

MBS INTERNATIONAL AIRPORT COMMISSION

November 17, 2016

MINUTES

The meeting was held in the Eugene F. Gwizdala Conference Room, 8500 Garfield Road, Freeland, Michigan 48623. Greg Branch, Chairman, called the meeting to order at 1:28 p.m. Roll was called by Nicole Moses.

COMMISSIONERS

<u>Present</u>	<u>Absent & Excused</u>	<u>Staff</u>	<u>Guest</u>
Tom Adams	Dennis Browning	Jeff Nagel	Bob Leisenring-Mead&Hunt
Greg Branch		Chris Sieklucki	Zachary Puchacz-Mead&Hunt
Kim Coonan		Amy Lusk	Pat Frame-RS&H
Brad Gray		Nicole Moses	David Joye-RS&H
Tom Herek			Angela Osmond-TSA
Ernie Krygier			
Jon Lynch			
Tim Morales			

PLEDGE OF ALLEGIANCE

MINUTES: Mr. Krygier made a motion to approve the minutes of the Regular Commission Meeting held on October 20, 2016. Mr. Lynch seconded the motion. The motion was unanimously approved by the Board.

OCTOBER 2016 WARRANTS AND CASH & INVESTMENT SUMMARIES: Mr. Coonan made a motion to approve the Warrant Registers for the October Payroll Advice Numbers 004421-004471 and the October Operations & Maintenance Check Numbers 045465-045513. Mr. Lynch seconded the motion and the Board unanimously approved it. Mr. Adams made a motion to approve the October Cash and Investment Summaries. Mr. Coonan seconded the motion and the Board unanimously approved them. The Commission requested a review of what accounts on the Cash & Investment Summary were restricted and what is available for projects and general expenditures and do we have a savings, rainy day fund and investment strategy for the money that is not restricted. Mr. Nagel explained that the PFC and CFC accounts are restricted, the PRHI account is reserved and as of now all other funds are available for any expenditures. The investment strategy is limited for a municipality and our goal for the last several years has been to increase our savings that were depleted after the new terminal project. Mr. Nagel also stated that the money MBS currently has will also be used for our local share of the projects listed on the 10-year ACIP and for the demolition of the old terminal.

PUBLIC COMMENT: NONE

LUCAS WYSONG DRAGSTRIP AGREEMENT

Lucas Wysong is a Midland resident who has a side business of testing winter tire performance and posting those results online. He approached us about the possibility of using the abandon dragstrip for tire testing this winter. Delta College and Halla Mechatronics both use the dragstrip during the spring and summer but nobody currently uses the dragstrip in the winter. We would require a signed agreement similar to the one with Halla and we would charge the same per use fee of \$150 each time Luke uses the pavement.

Mr. Herek made a motion to approve an agreement with Lucas Wysong for use of the abandon dragstrip. The motion shall authorize the Chairman, or in his absence the Vice Chairman, to sign the related documents once reviewed by the airport attorney. Discussion took place regarding the extent of our liability, the association of the airport name with the testing and the current condition of the pavement. Attorney Lusk stated that the contract has very strong indemnification language and that Mr. Wysong would also have to have a waiver signed for any additional drivers. Mr. Nagel confirmed that the airport's name would not be affiliated with the testing in anyway and that the condition of the pavement at the dragstrip has not been maintained by the airport and is deteriorating. In the past some of the users have completed some patching at their own expense. Mr. Krygier seconded the motion and the motion passed unanimously.

ARFF GEAR PURCHASE

MBS maintains a full time airport-specific Fire Department, which also performs the airport operations functions. As part of the fire responsibilities, the employees are provided proximity fire gear (coats, pants, helmets etc.) The NFPA standards call for replacement of the airport gear sooner than regular structural fire-fighting gear (five years versus 10 year replacement). The current gear is due for replacement and our ARFF/Operations Supervisor has been researching that purchase. The FAA standards now allow airports to purchase structural gear instead of the airport proximity gear. This is a welcome change as the structural gear more closely matches the actual job duties of the airport personnel and also doubles the life expectancy of the gear.

Two quotes were obtained to replace the current gear. Both quotes were for nine sets of gear (eight employees and one supervisor). The quotes included jackets, trousers, helmets, boots, and gloves.

Time Emergency Equipment	\$19,556.01
Douglas Safety Systems	\$19,608.39

After careful review, the recommendation is to accept the bid from Time Emergency Equipment.

There are funds available in the 2016 capital account that will be used for this purchase.

Mr. Herek made a motion to approve the bid of Time Emergency Equipment for the purchase of the ARFF gear. Discussion on the proposal was regarding the current salvage value of the current gear, is there any advantage to using the more expensive provided proximity fire gear and where are we currently in the age of our self-contained breathing apparatus? Mr. Nagel confirmed that due to the nature and liability of the gear there is no salvage value and will have to be destroyed

and disposed. There is no advantage of using the proximity gear for MBS and the structural gear is as safe for the duties of MBS ARFF. We purchase self-contained breathing apparatus on an interval basis, purchasing a few at a time so not all of them need to be replaced at once thus reducing our periodic cost. Mr. Lynch seconded the motion and the motion passed unanimously.

