

MBS INTERNATIONAL AIRPORT COMMISSION

May 19, 2016

MINUTES

The meeting was held in the Eugene F. Gwizdala Conference Room, 8500 Garfield Road, Freeland, Michigan 48623. Tom Adams, Chairman, called the meeting to order at 1:32 p.m. Roll was called by Nicole Moses.

COMMISSIONERS

Present

Tom Adams
Greg Branch
Kim Coonan
Tom Herek
Ernie Krygier
Jon Lynch
Tim Morales

Absent & Excused

Dennis Browning
Brad Gray

Staff

Jeff Nagel
Chris Sieklucki
Amy Lusk
Nicole Moses

Guest

Pat Frame-RS&H
David Joye-RS&H
Gary Logston-RS&H
Jon Becker-MDN

PLEDGE OF ALLEGIANCE

MINUTES: Mr. Coonan made a motion to approve the minutes of the Regular Commission Meeting held on March 17, 2016. Mr. Krygier seconded the motion. The motion was unanimously approved by the Board.

MARCH 2016 AND APRIL 2016 WARRANTS AND CASH & INVESTMENT SUMMARIES:

Mr. Krygier made a motion to approve the Warrant Registers for the March Payroll Advice Numbers 004014-004086 and April Payroll Advice Numbers 004087-004136; the March Operations & Maintenance Check Numbers 045073-045138 (Void 045002 & 045006) and April Operations & Maintenance Check Numbers 045139-045188 (Void 045071). Mr. Herek seconded the motion and the Board unanimously approved it. Mr. Krygier made a motion to approve the March and April Cash and Investment Summaries. Mr. Coonan seconded the motion and the Board unanimously approved them.

PUBLIC COMMENT: None

ELECTION OF OFFICERS

The following is the current slate of MBS International Airport Commission officers:

Tom Adams, Chairman
Greg Branch, Vice Chairman
Ernie Krygier, Secretary

According to the MBS By-Laws, “The Chairman, Vice Chairman and Secretary of the Commission shall be elected for a one (1) year term at the regularly scheduled annual meeting of the Airport Commission. No Commissioner shall serve for more than two (2) consecutive one (1) year terms. Election to serve the remainder of an unexpired term shall not be construed as service of a one (1) year term.”

All three officers have only served one term to-date, so all three are eligible to be elected to the same office if desired.

The By-Laws also state, “The MBS International Airport Commission shall elect no more than one (1) officer from each of the owning municipalities.”

Election of officers: A) Chairman
 B) Vice-Chairman
 C) Secretary

The Airport Manager is designated as the Assistant Secretary and Treasurer.

Mr. Adams made a motion nominating Mr. Branch for Chairman. Mr. Coonan seconded. There being no further nomination, the motion passed unanimously.

Mr. Krygier made a motion nominating Mr. Adams for Vice-Chairman. Mr. Coonan seconded. There being no further nomination, the motion passed unanimously.

Mr. Adams made a motion nominating Mr. Krygier for Secretary. Mr. Coonan seconded. There being no further nomination, the motion passed unanimously.

MEETING SCHEDULE

During the annual meeting in May, the commission approves the schedule for regular commission meetings for the next year. The following schedule sets the date on the third Thursday of each month:

June 16, 2016	December 15, 2016
July 21, 2016	January 19, 2017
August 18, 2016	February 16, 2017
September 15, 2016	March 16, 2017
October 20, 2016	April 20, 2017
November 17, 2016	May 18, 2017

The MBS International Airport Commission meets at 1:30 p.m. in the Eugene F. Gwizdala Board Room, in the Airport Administration Building, 8500 Garfield Road, Freeland, Michigan.

Mr. Herek made a motion to approve the schedule of regular meeting dates. Mr. Branch seconded the motion and the motion passed unanimously.

