



# City of Ann Arbor

## Formal Minutes

### Airport Advisory Committee

801 Airport Dr.  
Ann Arbor, MI 48108

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Wednesday, September 18, 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, Melanie McNicholas, Robert Lyons, David Canter, Peter Greenfield, Theresa Whiting, Kelly Burris, Kathy Griswold, Ali Ramlawi*

*Committee members absent: None*

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

*Others in attendance: John Solo, Carol Kaplan*

#### APPROVAL OF AGENDA

*The agenda was unanimously approved as presented.*

#### APPROVAL OF MINUTES

*The July 17, 2019 meeting minutes were unanimously approved as presented.*

**A-1**

Airport Advisory Committee Minutes - July 17, 2019

#### AUDIENCE PARTICIPATION

*Chair Farris welcomed those in attendance. There was no public comment.*

#### CORRESPONDENCE

*The Committee reviewed two items of correspondence as presented. Member Whiting asked if the breakdown by fuel type on a monthly basis could be shown on the report. Manager Kulhanek indicated that it could and he would modify the report for future meetings.*

**B-1** Tower Operations / Fuel Usage through July, 2019

**B-2** Airport Hangar Occupancy through August, 2019

#### **AIRPORT MANAGER REPORT**

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

*Monthly meetings on the draft Environmental Assessment for the proposed runway safety extension project continue as planned. The work is a few months behind the original schedule and the public meeting, originally anticipated for November, will be pushed into early 2020.*

**C-2 Other Items**

*The Airport Manager reported that we have a new, apparently permanent, Tower Manager. Peggy Tucholski started in the position in early August. The airport picnic was held last month and continues to be a hit with tenants, users and supporters of the airport. The roof recoating of Delta row hangars was recently completed and that finishes the hangars in the NE t's. Future efforts will focus on the remaining hangars in the NW t's. Enterprise is hard at work preparing the old maintenance garage for their occupancy. The water and sewer lines have been extended to the building and the fence work is underway. Gary Ernest's private hangar, damaged by fire last year, has been removed and replaced with a new hangar. The new hangar looks great and Gary should be commended for the improvement to the airport. Carpet and upholstery cleaning is scheduled for the terminal building this Friday evening.*

#### **COMMITTEE REPORTS**

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

*Member Harshberger reported on an investigation at the airport about a person accessing certain hangars without authorization. The young man, an FBO employee, was using keys issued to the FBO by tenants to access hangars and see "cool" aircraft. Nothing has been reported damaged or stolen by these tenants. The Airport Manager made the initial contact to the Pittsfield Police Department and Member Harshberger assigned an investigator. Police have spoken with the*

*young man, his employer, tenants and, while the investigation is not complete, the actions don't appear to rise to the level of criminal activity. Member Harshberger reminded tenants that if they see something suspicious or out of the ordinary to please call 911 immediately.*

**D-2 Discovery / Historical Area Report**

*Chair Farris has been working with Johnson Hill, a local architectural firm, on preparing an initial plan for the proposed discovery / historical area. Getting this initial plan will help conceptualize the idea and allow fundraising to move forward. Chair Farris hopes to share this with the Committee at the next meeting.*

**UNFINISHED BUSINESS**

**E-1 Terminal Improvements**

*Nothing new to report on this item.*

**E-2 FBO Building - Request for Proposals**

*A Request for Proposals for Airport Building Redevelopment was issued by the City the first week of September and provided to the Committee as part of the initial distribution. Proposals are due back by October 10, 2019. A sub-committee of members Canter, McNicholas, Burris and Greenfield was previously appointed by the Chair to work with the Airport Manager to review and evaluate the proposals. The Airport Manager will schedule the necessary meeting(s) for review.*

**NEW BUSINESS**

**F-1 Airport Capital Improvement Plan**

*The Airport Manager presented the proposed Airport Capital Improvement Program (ACIP) for years 2020-2024 that will be presented to MDOT-Aeronautics next month. A short explanation of how this differs from the City's Capital Improvement Program was provided, noting that only certain types of projects are eligible for funding under the ACIP. A summary review of each proposed project was made with questions asked by the Committee. No action is required on the document.*

**ITEMS FOR NEXT AGENDA**

*The 2020 meeting schedule will be on the next agenda and the sub-committee reviewing the RFP may have a recommendation.*

**NEXT SCHEDULED MEETING**

*The next scheduled meeting will be Wednesday, November 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 6:00 pm.*

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

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