract balance as per language contained in original contract between Jacobs and MBA-Viation.

Joe Malak reported that he has made arrangements for the orderly transfer of the Avfuel account from Wings of Lenawee to Lenawee County, which will occur once the sale is complete. He will dip fuel tanks to determine fuel levels in the morning.

The necessity to do inventory, signage changes, and property taxes were discussed. Once the sale is complete, Joe will contact Kapnick Insurance to make necessary changes.

Motion by Hall, supported by Branch, that the Airport Commission approves the purchase agreement as reviewed and authorizes the Chairman of the Board of Commissioners and County Clerk to sign closing documents. Motion carried

Motion by Van Doren, supported by Hall, to authorize Irv Shaw to sign the escrow agreement with Jacobs on behalf of the County of Lenawee.,

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IV. Other Business

Joe Malak stated that Jackson Community College pays rent biannually and there will be a credit due to the County for the amount prepaid by JCC. There was discussion on offsetting credit due to County with fuel inventory due to Wings.

The Airport Manager's current salary compensation levels from the County and FBO were reviewed. Commissioner Van Doren stated that there may be some overlapping job duties and recommended reclassifying Joe as the Airport Director/Manager and be placed at step 1 of the A40 grade.

There was discussion on whether to add a part time clerical position (currently in FBO) or to replace an existing Airport Maintenance position with a clerical position. FBO purchase projections included \$12,000 for an additional part-time clerical position.

Motion by Van Doren, supported by Hall, to recommend reclassification of the Airport Manager position (A29) to the Airport Director/Manager (A40) effective the first pay period following approval. Motion carried.

Motion by Hall, supported by Branch, to recommend that an Airport Maintenance position (X11-5 / 988 hours/year) be replaced with an Account Clerk I (A11-1 / 1,560 hours/year). Motion carried.

V. Adjournment

Motion by Van Doren, supported by Hall, to adjourn the meeting at 2:07 p.m. Motion carried.

VI. **NEXT MEETING**

The next regular Airport Commission meeting is scheduled for Monday, **OCTOBER, 6, 2008 at 1:30 P.M. in the AIRPORT TERMINAL.**

CLW

**** NOTICE ****

**LENAWEE COUNTY AIRPORT
COMMISSION MEETING**

**The Airport Commission Meeting scheduled for
OCTOBER 6, 2008 has been CANCELED**

The next regularly scheduled meeting will be held

MONDAY, NOVEMBER 3, 2008 AT 1:30

At the
LENAWEE COUNTY AIRPORT
TERMINAL BUILDING

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, NOVEMBER 3, 2008 – 1:30 P.M. TERMINAL BUILDING

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Irv Shaw, Bobbie Nichols and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the September 24, 2008 meeting. Motion carried.

II. Manager's Report

Airport Manager Joe Malak reviewed the following items in Manager's Report (full text on file).

- Fence Damage – Sand Creek Hwy at Carleton
- Summer equipment winterized and stored and snow removal equipment prepared for upcoming winter season.
- Lease agreement - Jackson Community College
- Indoor winter projects
- Additional equipment - Airport
- Personnel
- FBO – Changeover

Motion by Hall, supported by Branch, to approve the Manager's report for November 2008, as presented. Motion carried.

III. Finance Report

Cheryl Whipple reported that due to the accounting changes necessary for FBO changeover the October 2008 finance reports were not available. Year to date balances in line item expenditures were reviewed..

IV. Old Business

FBO Transition - Joe reported that the FBO transition for credit card sales has gone well, and he has been working with Administrator's Office to create accounts on the County software to mirror previous FBO accounting.

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Junior Achievement, Summer Blast 2009 - Would like to ask for approval to hold 2009 Junior Achievement Summer Blast at the Lenawee County Airport at no cost to the County.

Motion by Van Doren, supported by Hall, to approval holding the 2009 Junior Achievement Summer Blast at the Lenawee County Airport at no cost to the County. Motion carried. {Please note previously approved by Board of Commissioners on September 10, 2008}

Avfuel Corp. Lease Agreement - Joe reported that the Avfuel agreements need to be signed and returned to Avfuel.

Motion by Van Doren, supported by Branch, to recommend to the Board of Commissioners approval of the Avfuel agreements, pending review and approval of legal counsel. {Please note previously approved by Board of Commissioners on September 10, 2008}

V. New business

Signage at front of FBO - Joe reviewed proposed signage changes, and reported that expected changes are anticipated to be \$1,300 to \$1,400. Would like to do this year if balance available.

Rental cost per square foot for terminal building - Joe requested input on rate to charge per square foot for terminal building rental. He will return to Commission with recommendation.

Airport marketing plan for 2009-2010 - There was a general questions on Airport marketing plan. Joe will put together total anticipated cost dollar amount The only thing cost involved is aircraft

Motion by Van Doren, supported by Hall, to accept the manager's marketing plan. Motion carried.