2016 AIP PROJECT

At the December 17, 2015 meeting the commission passed a resolution supporting the 2016 Airport Improvement Program (AIP) project which included a full crack seal and isolated patching of runway 5/23, a full airfield repainting (with the exception of runway 14/32) and the environmental study of a runway rehabilitation project, a partial parallel taxiway and second terminal entrance. The commission also approved a design contract for RS&H to complete the project design over the winter using local funds seeking reimbursement through the 2016 AIP grant. Since that time, RS&H has completed the project design and we have advertised and taken bids on May 6th.

The following bids were received:

Engineer's Estimate	\$494,450
Pyramid Paving	\$569,436
ACE/Saginaw Asphalt	\$456,372

After a careful review of the bids, RS&H has provided a recommendation as outlined in the attached letter.

The costs are eligible for AIP funding and the AIP final grant application will be submitted in the next couple days. We have spoken with our FAA Program Manager from the Detroit office and he has begun processing the grant up to FAA Region. We are hopeful that the grant will be issued in a timely fashion so that our runway work can be coordinated with the FAA airfield projects scheduled for MBS this summer. If the grant is delayed, we must be prepared to continue our project to coincide with the FAA work. That would entail making local payments for our project and being reimbursed through the FAA when it finally gets approved.

The Operations Committee has met several times concerning this project, with the most recent meeting being May 12th. The committee agrees with the recommendation.

Mr. Krygier made a motion to approve the bid of ACE/Saginaw Asphalt in the amount of \$456,372 and direct the Airport Manager to submit this cost in with the final AIP grant application. The motion shall also authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents after attorney review. Finally, the motion shall authorize the Airport Manager to pay for construction with local funds if needed to better coordinate with the FAA projects. Mr. Branch seconded the motion and the motion passed unanimously.

CONSTRUCTION ADMINISTRATION AGREEMENT

Attached is a proposed scope of services and fee structure for RS&H to provide construction administration services for the upcoming runway crack sealing and isolated patching project. As with past projects, the construction administration contract is needed so that RS&H can provide supervision during the project. The project includes the following tasks:

- Pre-construction meeting
- Review of all submittals

- Review all requests for change orders
- On-site monitoring
- Attend progress meetings
- All resident project representative services

The proposed fee for these services is \$49,800. These costs are eligible and will be included in our 2016 AIP final application.

This contract is subject to the review of our State Program Manager and also by our Airport Attorney.

The Operations Committee discussed this contract proposal at their May 12th meeting. The committee agreed with the recommendation.

Mr. Coonan made a motion to approve the RS&H construction administration agreement and direct the airport manager to include these costs in the final AIP grant application. The motion shall authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents. The motion shall also authorize the airport manager to pay this contract with local funds, if needed to better coordinate with the FAA on-field projects this summer. Mr. Branch seconded the motion and the motion passed unanimously.

FUTURE AIP PROJECT ENVIRONMENTAL REVIEW

The original 2016 AIP project included an environmental review of the proposed 2018 runway 5/23 rehabilitation project as well as an environmental review of the proposed partial parallel taxiway/second terminal entrance. Both projects are eligible for FAA grant funding and both need an environmental review prior to a grant being issued for the project design. Since the plan is to conduct the runway 5/23 rehabilitation design in 2017, the environmental review would need to be conducted this year. Therefore, the environmental review was scheduled to be included in the 2016 AIP grant.

After several conversations with the FAA Airport Districts Office (ADO) in Detroit, it was determined not to include the environmental review in the grant. However, all parties agreed that it would be prudent to complete the review this year to make sure the full runway rehabilitation project stays on schedule. The plan now is to complete the environmental review (pending Commission approval), pay for this work with local funds and then seek reimbursement for these costs in the 2017 AIP grant. The 2017 AIP grant would then include reimbursement for the environmental review and the design of the runway rehab project. RS&H has agreed with this process and the FAA has signed off as well.

