

# **JACK BARSTOW AVIATION ADVISORY COMMISSION**

## **AGENDA**

Tuesday, January 12, 2021  
5:00 p.m.

**Due to Governor Gretchen Whitmer's current Executive Orders requiring social distancing and allowing meetings of public bodies to be held electronically, this meeting will be conducted via videoconference. The city of Midland will utilize Zoom to conduct this videoconference meeting.**

### **To join via videoconference, go to:**

<https://zoom.us/join> ~ Webinar ID: 892 3440 6111~ Password: 856618

### **To join via telephone, dial:**

1 (301) 715-8592 ~ Webinar ID: 892 3440 6111~ Password: 856618

1. Call to Order - Roll Call
2. Approval of Previous Minutes (December 8, 2020)
3. Airport Layout Plan – Stephanie Ward, Mead & Hunt
  - a. Environmental Study
4. Monthly Activity Report and Airport Maintenance Status Report – Sarah Pagano
5. New Business
  - a. April 7, 2021 Work Session
  - b. Next Aviation Advisory Commission Meeting: April 13, 2021
6. Public Comment
7. Adjourn

## MINUTES OF THE BARSTOW AVIATION ADVISORY COMMISSION MEETING

December 8, 2020

PRESENT: Commissioners: Pollack, Jermalowicz, Siemer, Langrill, Janson

EXCUSED: None

LOCATION: Zoom Virtual meeting

OTHERS: Interim Airport Manager Carol Stone, Sarah Pagano, City Attorney James Branson

REPORTED BY: Carol Stone, Airport Manager

Comm. Pollack called the meeting to order at 5:00 pm.

**Agenda Item #2:** Approval of Minutes: The minutes of the September 8, 2020 meeting were reviewed. Comm. Langrill requested an amendment to read as follows (pg 2 of minutes): “Carol Stone indicated that she would consult with JT Rairigh and the City Attorney to determine a process to and conduct the audit and report back.” It was moved by Commissioner Langrill and supported by Commissioner Janson to approve the minutes as amended. Motion was approved unanimously (5-0).

**Agenda Item #3:** Airport Inspection Report.

City Attorney James Branson presented a summary report of the airport inspections that were conducted on October 12 & 14, 2020. The inspections were made at the recommendation of Airport consultant Mead & Hunt and at the direction of the Aviation Advisory Commission. The purpose of the inspections was to ensure compliance with FAA regulations, lease agreements, Airport Rules & Regulations, as well as City building and fire codes. The inspections were conducted by City Attorney James Branson, Fire Marshall Anthony Lelo, Building Inspector Stephen Taglauer, Interim Airport Manager Carol Stone, and Assistant HR Director Ken Arthur.

Mr. Branson indicated that given that the FAA does not define the term primary aviation use, the inspections were conducted utilizing the same standard applied by the City in building use applications which defines primary use as 75% of the space. He indicated that this percentage was certainly open for discussion and could be amended at the recommendation of the Aviation Advisory Commission. It was determined that there 17 hangars that needed corrective action with follow-up inspections scheduled for January 4, 2021.

Carol Stone reported that the inspections were conducted to ensure compliance with the FAA requirement that hangars be used primarily for aviation and that violations of this

regulation could jeopardize not only the Federal funding received by the airport but all Federal funding received by the City.

Comm. Langrill stated she was uncertain whether the 75% was the appropriate percentage for primary use and expressed concern that the pilots were unaware of this requirement prior to the inspections.

Carol Stone inquired if Comm. Langrill had a proposal for what might be a more appropriate percentage.

It was moved by Comm. Langrill and supported by Comm. Siemer to set the percentages at 70/30.

Comm. Janson stated that there were never hangar inspections in the past and he supports any usage as long as there is aviation use of the hangar.

Comm. Jermalowicz asked if it was possible to adjust or stagger the percentage for primary use based on the type of hangar and the type of plane.

