



**City of Ann Arbor**  
**Formal Minutes**  
**Airport Advisory Committee**

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, July 18, 2012

5:15 PM

Ann Arbor Airport, 801 Airport Drive

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**CALL TO ORDER**

*Chair Tanner called the meeting to order at 5:17 pm.*

**ROLL CALL**

*Committee members present: Wilson Tanner, Carl Loomis, Gordon Garwood, Raymond Hunter, David Canter, John Sullivan*  
*Committee members absent: James Vincze*  
*Ex-Officio members present: Matthew Kulhanek, Barbara Fuller*  
*Others in attendance: Kathe Wunderlich*

**APPROVAL OF AGENDA**

*The agenda was unanimously approved as presented.*

**APPROVAL OF MINUTES**

**A-1** Airport Advisory Committee Minutes - May 16, 2012

*The May 16, 2012 minutes were unanimously approved as presented.*

**A motion was made by Commissioner Hunter, seconded by Commissioner Sullivan, that the Minutes be Approved by the Commission and forwarded to the City Council and should be returned by 8/20/2012. On a voice vote, the Chair declared the motion carried.**

**AUDIENCE PARTICIPATION**

*Chair Tanner welcomed those in attendance. There were no public comments.*

**CORRESPONDENCE**

*Three items of correspondence were reviewed by the Committee.*

**B-1** Tower Operations/Fuel Usage through May, 2012

**B-2** Airport Hangar Occupancy through June, 2012

**B-3** Airport Appreciation Picnic Flyer

#### **AIRPORT MANAGER REPORT**

**C-1 Project Update - Environmental Assessment**

*Mr. Kulhanek reported that the proposed Reimbursement Agreement with the FAA and the grant agreement with MDOT-Aero have both been received and will be considered by Council in late August or early September. This will allow the Technical Operations branch of the FAA to review and sign off on the final Environmental Assessment. The FAA is indicating that the review may not be complete until the end of 2012.*

*Other Items: Airport Mary Tinker passed away on 6/22/12. She had been employed by the City for 54 years and was a mainstay at the Airport for decades. U of M Survival Flight has taken delivery of three new Eurocopter 155's that will replace their existing Bell helicopters. MDOT-Aero performed their annual airport inspection last week and, other than some tree trimming in the approaches, gave us a clean report. The crack sealing and pavement marking projects were completed in May. The airport had an incursion (VPD) in May as a result of a crack sealing employee inadvertently crossing runway 6/24. The incursion was reported and paperwork continues. An Ann Arbor Police Department motorcycle crashed through a K row hangar during a police training exercise at the airport two weeks ago. No one was hurt nor any aircraft damaged. Staff is working through the City insurance office to make repairs. The airport was hit by a partial power outage from July 5th to July 8th due to a powerful storm. Some parts of the airport, including the tower and terminal building, were without power while other parts never lost power.*

#### **REPORTS OF TOWNSHIPS, FAA TOWER, COMMITTEES**

**D-1 FAA Tower Report - C. Smith**

*No one was able to attend.*

**D-2 Pittsfield Township Report - B. Fuller**

*Ms. Fuller had nothing to report from the Township.*

**D-3 Lodi Township Report - J. Godek**

*No one was able to attend.*

**D-4 FAASTeam Report - D. Schrader**

*No one was able to attend.*

**D-5 A2GA2 Report - C. Gordon**

*No one was able to attend.*

**D-6 MI General Aviation Committee Report - M. Perry**

*No one was able to attend.*

**UNFINISHED BUSINESS****E-1 Airport Emergency and Security Plan**

*Committee members received their copies of the final Airport Emergency and Security Plan which is now in effect. Copies have been distributed to the appropriate agencies. Airport staff training begins next week with a desired goal of having a joint training exercise with the FAA and Pittsfield Township this fall.*

**NEW BUSINESS****F-1 Hangar Occupancy Options**

*Member Canter and Manager Kulhanek reviewed their preliminary work on options for improving hangar occupancy. The focus of this problem has been in Echo row which was, until recently, carrying a 50% occupancy. Member Canter went over a variety of scenarios which strongly supported the importance of filling the units even if they are at a lower rate. This can be done through improved marketing, a hangar bidding process or allowing a discount for a longer lease commitment with full prepayment. The Committee had an active discussion of these and other ideas. Manager Kulhanek also reviewed issues that will need to be addressed to ensure full compliance with City, MDOT-Aero and FAA expectations and assurances on leasing. The sub-Committee will meet again to work on some of these issues as the Manager begins the process to modify some of our existing leasing practices. No action was taken at this time.*

**F-2 Discussion - Future State Road Widening/Easements**

*The Washtenaw County Road Commission (WCRC) is currently working on a project that will eventually widen State Road from Ellsworth south to Michigan Avenue. As the airport owns property on both sides of State Road, easements will likely be necessary for this project. Since the recent process with the WCRC for easement on Ellsworth and Lohr Roads was hurried, the Chair wants to ensure this project stays on our radar and to make sure there is adequate time to explore options/impacts with the WCRC prior to the actual construction of the State Road project. The Chair requested that this item be listed as unfinished business on future agendas.*

**ITEMS FOR NEXT AGENDA**

*Member Garwood requested that the family friendly improvements at the airport be placed on the next agenda. Manager Kulhanek expected to have a draft of the ACIP for review.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, September 19th @ 5:15 p.m. Please call the airport manager's office (994-9124) by Monday before the meeting if you cannot attend.*

**ADJOURNMENT**

*The meeting was adjourned at 6:30 pm.*