

Grand Haven Memorial Airpark

Airpark Board Meeting Minutes

February 26, 2018

Meeting called to order: 5:32 p.m. Chairperson Ben Ennenga

Present (Board Members) Craig Christilaw
Richard Clapp
Ben Ennenga
Chris Kostamo
~
Tony VanHouwelingen

Absent Jack Frost (excused)

Tiffany Bowman (Board Liaison)

Earle Bares (Airport Manager)

Guests: Dennis Scott (GH City Council)
George Brewer (Orion Aircraft Services)

Motion by Craig Christilaw, supported by Chris Kostamo, to approve the Board Meeting minutes of January 23, 2018. Motion passed unanimously.

Call to Audience:

Earle Bares, speaking on behalf of Grand Haven Aviation Association and EAA Chapter 211:

GHAA – Dawn Patrol scheduled for June 2, 2018, playground swing has funding and will be placed at the same location as old swing, fuel tank painting has started, grass runway needs a grass roller.

EAA Chapter 211 – Young Eagle flights scheduled for June 2, 2018 and July 14, 2018.

New Business:

Request For Proposal (RFP) – Hanger door replacement for Community Hanger, A1, A5, A7, and EAA building bids have been posted.

Provisional License – Extension of license expires March 17, 2018. Jon Van Duinen of Prein & Newhof Engineering will inspect the airport after current tree cutting and trimming is complete, and he will file a report with Michigan Department of Transportation to have the Provisional License changed to Utility License.

Letter from City of Grand Haven (Char Seise, Community Affairs Manager) – This letter noted changes in the 2018 Dawn Patrol, and Board was asked to approve changes. Motion by Rick Clapp, supported by Chris Kostamo to approve Dawn Patrol changes. Motion passed unanimously.

Old Business:

Tree Trimming Update – Parcel E-61 to be completed on February 27, 2018. Earle Bares noted that we need to make an effort to remove trees vs. trimming when applicable.

MDOT approval of airport projects – pending approval of Utility License, the Grand Haven airport projects (taxiway repair, apron repair, and new rotating beacon) will commence as soon as possible. Apron and taxiway large cracks will be milled out and replaced. Small cracks will be repaired with Grip Flex, an Emulsified Polymer repair system.

RC Flyers – Earle Bares reminded the Board that the RC Flyers Club has very specific rules to be followed when they are flying their Radio Controlled airplanes at the Grand Haven airport.

Airport Manager Report – Earle Bares reported record number of January aircraft operations, excellent fuel sales, excellent snow removal by the City of Grand Haven Public Works snow plows, 34 aircraft based at Grand Haven, some hanger

door seals still need repair, mailbox was replaced, and all airport lighting (except the rotating beacon) are operational. The beacon will be repaired soon. Sky Dive Grand Haven will begin operations in April, 2018. Sales of aviation fuel (Avgas) over the past 18 months has shown a profit of \$5914.00 for the City of Grand Haven.

Administrative Liaison Report:

Accounts Receivable:

Tiffany Bowman reported that Accounts Receivable arrears are \$8112.00 as of 1/31/2018.

Liquidity:

Airport fund cash balance as of 1/31/2018 is \$215,013.77. This includes an insurance reimbursement check of \$148,030.00 and a reimbursement check for the E61 easement of \$52,00.00.

Provisional License and Tree Trimming:

The airport is currently on a provisional license pending the trimming of some trees that are encroaching the runway. The provisional license was extended to March 16, 2018 to accommodate the need for additional tree trimming. The tree trimming on E61 is being completed by Midwest Tree. They still have some final clean-up and stump grinding to complete on the easement. The additional tree trimming that is being completed by Get-R-Cut for the east approach is still being worked on and should be wrapped up soon.

MDOT Contract for Apron, Taxilane, and Beacon Design:

Even though the airport is on a provisional license, MDOT did approve a modified contract to begin the apron, taxiway, and beacon design. This project is being moved forward as quickly as possible due to the fact that the \$129,620.00 in funds will expire on September 30, 2018. Prein and Newhof has begun some of the preliminary work on the design. We will continue to monitor this project carefully to ensure we meet the strict deadline to expend the funds.

Airport Volunteer Position:

We will begin recruitment for an airport volunteer position soon. The position will assist the Airport Manager with some basic tasks at the airport. Some of those tasks will include opening and closing the community room for special events, answering phones and greeting pilots, and office tasks such as filing and completing reports. The position will require some training and the City of Grand Haven Human Resources Manager will review candidate training and paperwork.

2nd Call to Audience: No comments

Note: Next Grand Haven Airport Board meeting will be Tuesday, March 20, 2018.

Motion made by Rick Clapp, supported by Chris Kostamo, to adjourn the meeting at 645 p.m. Motion passed unanimously.

Respectfully submitted,

Craig Christilaw

Acting Airpark Board Secretary