City Attorney Branson responded that it was difficult to administer a staggered percentage but that the rules and regulations and hangar leases could provide for exceptions to be made at the discretion of the airport manager. He indicated that the Rules & Regulations were adopted in 2007 and that it may be time to consider an update.

Carol Stone indicated that a review and update to the Airport Rules & Regulations could be completed in 2021.

Comm. Langrill proposed delaying a decision on the percentages pending the discussion and update of the Airport Rules & Regulations. She then withdrew her motion to set the percentages at 70/30.

Comm. Langrill stated that FAA regulations stipulate that other uses are permitted as long as they don't impede the movement of aircraft in or out of the hangar.

City Attorney Branson indicated that there are additional FAA restrictions on hangar usage that was included in the agenda packet which included things like operating a business out of the hangar.

The issue was then open for public discussion.

Marty Winslow indicated that he owned a hangar, paid taxes on that hangar at commercial rates, and did not feel the City had the right to tell him what he could put in that hangar.

Brandon Marks expressed concern with the requirements in the Airport Rules & Regulations for flight schools which are more restrictive than Federal or State requirements and asked that they be looked at when reviewing the Rules & Regulations. He also recommended that the Commission follow the FAA rules on primary usage and avoid setting percentages as they are not necessary and raise emotions.

City Attorney Branson agreed that the requirements for flight schools were not inviting to new schools and needed to be amended.

James Cordes asked if the City had checked with other airports to see if they conducted annual audits.

Carol Stone responded that this had not been done but she would look at it.

Mr. Cordes then stated that there was good reason to make sure we stay in compliance with FAA regulations but we should be careful to set the bar so that the FAA can't withhold funding but don't take it further than that.

Comm. Pollack inquired if it was the intent to conduct annual hangar audits.

City Attorney Branson responded that annual audits were proposed but that can be changed.

Dot Hornsby asked for clarification if there was an issue on what could be stored in the non-aviation part of the hangar.

City Attorney Branson explained that the FAA did have requirements and as long as those requirements were met, the City had no problem with storage of other things in the non-aviation portion of the hangar.

Doug Engwis agreed that the hangars should comply with FAA standards but that he could find no reference to the 75/25 percentages anywhere. He stated that the inspection letters indicated that restoration and repair of cars & motorcycles were not permitted but that is fine with the FAA. He stated he didn't see why there should be percentages at all.

**Agenda Item #4 – Monthly Activity Report:** Assistant Airport Manager Sarah Pagano presented the monthly activity report for the airport. Activity is up slightly from the same period last year. She indicated that she is soliciting quotes to repair the seals on City hangars and exploring the feasibility of improving the lighting in City hangars. Ms. Pagano indicated that a new hose reel would be installed on the fuel pumps.

Comm. Pollack asked about airport equipment. Ms. Pagano responded that all of the airport equipment had been evaluated by the City's Fleet Services Department. There were some minor repairs need on the New Holland SRE Tractor in preparation for snow removal and that large Oshkosh snow blower needed new tires.

