



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

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, November 16, 2016

5:15 PM

Ann Arbor Airport, 801 Airport Drive,  
Airport Terminal

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**CALL TO ORDER**

*Chair Canter called the meeting to order at 5:15 pm.*

**ROLL CALL**

*Committee members present: David Canter, Peter Greenfield, Greg Farris, Michael Castle, Robert Lyons, Theresa Whiting*

*Committee members absent: none*

*Ex-Officio members present: Matthew Kulhanek*

*Others in attendance: Craig Swailes, Carol Kaplan*

**APPROVAL OF AGENDA**

*The agenda was unanimously approved as presented.*

**APPROVAL OF MINUTES**

**A-1** Airport Advisory Committee Minutes - September 21, 2016

*The September 21, 2016 meeting minutes were unanimously approved as presented.*

**A motion was made by Farris, seconded by Castle, that the Minutes be Approved by the Commission and forwarded to the City Council and should be returned by 12/19/2016.**

**AUDIENCE PARTICIPATION**

*Chair Canter welcomed those in attendance. There was no public comment.*

**CORRESPONDENCE**

*The Committee reviewed four items of correspondence as presented.*

- B-1 Tower Operations/Fuel Usage through September, 2016
- B-2 Airport Hangar Occupancy through October, 2016
- B-3 FAA Airspace Case #16-AGL-37NR
- B-4 Runway Condition Assessment Matrix (RCAM)

#### **AIRPORT MANAGER REPORT**

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

*The revised draft Environmental Assessment for the runway safety extension project was recently completed and is being printed. Staff is working on scheduling an open house style public meeting that will occur during a 30 day public review and comment period on the document. The meeting date, public comment period dates and process for providing formal written comments will be locally advertised as soon as the dates are established. The printed document will be made available for public review at a number of public locations. The document will also be available on the airport's website. The document size is quite large so it will have to be broken in reasonably sized downloadable sections.*

##### **C-2 Other Items**

*The FAA held the annual Runway Safety Action Team meeting for Ann Arbor on November 1st. After a review a operational safety at the airport, the discussion turned to the new Runway Condition Assessment Matrix (RCAM) being used for winter conditions. The RCAM is a new tool that airport operator's will use to report runway surface conditions. While it was developed with a focus on commercial operations, its' use is required at all airports with FAA control towers. Airport operator's will no longer report braking conditions but instead report the type and amount of contaminants on each third of the runway surface. The Tower will then use this information to generate a runway condition code for pilot use. We are working with the local Tower to complete a new Memorandum of Understanding between the parties to clarify roles and responsibilities. Of significant concern is the lack of educational outreach to general aviation pilots about this change. The Tower is hosting a Controller/Pilot Forum to discuss this issue on November 29th, 7:00 pm at the AvFuel Hangar.*

**REPORTS OF TOWNSHIPS AND COMMITTEES****D-1 Pittsfield and Lodi Township Reports - M. Harshberger & J. Godek**

*There was nothing to report under this agenda item.*

**D-2 A2GA2 Report - C. Gordon**

*The A2GA2 is working with the Civil Air Patrol on a potential Build-a-Plane project.*

**D-3 MI General Aviation Committee Report - M. Perry**

*The GA Committee met in early November and discussed ongoing efforts to work with the Michigan DNR and the Recreational Airport Association to reopen three closed grass strips on MDNR owned land.*

**UNFINISHED BUSINESS****E-1 Airport Fireworks Display**

*The fireworks application has been informally submitted for review by Pittsfield Township. The Township has provided their feedback and the final application is being modified to address that feedback. The application should be formally submitted in the very near future.*

**E-2 Private Hangar Standards**

*A meeting with interested private hangar owners was held with the airport manager on November 10th to try and identify the primary areas of concern with the proposed private hangar maintenance standards. The meeting was very productive and resulted in a number of changes to the proposed document. The outstanding issues from that meeting related to the frequency and trigger for re-painting the walls and re-coating the roof surface. The group decided to present two options for the Committee's consideration in an effort to resolve these outstanding issues. After a significant discussion, the Committee determined the preferred option. A recommendation to approve the Private Hangar Maintenance Standards, as amended, was unanimously approved. The airport manager will make the final corrections and distribute the finalized standards to the Committee and the private hangar owners. The next area of focus will be on finalizing the standard land lease.*

**NEW BUSINESS**

**F-1** Airport Advisory Committee Meeting Schedule 2017

*The Airport Advisory Committee meeting schedule for 2017 was unanimously approved as presented.*

**ITEMS FOR NEXT AGENDA**

*Election of officers will be held at the next meeting. Chair Canter stated that he feels the chair position should be refreshed with a new member and he will not accept appointment if nominated next year.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, January 18, 2017 @ 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 6:27 pm.*

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**City Clerk's Office  
301 E. Huron St.  
Ann Arbor, MI 48104**

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