



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, May 17, 2017

5:15 PM

Ann Arbor Airport, 801 Airport Drive,  
Airport Terminal

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#### CALL TO ORDER

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

#### ROLL CALL

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

*Committee members absent: David Canter*

*Ex-Officio members present: Matthew Kulhanek*

*Others in attendance: Jack Eaton, Ray Hunter, Kathe Wunderlich, Craig Swailes*

#### APPROVAL OF AGENDA

*The agenda was unanimously approved as presented.*

#### APPROVAL OF MINUTES

*The March 29, 2017 minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - March 29, 2017

#### AUDIENCE PARTICIPATION

*Chair Greenfield welcomed those in attendance. There was no public comment. Chair Greenfield welcomed the Committee's newest member, Melanie McNicholas. Member McNicholas introduced herself with a short summary of her background. Each Committee member then introduced themselves.*

#### CORRESPONDENCE

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

- B-1** Tower Operations/Fuel Usage through March, 2017
- B-2** Airport Hangar Occupancy through April, 2017
- B-3** FAA Airspace Case #17-AGL-13NR
- B-4** **Committee Membership Roster**

#### **AIRPORT MANAGER REPORT**

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

*Efforts are ongoing to finish the review and categorization of the public comments on the revised draft Environmental Assessment. FAA, MDOT-Aero and City staff will be meeting soon to discuss the outstanding issues provided by the FAA.*

**C-2 Other Items**

*Over 35,000 lf of crack sealing on the NE and SE hangar areas, D taxiway and the terminal ramp was recently completed as part of our on going pavement maintenance plan. The last four of the six dying trees in the terminal parking lot island have been removed and stumps ground out. New trees should be planted in the next month or so. A small addition to the parking lot should be constructed in June. This is along the control tower fence where vehicles currently park on the grass. The roof on Papa row hangars was recoated in April. Work has begun to refresh the vestibules in the terminal building. A focused effort to improve the look of the terminal interior is underway based on available funding. Ceiling and lighting replacement are next on the project list. We have had some recent issues of tenants dumping construction and yard waste debris in the airport dumpsters (within the fence). If the problem continues, we will send out a notice to all tenants and make efforts to identify who may be behind the dumping. These dumpsters are for waste generated at the airport, not off site.*

#### **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**

*Mark Perry contacted the Airport Manager to report that the Touring Motor Glider Association will be holding a small fly-in event on June 23-25. The TMGA is working with the EAA on coordination. Mr. Perry also reported that the EAA will be making some additional concrete improvements along the front of their hangar soon.*

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

*Nothing to report under this agenda item.*

**UNFINISHED BUSINESS**

**E-1 Private Hangar Leases**

*The Airport Manager met with the City Attorney's office to discuss the final recommended changes made by the Committee at the March 29th meeting. While the final version of the document is not yet available, the Manager summarized the changes. The document is still a 10 year plus 10 year Lessee option, with a City option to offer a new lease after the 20 years. The Access to Premise and Notices sections were updated to clean up any discrepancy with the timeframes in the Private Hangar Maintenance Standards. This also added email as an appropriate notification method. The Termination section is being expanded to address "for cause" terminations and terminations requested by the Lessee. Terminations requested by the Lessee will be granted a six month timeframe to complete removal while "for cause" terminations will have ninety days. The Assignment and Subletting section is being clarified to make sure private hangar owners, with prior airport approval, can sell their hangars and get out from their lease obligations. The final document will be sent to Committee members and the impacted private hangar owners as soon as it is available. The form of lease is scheduled for City Council consideration on June 5th and prospective tenants are welcome to share their comments on the document at the Council meeting or with their Councilmember. The document will not be coming back to this Committee. Once the form of lease is approved, then the Airport Manager will begin measuring hangars and preparing individual deficiency lists for each hangar. These will be provided as part of the land lease so each prospective tenant knows what is expected of them if they sign a lease.*

**NEW BUSINESS****F-1 Airport Budget Presentation**

*The Airport Manager passed out an airport budget summary for the approved FY18 budget and the proposed FY19 budget. A summary of airport revenues and expenditures over the last five years was also provided. After a short presentation on these documents, the Committee asked numerous questions about the airport budget and overall finances. The Airport Manager provided a summary of locally funded improvements at the airport and how these improvements have been handled over multi-year timeframes to stay within the operating budget. These include repainting of the t-hangars, relamping of the t-hangars and installing LED exterior lighting throughout the airport, the current hangar roof recoating project, nearly 100,000 lf of crack sealing for pavement maintenance, and improvements to the lower level conference room. As stated earlier, hangar work will continue, but a focus will be on terminal improvements as the budget allows.*

**ITEMS FOR NEXT AGENDA**

*Nothing new at this time.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, July 19, 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 6:25 pm.*