



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, November 14, 2018

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, Theresa Whiting, David Canter, Kelly Burris, Peter Greenfield, Melanie McNicholas*

*Committee members absent: None*

*Ex-officio members present: Matthew Kulhanek*

*Others in attendance: Carol Kaplan, Charles Hopkins, Jacob Smith*

#### Introduction - AAC New Member

*Chair Farris welcomed Kelly Burris as our newest Committee member. Each Committee member introduced themselves and welcomed Member Burris.*

#### APPROVAL OF AGENDA

*The agenda was unanimously approved as presented.*

#### APPROVAL OF MINUTES

*The September 19, 2018 meeting minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - September 19, 2018

**The September 19, 2018 meeting minutes were approved by the Committee and forwarded to the City Council due back on 12/17/2018**

#### AUDIENCE PARTICIPATION

*Chair Farris welcomed those in attendance. Charles Hopkins, the Ann Arbor Control Tower Manager introduced himself and offered any help the ATCT could provide the airport.*

#### **CORRESPONDENCE**

*The Committee reviewed four items of correspondence as presented. Manager Kulhanek stated that the September tower operations were not yet available because of a data issue with the FAA. Member Canter asked that future Hangar Occupancy reports include the status of the hangar waiting list.*

- B-1** Tower Operations / Fuel Usage through September, 2018
- B-2** Airport Hangar Occupancy through October, 2018
- B-3** Airport Advisory Committee Membership Roster
- B-4** **Airport Emergency & Security Plan**

#### **AIRPORT MANAGER REPORT**

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

*The consultant has begun their work to revise and update the draft Environmental Assessment for the proposed runway safety extension project. There likely won't be much to report on this item for the next 4-6 months.*

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

*The Airport Manager reported that the airport passed it's required state inspection from MDOT-Aeronautics. While there is some work on specific items that the State wants to see taken care of, all the required components were in order. Work was completed on the tree plantings along Airport Boulevard and in front of the airport maintenance building. These trees were funded and installed by the City's Water Department as part of the wellhouse replacement work on the south end of the airport property. There was a fire on October 13th in one of the private hangars along State Street. The fire was contained in the building and there were*

*no injuries, though the aircraft was totaled. Pittsfield Township Fire Department responded promptly and quickly doused the fire. There were no access issues for the Fire Department. The tenant has been actively communicating with the Airport Manager on the cleanup process and his desire to rebuild or replace the structure. The airport and car rental agencies are close to completing a new master lease for the spaces leased at the airport. This new lease will likely include the car rental agencies providing water and sewer infrastructure to the old maintenance building to use for vehicle prep. They would also be relocating gate #3 and the fencing to move the building's access outside of the secure fenced area. These improvements would be funded by the car rental agencies.*

#### **REPORTS OF TOWNSHIPS AND COMMITTEES**

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

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

**D-2 A2GA2 Report - C. Gordon**

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

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

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

#### **UNFINISHED BUSINESS**

**E-1 Terminal Improvements**

*A contract is being finalized with the design consultant to prepare drawings and specifications for the airside terminal improvements that were previously approved by the Committee. Design work is still underway for the bathroom renovations and new counter space in the terminal.*

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

*The Aviation Center lease was set to expire the end of November but both parties have agreed to allow the FBO to continue operations on a month to month basis while the airport works on the re-development RFP. The City has retained an environmental consultant to complete a phase 1 environmental review of the site. The onsite work has been completed*

*and the report should be issued in the next few weeks. The City will determine if further environmental analysis is necessary after the phase 1 report is complete. The City has also retained the services of an engineering firm to complete the building structural assessment. This work will likely occur in the next few weeks with a final report in late December. Once these studies are complete, they will be incorporated into the RFP document.*

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

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

**NEW BUSINESS**

**F-1 2019 Airport Advisory Committee Meeting Schedule**

*The 2019 meeting schedule for the Airport Advisory Committee was unanimously approved as presented.*

**A motion was made by Canter, seconded by Greenfield, that the 2019 meeting schedule be Approved. On a voice vote, the Chair declared the motion carried.**

**F-2 Airport Capital Improvement Plan**

*The Committee reviewed the proposed Airport Capital Improvement Program (ACIP) projects that will be submitted to MDOT-Aero later this month. These are only projects that are eligible for state/federal funding. The Committee unanimously approved the proposed ACIP as presented.*

**ITEMS FOR NEXT AGENDA**

*Election of officers will be scheduled for the January 2019 meeting.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, January 16, 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 6:05 pm.*

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

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