Phone and fiber optics to FBO - Phone and fiber optics for FBO. Joe reviewed the anticipated costs to run fiber optics from the terminal building to FBO. Running from Terminal Building will cost approximately \$3,000, in comparison to the \$7,000 cost to run from Road to FBO. If funds available in 2008 budget, would to complete this year.

Purchasing of saleable goods at FBO - Joe would like to request a credit card for the Airport because most purchases of saleable goods for FBO require transaction handled on credit card.

Motion by Hall, supported by Van Doren, to recommend to the Personnel Ways and Means

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Committee a credit card for the Airport. Motion carried.

Snow removal equipment - Joe reviewed options for snow removal equipment. He will contact the vendor to verify pricing.

Roof Maintenance – Joe reviewed the problem with the old maintenance building roof, dumping water on flat roof, which backs up into two downspouts, and running back into the building. He suggests all commercial gutters for hangar roof top side to eliminate water on roof, at an estimated cost of \$1,700. If budgeted funds available, it is okay to go proceed with repairs.

Airport Tenants - Joe reviewed problems with payments from some tenants at the airport.

Motion by Van Doren, supported by Branch, to grant the Airport Manager authority for this and any future claims to work with legal counsel to start litigation against tenants and keeping airport commission advised. Motion carried.

Commission Van Doren questioned whether costs are being covered in rental rate to cover utilities. Joe explained that all Consumers power bills are remarked with hangar on the bottom so costs can be tracked by hangar. There was concern if rent raised, may lose tenants.

V. Adjournment

Motion by Hall, supported by Van Doren, to adjourn the meeting at 3:12 P.M. Motion carried.

CLW

MINUTES

LENAWEE COUNTY AIRPORT COMMISSION MONDAY, DECEMBER 3, 2008 – 1:30 P.M. TERMINAL BUILDING

Present: Commissioners Branch, Hall, and Van Doren

Also Present: Joe Malak, Irv Shaw, Fred Cooley, and Cheryl Whipple

I. Approval of Minutes

Motion by Hall, supported by Van Doren, to approve the minutes of the November 3, 2008 meeting. Motion carried.

II. Manager's Report

Airport Manager Joe Malak reviewed the following items in Manager's Report (full text on file).

- The interior face lift of the east maintenance building is nearly complete
- The lease agreement for the AVFUEL Corporation has been signed and delivered and work continues on the contract fuel agreement
- The southwest fencing has been replaced
- The new aircraft ramp was supported at the recent MAP meeting and engineering monies will be released to Mead and Hunt for the project
- All aircraft T-hangars are now occupied
- Tree removal project on the east end of the airport as discussed at the MAP meeting have been forwarded to Mead and Hunt.

Motion by Van Doren, supported by Branch, to move ahead with tree removal project, as discussed at MAP meeting, and a letter be forwarded to Attorney Gary Strauss notifying him of this action. Motion carried.

- A \$7,00 quote for fabrication and installation of a 10' snow plow on the new tractor has been obtained from the Cobra Company.

Motion by Van Doren, supported by Hall, to authorize the Airport Manager to purchase the 10' snow plow at a cost not to exceed \$7,400. Motion carried

Motion by Van Doren, supported by Hall, to approve the Manager's report for December, 2008, as presented. Motion carried.

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III. Finance Report

Cheryl Whipple reviewed the November 2008 finance reports (full text on file).

Motion by Van Doren, supported by Hall, to accept finance report and put on file. Motion carried.

IV. Old Business

Joe will wait on the phone and fiber optics for FBO until next Spring.

AVFUEL Corporate Fuel Sales – Joe would like to do because would be profitable to Airport. Contract fuel is another credit card option to buy fuel from Avfuel, same product.

2009 Budget – Fuel Sales Joe recalculated fuel sale numbers and will be able to add in an additional \$11,600 to fuel sale revenue, which would reduce the county appropriation.

V. New business

There is a situation with P Hangars. New doors were set on an “I” beam which is resting on half a block and crushing walls as doors close forward and out. Door is currently in the closed position and there is apprehension about opening it. A specialist has been contacted to fabricate a repair. At this time there is no estimate on cost, commission will be notified by email when available. There was discussion on funding of repairs.

Addendum to Lease Agreement for Jackson Community College – If someone comes to front counter, will be directed to JCC, unless they do not want to school with JCC.

Motion by Van Doren, supported by Hall, to accept the amendment to JCC lease agreement. Motion carried.

Joe has taken measures to collect rent from tenants and and received good results.

V. Adjournment

Motion by Van Doren, supported by Branch, to adjourn the meeting at 2:22 p.m. Motion carried.

VI. NEXT MEETING

The next regular Airport Commission meeting is scheduled for **MONDAY, JANUARY 5, 2009** at 1:30 P.M. in the AIRPORT TERMINAL.

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