**Agenda Item #5 – New Business:** There was no new business to discuss

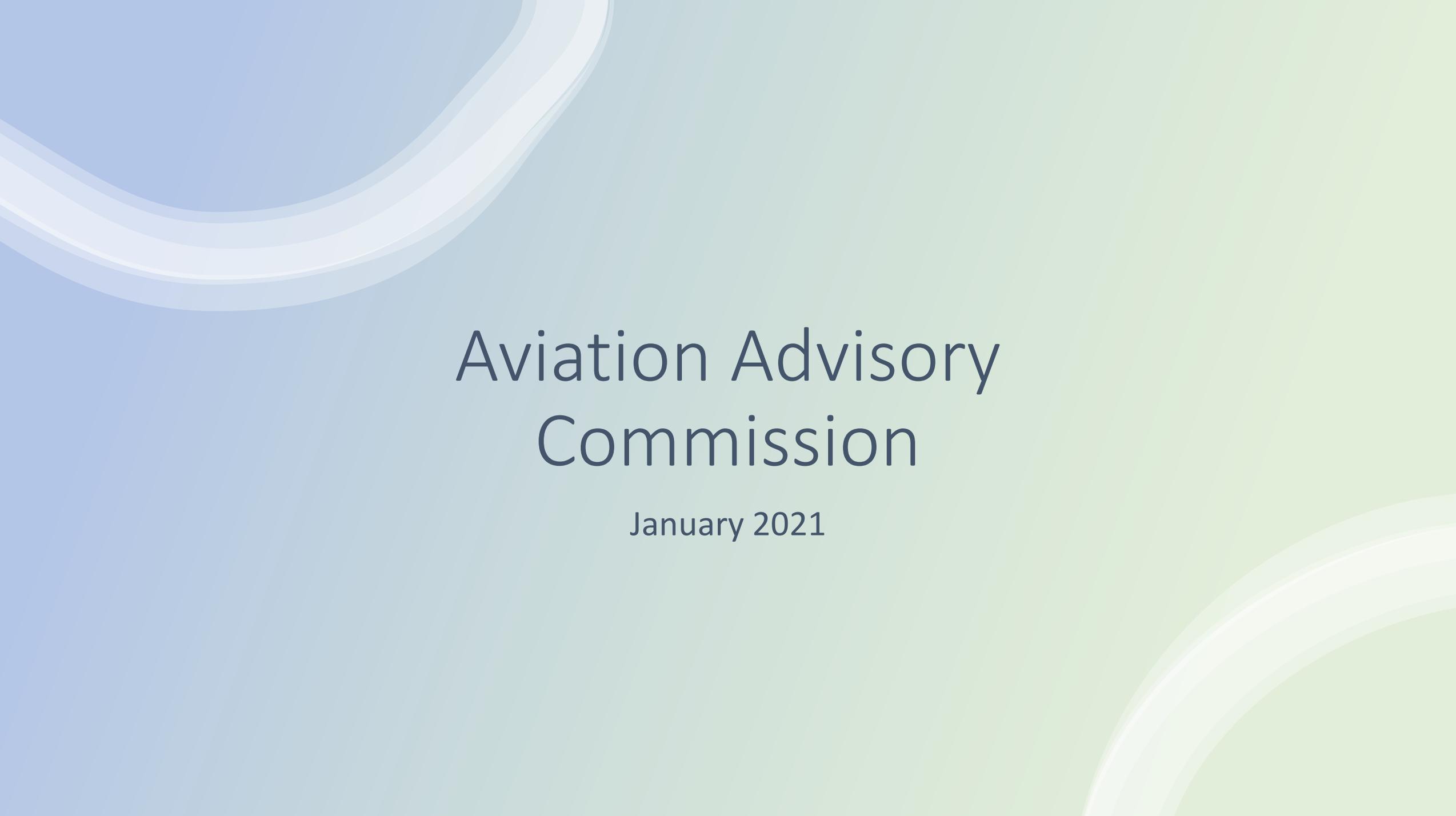
**Agenda item #6 – Public Comment**

1. Dot Hornsby explained that the in-person Santa Fly-in was changed to a virtual event due to Covid-19. She thanked Sarah Pagano for her work on the event and asked how many gift bags had been distributed. Ms. Pagano stated that over 100 bags had been distributed which required a visit to the airport terminal building.

Carol Stone thanked the City's Communication Department and MCTV for their help on creating and promoting this event.

2. The next meeting of the Aviation Advisory Commission is set for Tuesday, January 12 at 5 pm.

The meeting was adjourned at 6:20 pm.