The proposed environmental scope and fee (\$10,500) are attached and the scope has been reviewed and approved by the FAA Environmental Specialist in Detroit. Amy has approved the contract as to form and we are still awaiting approval from our State Aeronautics Program Manager.

The environmental review was one of the main agenda items for the Operations Committee on May 12th. After discussion, the committee agreed with the recommendation.

Mr. Krygier made a motion to approve the attached environmental review contract with RS&H and authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents. The motion should also approve the Airport Manager to pay for this work with local funds and seek reimbursement through the 2017 AIP grant process. Mr. Lynch seconded the motion and the motion passed unanimously.

WNEM LEASE EXTENSION

MBS has had a lease agreement with WNEM for many years that covers the ground on which their Doppler radar sits. This has been a good partnership over the years and MBS receives revenue for the lease as well as on-air reference when the radar is shown on all the newscasts. The current lease expires on June 30, 2016 and WNEM expressed an interest in extending the agreement.

Amy has drafted an extension and WNEM has agreed to the proposed terms.

The extension will be for three years and MBS will continue to receive the live on-air reference when the radar unit is utilized on the news. In addition, MBS will receive annual income as follows:

2016-17	\$9,900.00
2017-18	\$10,200.00
2018-19	\$10,500.00

Mr. Herek made a motion to approve a three-year extension to the WNEM agreement at the above stated terms. The motion shall also authorize the Chairman, or in his absence the Vice Chairman, to sign the related document. Mr. Branch seconded the motion and the motion passed unanimously.

TRI-AREA TRUCK DRIVING SCHOOL LEASE

MBS was approached by representatives of the Freeland-based Tri-Area Truck Driving School about the possibility of using a portion of the old terminal parking lot for training. The school would like to use just the north half of the lot. They would bring their own cones and paint some markings in the lot for the training. They would also bring a temporary work office powered by a portable generator. Bathroom facilities would be a port-a-john that they would maintain. They are interested in a month-to-month lease with a 14 day notice of non-renewal. We negotiated a rate of \$2,000 per month which is the same as we charged Consumers Energy when they used that lot for a project staging area.

This lot currently sits vacant and the driver's school would not impede airport operations. This would also provide some additional revenue for the airport.

Mr. Branch made a motion to approve a month-to-month lease with the Ross Education Tri-Area Truck Driving School to lease the north half of the old terminal parking lot at a rate of \$2,000 per month. The motion shall authorize the Chairman, or in his absence the Vice Chairman, to sign the related document after review of the airport attorney. Mr. Herek seconded the motion. After Attorney Lusk confirmed that an addendum was built into the agreement that each Ross student sign a liability waiver to protect the airport, the motion passed unanimously.

OLD BUSINESS:

AAAE CONFERENCE - HOUSTON

Topics of Discussion at the Conference

- **FAA REAUTHORIZATION**
 - The current FAA funding bill expired on March 31, 2016. There are currently two bills floating around in Washington, one in the House and one in the Senate. As of now the current bill has been extended through July 15th and this extension will not impede our pending grants. The last bill had more than 23 extensions over 3 years.

- TSA wait times in screening lines
- Pilot shortage continues

VERIZON INSTALLATION

Verizon started work on May 9th to install their cellular system. The install should take approximately 6-8 weeks.

NEW BUSINESS:

On April 26th MBS participated in a tabletop emergency drill with local area emergency departments. On May 10th – 11th MBS hosted a full scale drill of the emergency plan, including a live burn of a simulated aircraft. The scenario for the drill was an airliner colliding with a general aviation plane. The exercise included 74 participants from the Michigan State Police, Delta Airlines, United Airlines, Saginaw County Sheriff's Department, Red Cross, FBI, FAA and others.

ADJOURNMENT: There being no further business, Mr. Krygier made a motion to adjourn. Mr. Coonan seconded and the Board unanimously passed the motion. The meeting adjourned at 2:02 p.m.

Ernie Krygier, Secretary