

Approved
Delta County Airport Advisory board
August 11, 2010 - 3:00 p.m.
Minutes

I. ROLL CALL

PRESENT: Anderson, Bengry, Kwarciany, Schultz, and Woodworth

OTHERS PRESENT: Connie Ness, Nora Viau

ABSENT: Herioux, Micheau

The meeting was called to order at 3:00 p.m. in the conference room of the Delta County Airport by Board Chair David Woodworth.

II. APPROVAL OF AGENDA: Moved to approve the agenda of August 11, 2010 by Anderson and supported by Bengry with the addition of a County Budget update from Nora under new business. MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF MINUTES: Moved by Schultz and supported by Bengry to approve the July 14, 2010 minutes. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS RECEIVED/SENT
None

V. REPORTS:

a. Manager's Report – Attached

1. Finances – Bills due in by September 3rd for end of year. The gross income is higher than gross expenses to date. Ness will be purchasing annual expense items such as; all fuel filters, sand, tires, fire foam, herbicides, etc.

b. Customer Service:

1. Enplanements and Fuel Gallons sold were discussed.

c. ACIP draft (Airport Capital Improvement Plan) has been submitted to the state and our airport program manager at the FAA. It will be discussed at our MAP (Michigan Airport Program) meeting to be scheduled.

d. Walter Karl Dickson, WWII Army Air force Navigator, was brought to the attention of the airport board by Pete Zimmer for a spot on the memorial board. Although a great community leader he did not participate in aviation after the war and did not meet our memorial

policy criteria. It was suggested the city or a veteran's organization would be a more appropriate memorial.

VI. OLD BUSINESS:

- a. IMS will remain in their current hangar.

VII. NEW BUSINESS:

- a. Letter of Understanding is now executed. Following the procedure in the Letter of Understanding an evaluation of the Airport Manager will be done as a draft and brought to the next meeting. Bengry made a motion to follow this procedure, seconded by Kwarciany and **MOTION CARRIED UNANIMOUSLY.**
- b. Nora Viau shared county budget concerns with the advisory board. Due to decrease in property tax and possibility of loss of revenue sharing from the state the airport budget could be affected by an appropriation cut of 11%.
- c. After the MAAE Conference, Sept. 17th, 9:00 – 4:00, the state will present an Airport 101 class at no cost in Shanty Creek for interested parties.
- d. Ness will be on vacation August 20-27th.
- e. As part of the responsibilities outlined in the Letter of Understanding one of the first items to be addressed will be the airport manager's job description. Ness will work on a draft to forward to the board for the next meeting.

VIII. PUBLIC COMMENT: None

ADJOURNED: 4:15pm

Respectfully Submitted by:
Connie Ness, Airport Manager

David Woodworth, Board Chair