



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, September 22, 2021

5:15 PM

Electronic Meeting

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**This meeting will be audio only. To listen or speak at public comment call: 888.788.0099  
or 877.853.5247  
Meeting ID: 946 4380 5457**

#### CALL TO ORDER

*Chair Farris called the meeting to order at 5:15 pm. The Chair announced that this was an electronic meeting in accordance with the State of Michigan orders and provided phone numbers and the process for public comment.*

#### ROLL CALL

*Committee members present (location they are participating from): Greg Farris (Ann Arbor), Melanie McNicholas (Ann Arbor), Linh Song (Ann Arbor), Theresa Whiting (Ann Arbor), Peter Greenfield (Ann Arbor), Kelly Burris (Ann Arbor), Mark Perry (Manistee Twp)*  
*Committee members absent: Jen Eyer*  
*Ex-officio members present: Matthew Harshberger, Matthew Kulhanek*  
*Others in attendance: Terry Keefe, Kathe Wunderlich*

#### APPROVAL OF AGENDA

*The agenda was unanimously approved as presented.*

#### APPROVAL OF MINUTES

*The July 21, 2021 meeting minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - July 21, 2021

**The Minutes were Approved by the Committee and forwarded to the City Council due back on 10/18/2021.**

#### AUDIENCE PARTICIPATION

*Chair Farris welcomed those in attendance and explained the process for public comment. There was no public comment.*

#### **CORRESPONDENCE**

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

- B-1** Airport Operations through July, 2021
- B-2** Airport Fuel Usage through July, 2021
- B-3** Airport Hangar Occupancy through August, 2021

#### **AIRPORT MANAGER REPORT**

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

*Work on the environmental assessment for the runway project continues with sections of the document being completed and reviewed by the various agencies. The consultant has started work on the noise analysis component of the document, this will also provide information for the air quality report.*

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

*The Airport Manager thanked those that were able to attend the annual Appreciation Picnic. The crowd was a little smaller than normal this year but appeared to enjoy the event. Images of the Discovery Area were on display during the Picnic and were very well received by the crowd. The Tower will be hosting the annual Runway Safety Action Team meeting via Zoom on October 20th from noon-2pm. The Tower will be providing the Zoom link. Design of the F row of hangars continues with a focus on working with the Washtenaw County Water Resources Commissioner's Office to address storm water design. The City has retained a contractor that is working to install solar panels at various City locations. The airport is one of about a dozen locations being considered. These would be smaller installations that directly offset electricity used at the specific locations. Since these may be located on the airport, the contractor will need to work through the FAA process for glare/glint hazard analysis when determining feasibility at this location. The State of Michigan has provided preliminary information to us about their recent drone survey of*

*the airport's obstruction surfaces. There are a number of minor penetrations to the Part 77 surfaces and the airport will work to remove these once the detailed locations are identified. An incursion was reported last week when an aircraft had a flat tire on a taxiway and the pilot got out of the aircraft and a mechanic also went to the aircraft without clearance from the Tower. An investigation is being initiated. The airport will be sending out notification to those tenants that have electric bi-fold hangar doors. We have seen indicators that some tenants rig the door operator levers in the up or down position and are not visibly watching the door movement. This may result in unnecessary damage to the door if something starts to work improperly and the tenant is not there to immediately stop the door movement. Member Perry commented about the recent approval of certain unleaded gasoline products for certain aircraft engines and how this may be an opportunity for the airport. After discussion, it was requested that we see if AvFuel can participate in a future Committee meeting to provide an update.*

#### **COMMITTEE REPORTS**

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

*Member Harshberger will update noise issues under Unfinished Business. There was nothing to report on this agenda item.*

**D-2 Discovery Area Report**

*Chair Farris reported that images of the proposed Discovery Area will be displayed in the terminal building and that he has started discussions with A2GA2 regarding the fundraising plan. He felt that the project could be implemented in a phased approach as funding becomes available. Member Song offered to share a fundraising prospectus that she is familiar with to help provide some guidance.*

#### **UNFINISHED BUSINESS**

**E-1 Terminal Building Improvements**

*The men's restroom in the terminal building has been renovated and is back in operation. The women's restroom tile and flooring work is complete and other finishes are moving forward and should be completed within the next two weeks. In both cases, temporary vanities are being used because of product delays. The next project will be working on the airside improvements concept that was previously*

*approved by the Committee. Development of an airport logo is also on the radar.*

**E-2 FBO Building**

*Member Burris provided a report from the subcommittee that was reviewing and evaluating proposals for the redevelopment of the FBO building at 719 Airport Drive. She discussed the RFP process, the multiple evaluations of the four proposals that were submitted, and the interviews of each proposer. After completion of the process, the subcommittee was unanimous of their recommendation of the proposal submitted from Whisper Aviation. A summary of their proposal was provided and discussed by the Committee. A motion was made and approved by the Committee to concur with the recommendation of the subcommittee to move forward with the Whisper Aviation proposal and undertake the due diligence process before taking a proposed lease to City Council for consideration.*

**E-3 Noise Concerns**

*Member Harshberger update the Committee on actions that have been moving forward regarding the increase in noise concerns from residents of Pittsfield Township. A meeting was held with representatives from airport flight schools, other major tenants, airport staff and the Committee to discuss these concerns. Member Harshberger appreciated the feedback and the willingness of those in attendance to help mitigate the problem. A number of potential improvements were discussed and are moving forward including runway selection on calm wind days, updating the voluntary noise abatement program with a focus on pattern activity, and working with the flight schools about early morning and late night training. A later phase may include educational opportunities and an open house for local residents. The Township will also be sending out letter to the impacted neighborhoods discussing these efforts, informing them of the ongoing national pilot shortage and how it will impact flight training activities, and providing contact information for noise concerns. The effort to date is appreciated by the Township and the hope is to address this problem early before it gets significant.*

**NEW BUSINESS**

**F-1 Draft Airport Capital Improvement Plan**

*The Airport Manager provided a draft Airport Capital Improvement Program (ACIP) plan for the five year period from 2022-2026 by email to*

*the Committee prior to the meeting. The Manager discussed the process of how this is updated annually for the State and FAA and only covers those projects that are eligible for ACIP funding. This process is separate from the City's CIP process. This five year plan is focused on the proposed runway safety extension project, the reconstruction of Taxiway Alpha due to ASR related deterioration, and the rehabilitation of Charlie and Bravo taxiways. Other longer term projects were briefly discussed. The document provided is a draft and the cost estimates will likely be reduced on some of these projects before submittal to the State next week. No formal action is necessary from the Committee.*

#### **ITEMS FOR NEXT AGENDA**

*Upcoming agenda items include a presentation from AvFuel regarding unleaded fuel, setting the 2022 Committee meeting schedule, update on the recent airport pavement condition report, and the terminal airside improvement project.*

#### **NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, November 17, 2021 @ 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 6:45 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.**