

*Approved*  
Delta County Airport Advisory board  
May 12, 2010 - 3:00 p.m.  
Minutes

- I. ROLL CALL  
PRESENT: Bengry, Anderson, Herioux (arrived during Communications), Micheau, Schultz, and Woodworth  
OTHERS PRESENT: Connie Ness, Nora Viau  
ABSENT: None  
The meeting was called to order at 3:00 p.m. in the conference room of the Delta County Airport by Board Vice-Chair David Woodworth.
- II. APPROVAL OF AGENDA: Moved to approve the agenda of May 12, 2010 by Anderson and supported by Bengry. MOTION CARRIED UNANIMOUSLY.
- III. ELECTION OF CHAIRMAN: Bengry nominated David Woodworth to Chair the Delta County Airport Advisory Board. Anderson supported the motion. Schultz motioned to close nominations supported by Micheau and MOTION CARRIED UNANIMOUSLY.
- IV. ELECTION OF VICE CHAIRMAN: Schultz nominated Anderson as Vice Chairman and Micheau supported the nomination. Bengry motioned that nominations be closed supported by Schultz and MOTION CARRIED UNANIMOUSLY.
- V. APPROVAL OF MINUTES: Moved by Schultz and supported by Bengry to approve the March 10, 2010 minutes and the Special Meeting March 31, 2010 minutes. MOTION CARRIED UNANIMOUSLY.
- VI. COMMUNICATIONS RECEIVED/SENT
  - a. A couple of letters, Stupak's and the State's, were handed out as examples of EAS letters supporting Delta Counties preferred bid that went to the DOT.
- VII. REPORTS:
  - A. Manager's Report – Attached
    - a. Finances
      1. County Budget Status – on track

2. State Audit Error – in 2007 the State reimbursed \$50,000 on the terminal project. That money should have been transferred to a second grant issued for the terminal project that excluded Federal eligibility. After investigation of county payments dating back to 2003 it was verified that the amount was needed to meet county share for both grants. A motion was made by Bengry to make payments of \$1000/mo. from the PFC account (currently set up for terminal payments) to the state, with no interest, with a written verification from the state requested. Motion seconded by Micheau and MOTION CARRIED UNANIMOUSLY.
3. Kelly Smith presented a TV6 marketing proposal that's internet driven for \$6,600/yr. The proposal was approved by Herioux and seconded by Micheau with quarterly updates requested. MOTION CARRIED UNANIMOUSLY.

b. Customer Service:

1. Enplanements and Fuel Gallons sold were discussed. Enplanement data sheets were passed out showing trends for airports in the Great Lakes Region.
- B. Finance Committee – met and submitted a preliminary budget for '11. Mostly followed last year's budget with the biggest change being a decrease in retirement. This did leave some contingency money. An item for discussion will be how to acquire Capital Improvement funds for grant matches.

VIII. OLD BUSINESS: IMS hangar offer. After discussion Bengry made a motion to send letter to IMS thanking them for their interest and the board will investigate the offer and get back to them soon. Motion was seconded by Micheau and MOTION CARRIED UNANIMOUSLY.

IX. NEW BUSINESS: Letter of Understanding drafted by Nora and the committee being brought to the Advisory Board for discussion. It's a start to spell out the role of the airport board in relationship to the administrator and the county board. After discussion a special meeting time of Monday the 24<sup>th</sup> 8:00am in the county conference room (222) was set for a discussion period.

X. PUBLIC COMMENT: None

ADJOURNED: 4:35

Respectfully Submitted by:  
Connie Ness, Airport Manager

David Woodworth, Board Chair