



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, January 16, 2019

5:15 PM

Ann Arbor Airport, 801 Airport Drive,  
Airport Terminal

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#### CALL TO ORDER

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

#### ROLL CALL

*Committee members present: Greg Farris, Robert Lyons, Melanie McNicholas, Peter Greenfield, Kelly Burris, David Canter, Theresa Whiting, Ali Ramlawi, Kathy Griswold*

*Committee members absent: none*

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

*Others in attendance: Kathe Wunderlich, Charles Hopkins, Ed Steinman*

#### Introductions - New AAC Members

*Chair Farris welcomed the new Council representatives to the Committee. Each member introduced themselves to the new Council representatives.*

#### APPROVAL OF AGENDA

*The agenda was unanimously approved as presented.*

#### APPROVAL OF MINUTES

*The November 14, 2018 meeting minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - November 14, 2018

**The Minutes were Approved by the Committee and forwarded to City Council due back on 2/19/2019**

#### AUDIENCE PARTICIPATION

*Ann Arbor Control Tower Manager Charles Hopkins updated the Committee regarding the FAA operations at the airport during the partial*

*Federal government shutdown.*

#### **CORRESPONDENCE**

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

- B-1** Tower Operations / Fuel Usage through November, 2018
- B-2** Airport Hangar Occupancy through December, 2018
- B-3** Project Grow Correspondence

#### **AIRPORT MANAGER REPORT**

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

*The consultant is continuing their work to update the draft Environmental Assessment for the proposed runway safety extension project. A progress meeting is expected in early February with the consultant, MDOT-Aero and the FAA.*

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

*The Airport Manager reported that private hangar owner Jeff Lyjack has installed a new roof on his hangar and has a sublet that will house an aircraft in the hangar. With a few additional final actions, the airport should be able to offer the land lease to the hangar owner. Gary Ernest, whose private hangar was damaged by fire in October, has completed cleaning out the fire debris from the hangar. He is working with building officials about building a completely new hangar on the site. A new master car rental lease is still in progress with review underway by the City Attorney's office. The City is working on the next two year budget cycle and the Airport Manager is actively working on the airport budget. Members Greenfield and McNicholas terms on the Committee will expire on May 31st. The Airport Manager will provide them the paperwork for reapplication to the Mayor's Office for another term.*

#### **COMMITTEE REPORTS**

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

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

## **UNFINISHED BUSINESS**

### **E-1 Terminal Improvements**

*Finalizing a contract with the design consultant for drawings and specifications for the airside terminal improvements is still in progress. The bathroom renovations and new counter space in the terminal are still active but not much has progressed on these projects.*

### **E-2 FBO Building - Lease Expiration**

*The phase I environmental review was completed at Aviation Center and the recommendation was made by the consultant to undertake a phase II review. The phase II review included actual soil borings throughout the site, both interior and exterior, and testing of those borings. The preliminary report is that no contamination was detected in any of the borings. The City is waiting on the final report which will be included in the RFP document. The building structural analysis was also completed in December and the final report should be received shortly. This report will also be included in the RFP. Chair Farris appointed a sub-committee comprised of members Canter, McNicholas, Burris and Greenfield to work with the Airport Manager to review and evaluate the proposals when they are received.*

### **E-3 Request to Change Airfield Name**

*There is nothing new to report on this agenda item.*

## **NEW BUSINESS**

### **F-1 Election of Officers for 2019**

*Greg Farris and Robert Lyons were nominated to serve as the Airport Advisory Committee Chair for 2019. A motion to close nominations was unanimously approved. With a unanimous vote, Member Farris was re-elected to serve as Committee Chair for 2019.*

*Melanie McNicholas was nominated to serve as Airport Advisory Committee Vice-Chair for 2019. A motion to close nominations and approve Ms. McNicholas as Vice-Chair was unanimously approved.*

**ITEMS FOR NEXT AGENDA**

*Member Burris requested that the Airport Manager consider changing the gate security pass codes as they have not been updated in some time.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, March 20, 2019 @ 5:15 p.m. 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 6:23 pm.*

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

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