

MBS INTERNATIONAL AIRPORT COMMISSION

February 20, 2020

MINUTES

The meeting was held in the Eugene F. Gwizdala Conference Room, 8500 Garfield Road, Freeland, Michigan 48623. Brad Kaye, Chairman, called the meeting to order at 3:22 p.m. Roll was called by Nicole Moses.

COMMISSIONERS

Present

Brad Gray
Tim Morales
John Milne
Tom Ryder
Tom Herek
Steve Arnosky
Tom Miller, Jr.
Brad Kaye

Absent & Excused

Ernie Krygier

Staff

Jeff Nagel
Amy Lusk
Nicole Moses
James Canders

Guest

Pat Frame-RS&H
Mark Wilcer-RS&H
Jon Becker-MDN

PLEDGE OF ALLEGIANCE

MINUTES

Mr. Ryder made a motion to approve the minutes of the Regular Commission Meeting held on December 19, 2019. Mr. Arnosky seconded the motion. The motion was unanimously approved by the Board.

DECEMBER 2019 AND JANUARY 2020 WARRANTS AND CASH & INVESTMENT SUMMARY

Mr. Herek made a motion to approve the Warrant Registers for the December 2019 Payroll Advice Numbers 006519-006576, December 2019 Operations & Maintenance Check Numbers 047532-047588, 19-0110-19-0117 and Voided Check Number 047549, January 2020 Payroll Advice Numbers 006577-006662, January Operations & Maintenance Check Numbers 047589-047634, 20-0001-20-0011 and Voided Check Number 047600 and the December 2019 and January 2020 Cash and Investment Summaries. Mr. Ryder seconded the motion and the Board unanimously approved them.

PUBLIC COMMENT: NONE

2020 AIP RESOLUTION

At the December 17, 2019 meeting, the airport commission reviewed the Airport Capital Improvement Plan, which outlines the proposed capital projects for the airport over the next ten years. After review, the commission voted to receive that document.

Each year, the commission must approve the specific project to submit to the FAA for AIP funding. For 2020, that project is the design of Taxiway C rehabilitation, which is the full-length parallel taxiway for our main runway. This will be a design only grant with construction scheduled for either 2021 or 2022 depending on the timing of the grant.

RS&H is preparing the design contract which will come to the commission for approval later this spring. Once the commission approves that contract, we will complete the AIP grant application and submit to the FAA.

The grant resolution supports this project and is required by State Aeronautics. It is usually the first step in the AIP grant process. Approving this now saves time in the future and allows us to meet the tight grant turn-around timeframe established by the FAA.

RESOLUTION
(AIP Grant #5520)

RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF THE GRANT APPLICATION, GRANT AND ALL RELATED DOCUMENTS BY THE MBS AIRPORT COMMISSION, A SPECIAL STATUTORY BODY, ACTING AS SPONSOR FOR THE CITY OF MIDLAND, CITY OF SAGINAW, AND COUNTY OF BAY, MICHIGAN, AND THE UNITED STATES OF AMERICA, FEDERAL AVIATION ADMINISTRATION, FOR THE PURPOSE OF OBTAINING FEDERAL AID FOR THE DEVELOPMENT OF THE MBS INTERNATIONAL AIRPORT, UNDER PROJECT NO. 3-26-0083-5520.

BE IT RESOLVED by the members of the MBS International Airport Commission, Freeland, Michigan:

Section I. That MBS International Airport Commission, on behalf of the City of Midland, the City of Saginaw and the County of Bay, Michigan, shall submit a Grant Application and enter into a Grant Agreement for the development of the MBS International Airport, and that such Grant Documents shall be set forth hereinbelow:

Section II. That the Chairman or Vice-Chairman of the MBS International Airport Commission, is hereby authorized and directed to execute said Grant Application, Grant Agreement, and all other related documents in (4) copies on behalf of the City of Midland, City of Saginaw, and County of Bay, Michigan, and the Airport Manager is hereby authorized and directed to impress the official seal and to attest said execution:

Section III. That the Grant Application/Agreement referred to as Project 3-26-0083-5520.

Mr. Milne made a motion to approve the grant resolution for AIP Grant #5520 and authorized the Chairman, or in his absence the Vice Chairman, to sign the related grant documents. Mr. Arnosky seconded the motion and the motion passed unanimously.

MICHIGAN AIR SERVICE PROGRAM

The Michigan Office of Aeronautics has announced a Call for Projects for surplus funds they have available under their Air Service Program. This is the same program that MBS uses for the State/Local Airport Rescue and Fire Fighting training grant.

The program has a Capital Improvement and Equipment category for which MBS would qualify. For an airport the size of MBS, the grant is a 50/50 State/Local match with a maximum State share of \$10,000. We have evaluated the options and would like to apply for a grant in this category seeking the maximum \$10,000 State funds.

Staff discussed potential projects and we have applied for funding assistance for one piece of equipment. This piece of equipment would be a smaller operations vehicle similar to a John Deere Gator or a Ranger. This would allow operations or maintenance personnel to perform full perimeter fence inspections and repairs. It would also provide a better method for off-pavement wildlife control and better overall security in areas where a pickup truck can't access.

