

*Approved*  
Delta County Airport Advisory board  
April 15, 2009-3:00 p.m.  
Minutes

- I. ROLL CALL
  - PRESENT: Anderson, Bengry, Kwarciany, Schultz, Micheau, and Woodworth
  - ABSENT:
  - OTHERS PRESENT: Connie Ness
  
- II. APPROVAL OF AGENDA: Schultz made a motion to approve the agenda supported by Bengry. Bill Malinowski presentation moved to New Business. MOTION CARRIED UNANIMOUSLY.
  
- III. APPROVAL OF MINUTES: Moved by Woodworth and supported by Bengry to approve the March 4, 2009 minutes. MOTION CARRIED UNANIMOUSLY.
  
- IV. COMMUNICATIONS RECEIVED/SENT –
  - Letter sent to Stupak and Levin regarding aircraft rescue and fire fighting (ARFF) standards. If proposed standards are implemented they would have a huge impact on our operations financially. Staff on duty would need to double.
  
- V. REPORTS:
  - A. Chairman’s Report: None
  - B. Manager’s Report:
    - a. Finances:
      - 1. March Budget Status presented. Half year point. Income line items discussed- jet fuel sales are at 48% (in large part due to IMS) and flowage fee 112% representing airline fuel purchased through us. Total income is at 49% which is not far off considering seasonal income projections. Expense items total is 53%; again, we are coming out of the seasonally expensive time of year. There are expenses to watch and retirement payroll expense is off. The percentages translate to a \$35,000 deficit. That is close to where we were last year at this time.
    - b. Projects:

1. Runway Paint and Crack Seal Program – is in Part B funding that is now approved by the FAA. Preconstruction meeting at 4:30 tonight.
  2. TSA – will be setting up a recycle center for small batteries in the airport. They will maintain the site and comply with regulations. Should be a public service.
  3. Update on the truck. The engine was tested and determined to be good. The Head Gasket cost was \$2,200.
  4. Computer training is being offered by the county on a couple Saturdays. Connie and Kelly plan to attend this updated word training.
- c. Customer Service:
1. Enplanements and Fuel Gallons sold were discussed. Enplanements up. Its Spring break and ticket pricing has been reasonable.
  2. NWA presented our staff with a certificate for 100% on time performance (fueling) in 2008.
- C. Hangar Report: The County has approved up to \$150,000 in funding for the hangar project. Anderson made a motion to get bids from engineers to draw up professional plans supported by Micheau. Ness will get together with Erickson, solicit bids from engineers, have a mandatory meeting with any interested firms, and e-mail results to board members.
- D. Personnel Committee
- a. Asst Manager Contract Opener (March) – Will be forwarded to the County Board.
  - b. Manager evaluation – Will be setting up a meeting. Schultz said there is no standard evaluation at this time. He believes the county board will be evaluating all department heads in the future. Micheau suggested Michigan Works as a resource for evaluations.

IX. OLD BUSINESS:

Hannahville Grant for Aviation Day was applied for.  
Community Foundation Grant was put together but there will be no funding. Maybe in July.

X. NEW BUSINESS:

URS – Bill Malinowski  
Presented schedule with SRE building. Addressed 5-year plan – need for engineering on 2010 prior to 2010. Also need 10 year plan.  
Fencing project needs to be planned. Malinowski handed out plans for review and discussion for next board meeting.

XI. PUBLIC COMMENT: None

XII. ADJOURNED

Respectfully Submitted by:  
Connie Ness, Airport Manager

William Kwarcianny, Board Chair