

MBS INTERNATIONAL AIRPORT COMMISSION

July 16, 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 1:31 p.m. Roll was called by Nicole Moses.

Due to the COVID-19 Executive Orders issued by Governor Whitmer, board members and the public had the option to dial in via conference call to comply with the Open Meetings Act.

Conference Call Details: Call: (646) 749-3122; Access Code: 634-363-933

COMMISSIONERS

| <u>Present</u> | <u>Absent & Excused</u> | <u>Staff</u> | <u>Guest</u> |
|-----------------------------|-----------------------------|---------------|-----------------|
| Brad Kaye | Brad Gray | James Canders | David Joye-RS&H |
| John Milne | Tom Herek | Amy Lusk | |
| Steve Arnosky | Tim Morales | Nicole Moses | |
| Ernie Krygier (Dialed In) | | | |
| Tom Ryder (Dialed In) | | | |
| Tom Miller, Jr. (Dialed In) | | | |

PLEDGE OF ALLEGIANCE

MINUTES

Mr. Arnosky made a motion to approve the minutes of the Regular Commission Meeting held on June 18, 2020. Mr. Milne seconded the motion. The motion was unanimously approved by the Board.

JUNE 2020 WARRANTS AND CASH & INVESTMENT SUMMARY

Mr. Milne made a motion to approve the Warrant Registers for the June 2020 Payroll Advice Numbers 006872-006905, June 2020 Operations & Maintenance Check Numbers 047725-047857, 20-0049-20-0058, Voided Check Number 047856 and June 2020 Cash and Investment Summaries. Mr. Arnosky seconded the motion and the Board unanimously approved them.

PUBLIC COMMENT: NONE

AVFLIGHT LEASE EXTENSION

AvFlight is currently operating under a five year lease agreement set to expire August 31, 2020. With the reduction in operations due to COVID-19 and subsequent revenue shortages the Airport has opened discussion with AvFlight to extend the current lease through August 31, 2021 at the existing 2020 rates.

Mr. Arnosky made a motion to approve the one year extension of the current AvFlight Lease Agreement as presented and authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents. Mr. Milne seconded the motion and the motion passed unanimously.

2021 MICHIGAN AIR SERVICE CAPITAL PROJECT GRANT

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 have selected to replace several aging security cameras within the CCTV system. Any new cameras installed would be compatible with either the current CCTV program (Genetec) or the planned replacement program (Panasonic). These new cameras would provide a higher resolution and wider coverage area, thereby providing greater overall security at MBS.

The application for the funds is due on Friday, July 17, 2020 and the airport has 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.

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

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 2021 Capital Improvement and Equipment Contract shall be attached.

2021 MICHIGAN AIR SERVICE ARFF TRAINING GRANT

The Michigan Department of Transportation, Office of Aeronautics has announced that they plan to provide a State/Local Airport Rescue and Fire Fighting training grant for fiscal year 2021. The grant will once again be a 50/50 split with a maximum State share of \$2,000.

This program is used to support FAA Part 139 airports with the annual required live fire training. MBS will utilize a mobile unit that enables us to use our own equipment and also have all of our employees train together. The live fire training is scheduled for May and typically lasts eight hours.

The application for the funds is due on Friday, July 17, 2020 and the airport has 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 Resolution meets those requirements should we be successful in obtaining state funds.

Mr. Krygier made a motion to approve the attached Resolution for the 2021 State/Local ARFF training grant and authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents. Mr. Ryder seconded the motion and the motion passed unanimously.

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 ARFF (AIRCRAFT RESCUE FIRE FIGHTING) TRAINING 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 ARFF Training 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 2021 ARFF Training Contract shall be attached.

FARM LEASES

MBS currently has agreements with multiple farmers to use various parcels of airport property. All of the leases expire at the end of the year and they automatically renew at the same terms and conditions unless new rates are set by August 31st of this year.

All of the farmers do a good job following our rules and all are current on their accounts. To maintain consistency with the processes considered with AvFlight, the recommendation for 2020-21 is to maintain the same rates as 2019-2020.

Mr. Milne made a motion to approve the same rates in all farm leases for 2020-2021 and authorize the Airport Director to sign the related documents. Mr. Arnosky seconded the motion and the motion passed unanimously.

SIDE BY SIDE UTILITY VEHICLE PURCHASE

In an effort to expand our capabilities for wildlife control and property/security inspection in remote areas, MBS submitted an MDOT Air Service Development Grant Application in January of this year for a side by side utility vehicle. The application and associated resolution were brought to the Commission in February and subsequently approved. The Airport was recently awarded the \$10,000 maximum to put towards this purchase. As with all Air Service Development grants, the funds are a 50/50 split of state and local funds. The Airport would initially purchase the vehicle and submit the invoice to MDOT for reimbursement of the 50% match. This item was included in the 2020 capital budget and was planned for purchase this year.

Our Maintenance Supervisor contacted three local side by side vendors to receive bids for this unit. All vendors were to provide pricing on a unit with 4 wheel drive, gasoline engine, and heat and air conditioned cab. MBS will utilize this unit year round for several purposes, so having a cab with heating and cooling capabilities is essential. The following bids were received:

Kubota - \$21,350.00

John Deere - \$22,896.55

Polaris - \$23,500.00

Even though Kubota priced a unit at \$21,350, they were unable to provide a unit with heat and air conditioning. The next lowest bid of \$22,896.55 from John Deere meets all requirements set forth by MBS. The Airport would pay for the total cost of the unit and submit the final invoice to MDOT Aeronautics for a reimbursement of \$10,000.

Mr. Krygier made a motion to approve the purchase of the side by side utility vehicle from John Deere at \$22,896.55 and authorize the Airport Director to spend the required local funds for the purchase. Mr. Ryder seconded the motion and the motion passed unanimously.

OLD BUSINESS

The airport has received the passenger projection information from consulting firm Landrum-Brown. These projections will be used to forecast future revenue over the next year and possibly beyond. It looks like air travel could be down this year as much as 60%.

On Monday, July 20, 2020 the parking lot gates will go down. The free parking offer will end and the airport will start charging normal rates. The parking lot was opened to free parking beginning May 1st and the traffic has been continuously monitored until a volume was achieved that would be able to sustain its operation.

Unfortunately, the Snow Removal Equipment Front End Loader that was approved by the Board for the 2020 AIP Grant had to be removed from the application. John Deere was not able to meet the "Buy American" requirements for AIP funding. Since the purchase does not qualify for the funding, there will be no substitute and the airport will not move forward with the purchase at this time.

NEW BUSINESS - NONE

ADMINISTRATIVE MATTERS

The next regular meeting is scheduled for August 20, 2020 at 1:30 p.m.

ADJOURNMENT

There being no further business, Mr. Krygier made a motion to adjourn. Mr. Milne seconded and the Board unanimously passed the motion. The meeting adjourned at 1:56 p.m.

James Candors, Assistant Secretary