We have had initial conversations with Aeronautics personnel and it appears this machine meets the overall goals of the program. We originally applied for this same piece of equipment in 2019, but MBS decided to postpone the purchase due to the sudden need to purchase ARFF foam testing equipment.

The application for the funds was due on Friday, January 17, 2020 and the airport completed the required paperwork. As with all State contracts/grants a Resolution will be required authorizing the Chair, or the Vice Chair, to sign the required documents. The attached Resolution meets those requirements should we be successful in obtaining state funds.

Bids for this piece of equipment will be solicited and be brought back to the commission for approval before proceeding.

RESOLUTION

RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF THE SPONSOR CONTRACT BY THE COMMISSIONERS OF THE MBS INTERNATIONAL AIRPORT COMMISSION, OF FREELAND, MICHIGAN, AND THE DEPARTMENT OF TRANSPORTATION, FOR THE PURPOSE OF OBTAINING STATE AID FOR CAPITAL IMPROVEMENT AND EQUIPMENT AT THE MBS INTERNATIONAL AIRPORT, UNDER CONTRACT NO. _____

BE IT RESOLVED by the members of the MBS Airport Board of Commissioners, of Freeland, Michigan:

Section I. That the MBS Airport Board of Commissioners, Freeland, Michigan shall enter into a Sponsor Contract for Capital Improvement and Equipment at the MBS International Airport, and that such Sponsor Contract shall be set forth herein below:

Section II. That the Chairman of the MBS International Airport Commission is hereby authorized and directed to execute said Sponsor Contract on behalf of the Commission, and authorized and directed to impress the official seal to attest said execution.

Section III. That the Grant Agreement referred to as the 2020 Capital Improvement and Equipment Contract shall be attached.

Mr. Milne made a motion to approve the resolution for the Michigan Air Service grant program Capital Improvement and Equipment category application. Mr. Ryder seconded the motion and the motion passed unanimously.

CONSUMERS ENERGY AGREEMENT

Representatives from Consumers Energy contacted airport staff about the possibility of using the south half of the old terminal parking lot as a storage/staging area for a local utility project this spring. This is similar to an agreement MBS had with Consumers in previous years. It is anticipated that this project will only last one month (March) but could extend past that time. Consumers has agreed to the \$2,000 per month rent. If the project does not get completed as anticipated, the license agreement has the provision for three one-month extensions at the same rental rate. There have been no issues with any of the previous agreements or with Consumers using the old parking lot.

The airport attorney has reviewed the language of the license agreement and approved as to form.

Mr. Arnoksy made a motion to approve the MBS-Consumers Energy agreement for \$2,000 per month for an area including the south half of the old terminal parking lot. The motion should also authorize the Chairman, or his absence the Vice Chairman, to sign the related document. Mr. Milne seconded the motion and the motion passed unanimously.

OLD BUSINESS

The snow storm on the weekend of January 10-12 was significant and the airport experienced a lot of freezing rain. Although the airport never lost power, a lot of sand, solid runway de-icer and liquid de-icer were used to maintain operations of the runways, drives and parking lots. The January Board meeting was cancelled and it was imperative that supplies be immediately replenished. The maintenance supervisor received two quotes for 4,500 gallons (\$4.86 and \$5.11 per gallon). The total for the low bid of \$21,870 from Seneca was above the Airport Manager's threshold to purchase without Board approval but by following established procedures for emergency purchases and the receipt of Chairman approval, the purchase was made.

MBS Airport staff and board members were invited on February 20th in Lansing to receive the Airport of the Year Award from the State of Michigan. Along with staff members, Board Attorney Amy Lusk and Board Member John Milne were also in attendance.

The PA 202 Corrective Action Plan is being completed and due in April.

NEW BUSINESS

Reminder about the 2020 MBS Golf Outing will take place at Beech Hollow on Friday, June 5th. Invites will go out in April.

A new Loons package was approved in December. With the package will be a Hospitality Night on Friday, July 31st that includes four tables in a reserved section.

An email will be sent out mid to late March to Board members if the Saginaw Spirit has any playoff games and what tickets might be available. As of now, there are no dates.

Airport Manager, Jeff Nagel announced his plans to retire on June 24, 2020 after 18 years of service with MBS Airport. Mr. Herek made a motion to accept Mr. Nagel's notification of retirement. Mr. Grey seconded the motion. Mr. Milne made a motion to refer the hiring process for a replacement Airport Manager to the Personnel Committee. Mr. Gray seconded the motion and both motions passed unanimously.

ADMINISTRATIVE MATTERS

The next regular meeting is scheduled for March 19, 2020 at 1:30 p.m.

ADJOURNMENT

There being no further business, Mr. Milne made a motion to adjourn. Mr. Ryder seconded and the Board unanimously passed the motion. The meeting adjourned at 3:58 p.m.

Ernie Krygier, Secretary