



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, July 15, 2020

5:15 PM

Electronic Meeting

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**This meeting is audio only.**

**To listen or speak at public comment call: 888.788.0099 or 877.853.5247**

**Enter Meeting ID: 931 7203 6283**

#### **CALL TO ORDER**

*Chair Farris called the meeting to order at 5:17 pm. The Chair announced this was an electronic meeting in accordance with the Governor's Executive Orders and provided the phone numbers and process for public comment.*

#### **ROLL CALL**

*Committee members present: Greg Farris, Peter Greenfield, Robert Lyons, Theresa Whiting, Kelly Burris, Melanie McNicholas, Jack Eaton, David Canter, Ali Ramlawi (arrived 6:05 pm)*

*Committee members absent: none*

*Ex-officio members present: Matthew Harshberger, Matthew Kulhanek*

*Others in attendance: Kathe Wunderlich, Terry Keefe, Steven Taber*

#### **APPROVAL OF AGENDA**

*The agenda was unanimously approved as presented.*

#### **APPROVAL OF MINUTES**

*The January 15, 2020 meeting minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - January 15, 2020

**The Minutes were Approved by the Committee and forwarded to City Council due back on 8/17/2020.**

#### **AUDIENCE PARTICIPATION**

*Chair Farris welcomed those in attendance and explained the process for*

*public comment. Terry Keefe, the new Manager of the Ann Arbor Air Traffic Control Tower, introduced himself and provided an update on the current reduction of hours implemented by the FAA in response to reduced flight operations as a result of the pandemic. There was general discussion about the FAA thresholds for increasing coverage hours and the difficulty in attaining these numbers because evening flight operations are not being counted. There was no other public comment.*

#### **CORRESPONDENCE**

*The Committee reviewed the three items of correspondence as presented. There was discussion on the operations report and clarification provided that these numbers only reflect operations occurring during the reduced hours of the ATCT, not actual operations.*

**B-1** Airport Operations through May, 2020

**Received and Filed**

**B-2** Airport Fuel Usage through May, 2020

**Received and Filed**

**B-3** Airport Hangar Occupancy through June, 2020

**Received and Filed**

#### **AIRPORT MANAGER REPORT**

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

*Work on the draft Environmental Assessment (EA) for the proposed runway safety extension project continues but the progress during the pandemic has been very slow. The recent focus has been on the Runway Justification Study and making sure that the consultant is addressing the FAA guidance on this issue. This Study is a significant component of the EA. The schedule for completing the draft EA has not been revised at this point because of the impact of the pandemic.*

**C-2 COVID Issues**

*The Airport Manager reviewed the impacts of the pandemic on*

*operations, fuel sales, activity in the terminal building, and efforts to minimize the impact of the disease and protect employees and the public. The airport suspended late fees in April and will continue that until August to help those that have been financially impacted during these times. The airport is receiving a federal grant, administered by MDOT-Aero, in the amount of \$69,000 to offset costs associated with the pandemic.*

**C-3 Other Items**

*Since our last meeting, the airport has completed a roof recoating project on five NW t-hangars and the old maintenance building, crack sealing in the NE and SE t's and Taxiway D as part of our pavement maintenance plan, removed over 40 trees from the airport approach surfaces, and purchased new LED light fixtures for the terminal basement. The Airport Manager also reported that the annual airport picnic has been cancelled because of the pandemic, airport maintenance is still operating down one person since early January, that a new short term lease with AvFuel for their corporate hangar will be considered by City Council next week, that new long term leases with the FAA for the ATCT and navigation equipment will be going to Council in the next few months, and unfortunately, long time tenant Don Kleinschmidt passed away in early May. Last, the Manager announced that a 2.5% rate increase on t-hangars, the first since 2012, was approved for July 1st but implementation was delayed until September 1st.*

**COMMITTEE REPORTS****D-1 Pittsfield and Lodi Townships Reports - M. Harshberger & J. Godek**

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

**D-2 Discovery Area Report**

*Chair Farris reviewed the activity on the Discovery Area project. There has been some discussion on the three concept plans previously presented to the Committee. Discussions of these plans, and the need to finalize these into one conceptual plan to use for fundraising has moved forward with the A2GA2 who will assist in fundraising. The Chair hopes to have a finalized conceptual plan for fundraising purposes to share with the Committee at the next meeting.*

**UNFINISHED BUSINESS**

**E-1 Terminal Improvements**

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

**E-2 FBO Building - Request for Proposals**

*The Airport Manager updated the Committee on the lack of progress and communication from the preferred proposer on the redevelopment of 719 Airport Drive. The Manager was prepared to end discussions with the preferred proposer at our March Committee meeting which was cancelled. With the impact of the pandemic on operations, fuel sales and the general business climate at the airport, the Manager plans to close out the previous RFP process, pull the existing sub-committee back together and discuss options to move forward on this building. Aviation Center continues to operate the facility on a month to month basis so no airport revenue is being lost at this time. There was a general discussion on this effort and no objections were raised regarding the Manager's plan.*

**NEW BUSINESS****F-1 Election of Vice-Chair for 2020**

*The position of Vice-Chair for 2020 was not filled at our last meeting. Member Whiting nominated Member McNicholas for the position of Vice-Chair for 2020 and there were no other nominations offered. A motion made by Member Lyons, seconded by Member Greenfield, to close nominations and cast a unanimous vote for Member McNicholas as the Vice-Chair for 2020 was unanimously approved.*

**F-2 FY 2021 Airport Budget Summary**

*The Airport Manager presented a summary review of the FY2021 Airport operating budget as approved by City Council. There was some discussion regarding the asset depreciation expenditure and if this money is being set aside for future replacement of these physical assets. The Airport Manager will check on this and send out a response to the Committee.*

**Received and Filed**

**ITEMS FOR NEXT AGENDA**

*The Airport Capital Improvement Plan, as required by the FAA and*

*MDOT-Aero, will be discussed at the next meeting.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, September 23, 2020 @ 5:15 p.m. Please note this is the 4th Wednesday of the month and not our normal 3rd Wednesday. Please call the airport manager's office (734.794.6312) by Monday before the meeting if you cannot attend.*

**ADJOURNMENT**

*The meeting was adjourned at 6:34 pm.*

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

**Requests made with less than two business days' notice may not be able to be accommodated.**