GENERAL CONSULTANT SELECTION

In February, 2012 the MBS Airport Commission selected RS&H as the general consultant for the airport. RS&H has designed several airfield projects and also supervised those projects during the construction. RS&H also serves as the on-call engineer for MBS. Some of the tasks that RS&H performs in this role include:

- Attend annual MAP meeting at FAA office in Detroit
- Input and manage MBS project information on the State AeroPm website
- Prepare annual 10-Year Airport Capital Improvement Program
- Prepare annual AIP project pre-application and project application
- Participate in numerous conference calls and meetings related to FAA projects scheduled for MBS
- Attend meetings with MBS staff and DEQ staff at MBS and in Lansing
- Attend meetings with various MBS tenants regarding MBS projects

The day-to-day contact for RS&H has been Pat Frame along with David Joye. Pat and Dave are both based in the RS&H Flint office and both are able to visit MBS on very short notice.

The FAA requires airports that select a general consultant go through a formal selection process at least every five years. Since it has now been close to five years when RS&H was last selected, staff initiated the selection process several months ago.

A Request for Qualifications was developed and was advertised in the AAAE newsletter, on the MBS website, on the State website and also in the three local newspapers. The deadline to submit qualifications was Monday, October 31, 2016. The following five companies submitted qualifications:

RS&H
Mead and Hunt
C&S Companies
Prein and Newhof
QOE/Burns and McDonnell

All firms which submitted qualifications have offices in Michigan and four of the five had current or past ties to MBS.

FAA rules are very clear that the selection of a consultant must be qualifications-based and not cost-based. Once a consultant is selected, then each contract (project design or construction supervision) must be negotiated individually.

The selection committee consisted of the airport manager, assistant airport manager and the three members of the airport Operations Committee. The Operations Committee met on Thursday, November 10, 2016 to discuss the selection process. The firms were scored in accordance with the FAA Advisory Circular.

After careful review and consideration the committee voted to recommend RS&H to the full Commission as the airport general consultant. In this role, future project contracts will be negotiated with RS&H. The FAA requires an independent evaluation of each contract and the State Aeronautics office conducts this review for MBS projects. It should be noted that all design and construction administration contracts over \$10,000 will require commission approval. The committee also agreed that Mead and Hunt was the number two rated firm.

Mr. Krygier made a motion to approve RS&H as the General Consultant for MBS Airport. Discussion took place regarding the use of the committee structure for evaluating agenda items. It was agreed upon to send committee meeting announcements to non-committee commissioners for notification of optional attendance. Mr. Gray seconded the motion and the motion passed unanimously.

10-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN

Each year we conduct a Michigan Airport Planning meeting with staff from M-DOT Aeronautics and our FAA program manager. We discuss all open AIP grants and also discuss future projects listed on our Airport Capital Improvement Plan. The 2016 meeting was held in Detroit on November 3, 2016. The airport manager, assistant airport manager and RS&H staff attended the 2016 MAP meeting for MBS.

The attached 10-year plan is not to be interpreted as final for all projects listed. It is a planning document that is required by the FAA and should be received by the commission. Each year, a project application is required. There will be additional information about the 2017 planned AIP projects presented at the December, 2016 commission meeting.

The Operations Committee met on November 10, 2016 to discuss the 10-year plan. The committee agreed with the recommendation to present this plan to the full commission.

Mr. Krygier made a motion to receive the 10-Year Airport Capital Improvement Plan. Mr. Herek seconded the motion and the motion passed unanimously.

OLD BUSINESS:

FAA PROJECTS

During the FAA project last month they inadvertently cut a cable to the threshold lights inside the runway safety area so the runway needs to be closed for repair. The cable is being installed today and they are back filling. Runway 5/23 has been closed all week because the forecast was clear and is planned to open tomorrow. FAA is responsible for the repair. The separate FAA glide scope project wraps up later this week or early next week.

NEW BUSINESS:

-Thank you to RS&H, Pat Frame and David Joye for your attendance at the FAA planning meeting on short notice. We appreciate your support.

-Thank you to the commissioners for giving us prior notice on their intentions to attend the monthly meetings. It helps us in planning and scheduling.

-Mr. Branch congratulated all the commissioners who were re-elected in their respective cities and counties.

ADMINISTRATIVE MATTERS

Next regular meeting is scheduled for December 15, 2016 at 1:30 p.m.

ADJOURNMENT: There being no further business, Mr. Krygier made a motion to adjourn. Mr. Lynch seconded and the Board unanimously passed the motion. The meeting adjourned at 1:58 p.m.

Ernie Krygier, Secretary