



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

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, July 20, 2011

5:00 PM

Ann Arbor Airport, 801 Airport Drive

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**CALL TO ORDER**

*Chair Perry called the meeting to order at 5:06 pm.*

**ROLL CALL**

*Committee members present: Mark Perry, Raymond Hunter, James Vincze, Carl Loomis, Gordon Garwood, John Sullivan, Wilson Tanner*

*Committee members absent: none*

*Ex-Officio members present: Matt Kulhanek, Barbara Fuller*

*Others in attendance: Kathe Wunderlich, Damien Wetzel, Craig Lyon, Harry Crespy, Andy Fowler*

**APPROVAL OF AGENDA**

*Chair Perry requested that the agenda be amended to add item D-6 which is a report from the U of M Flyers. The amended agenda was unanimously approved.*

**APPROVAL OF MINUTES**

**A-1** Airport Advisory Committee Minutes - May 18, 2011

*The May 18, 2011 minutes were unanimously approved as presented.*

**Approved by the Commission and forwarded to the City Council due back on 8/15/2011**

**AUDIENCE PARTICIPATION**

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

**CORRESPONDENCE**

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

**B-1** Tower Operations/Fuel Usage through May, 2011

- B-2** Airport Hangar Occupancy - July, 2011
- B-3** Pittsfield Plan 2010 Comments Letter
- B-4** State Road Environmental Assessment - Early Coordination Letter

#### **AIRPORT MANAGER REPORT**

**C-1 Project Update - SRE Building/Environmental Assessment**

*Mr. Kulhanek gave updates on these two projects. The City has begun the process to terminate the contract of CMA because of their lack of work to complete the SRE building. Once the termination is complete, the bonding company will come in and finish the project. The Airport is still waiting to hear back from the FAA regarding the EA. Regular inquiries are being made to FAA staff but are not being responded to.*

**C-2 Airport Appreciation Picnic**

*The annual Airport Appreciation Picnic is scheduled for August 17th from 4-7 pm.*

**C-3 Airport Staffing Changes**

*Mr. Kulhanek discussed the recent retirements of Sam Studer and William Hopson. Facilities maintenance staff from other areas have been retasked to the airport. Former employee Tom Lee started back at the airport today as a temporary employee and William Hopson will also be returning as a temporary employee in early August. Both of these individuals will stay on through the winter allowing us to provide training to new staff.*

*Mr. Kulhanek also reported on the scheduled visit from the Hangar 1 Vodka blimp in mid-August and the future training session with a USDA representative from Okemos on wildlife management techniques.*

#### **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**

*Nothing other than what is on the agenda.*

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

*No one was able to attend.*

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

*Chair Perry reported on the recent training session with the USDA representative from Sandusky about wildlife issues and aircraft. He also reported on the pilot training session for flight procedures for the upcoming event at Oshkosh.*

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

*Chair Perry also reported for the A2GA2. He continued discussion on the USDA training session as it was co-sponsored by A2GA2.*

**D-6 U of M Flyers Report - H. Crespy**

*Harry Crespy presented some actions that the U of M Flyers are implementing after their recent member incident. He discussed plans for additional pavement markings to improve guest management. He also discussed new protocol to have pilots pre-flight on the aprons in an effort to improve safety. He and the airport manager will be working to disseminate these best practices to other users of the airport.*

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

*Mr. Kulhanek provided an updated Airport Emergency & Security Plan that does a better job of integrating the ATCT and Pittsfield Township Public Safety procedures. This latest version has been sent to the the ATCT and Township for review. Once this review is complete, the document will be sent for agency comments before returning to the Committee for consideration. Committee members provided some initial comment on the document.*

**NEW BUSINESS****F-1 Request for Easement - Lohr/Textile Greenway Project**

*Craig Lyon, Director of Utilities & Municipal Services for Pittsfield Township, and Damien Wetzel, Township Engineer, presented the Township's formal request for the City to grant an easement across airport property for the Lohr Textile Greenway project. Work on the project is currently underway south of the airport property. Mr. Lyon reviewed the written request along with the supporting documentation provided by the Township. Mr. Kulhanek reviewed the approval process, which involves MDOT-Aero and possibly the FAA, that must be followed before this goes to City Council for final consideration. There was discussion on impervious surface coverage and pedestrian safety issues that had been raised during public comment for the airport's runway safety project environmental assessment. Other issues raised by the Committee included the size of the requested easement, coexistence with farming operations immediately adjacent to the proposed easement, airport's farm lease, trailhead parking, crosswalks for Stonebridge subdivision residents, long term maintenance and operation. Chair Perry discussed the support from the Committee of the greenway project in "concept" but was concerned about proposed development on three sides of the airport that hems in the airport without addressing the airport runway safety needs. Mr. Kulhanek was directed to work with the Township to address these issues and report back to the Committee. The Committee also agreed to hold a special meeting on August 17th at 5:00 pm (during the picnic) to try to keep this process moving forward to assist the Township.*

**F-2** Resolution of Appreciation for William Hopson

*Chair Perry read the resolution acknowledging William Hopson for his efforts and dedication to the Airport and congratulating him on his recent retirement from the City. Many members added positive comments and congratulations to William Hopson. The resolution was unanimously approved as presented.*

**F-3** Resolution of Appreciation for Sam Studer

*Chair Perry read the resolution acknowledging Sam Studer for his effort and dedication to the Airport and congratulating him on his recent retirement from the City. Many members added positive comments and congratulations to Sam Studer. The resolution was unanimously approved as presented.*

**ITEMS FOR NEXT AGENDA**

*Nothing new at this time.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, September 21, 2011@ 5 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 6:50 pm.*