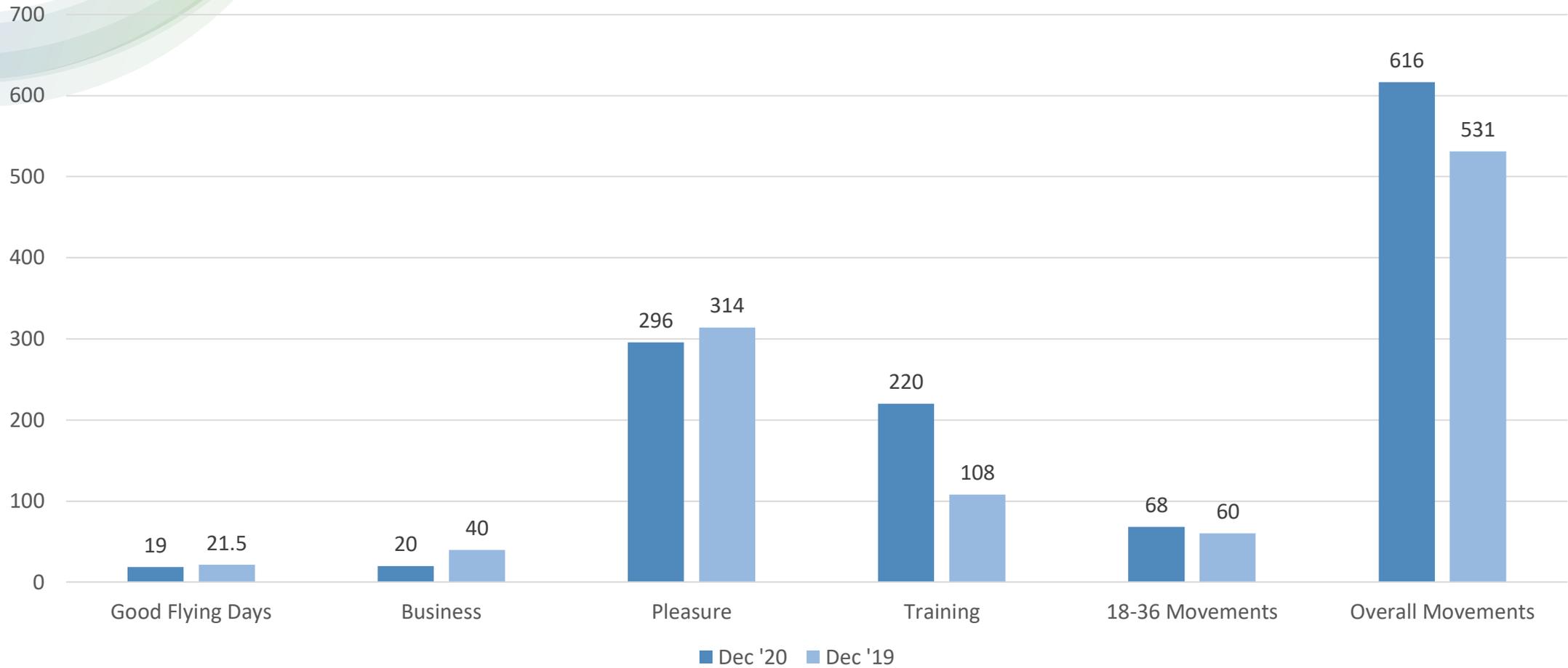
# Aviation Advisory Commission

January 2021

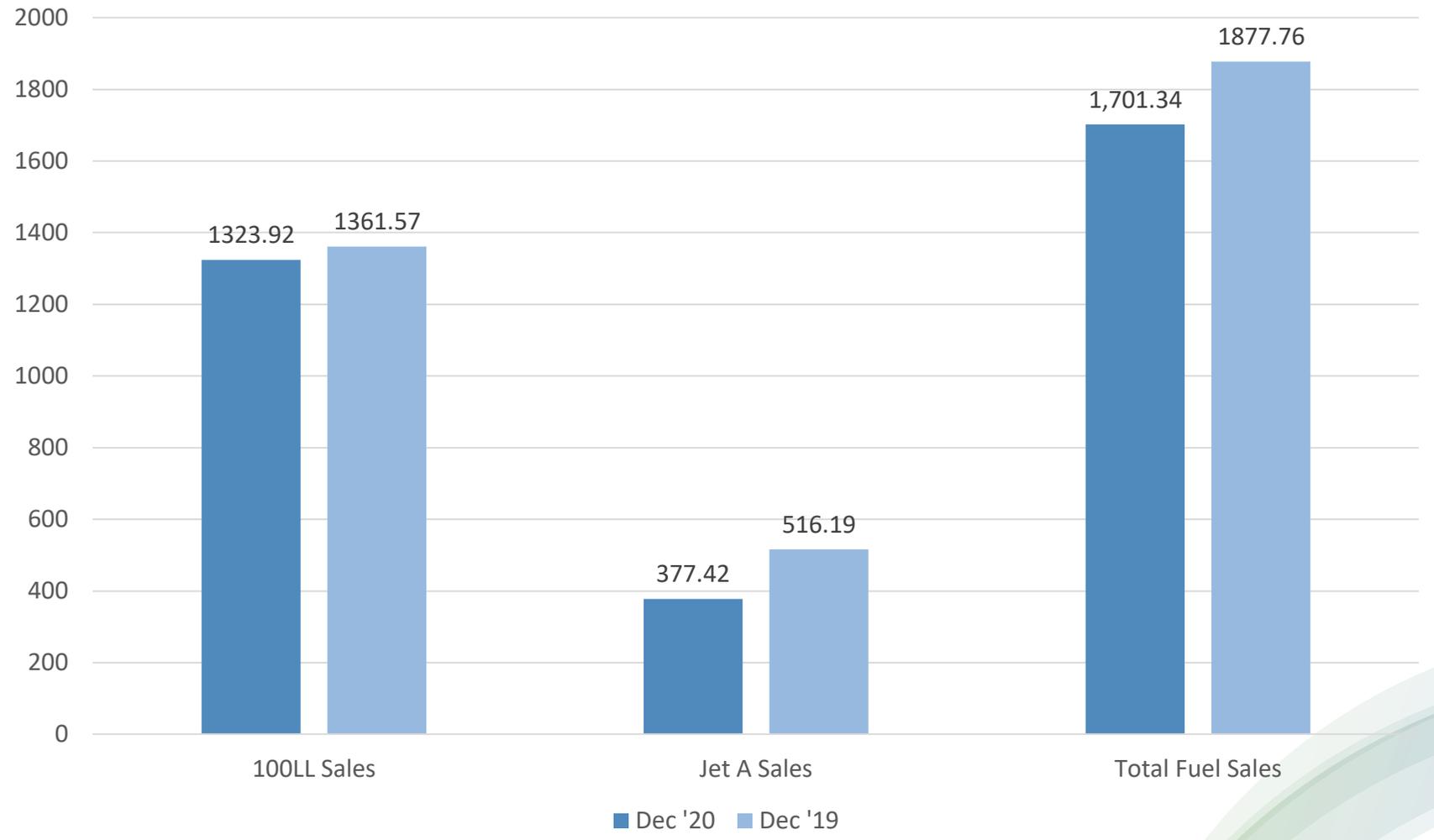
# Monthly Overview: December 2020

Good Flying Days	19
Poor Flying Days	12
Precipitation	
Rain	0.00
Snow	4.50
Aircraft Movements	
Business	20
Pleasure	296
Training	220
Sub-Total	536
Unattended Hours(15%)*	80
Total Movements	616
Fuel Sales	
100 LL Sales	1,323.92
Jet A Sales	377.42
Total Fuel	1,701.34
Runway 18-36 Usage	
Total 18-36	68
Total Movements	616
% of Total	11.04%
Total 100LL (last 12 mos.)	22,899.56
Total Jet A (last 12 mos.)	12,403.81
Total Fuel (last 12 mos.)	35,303.37

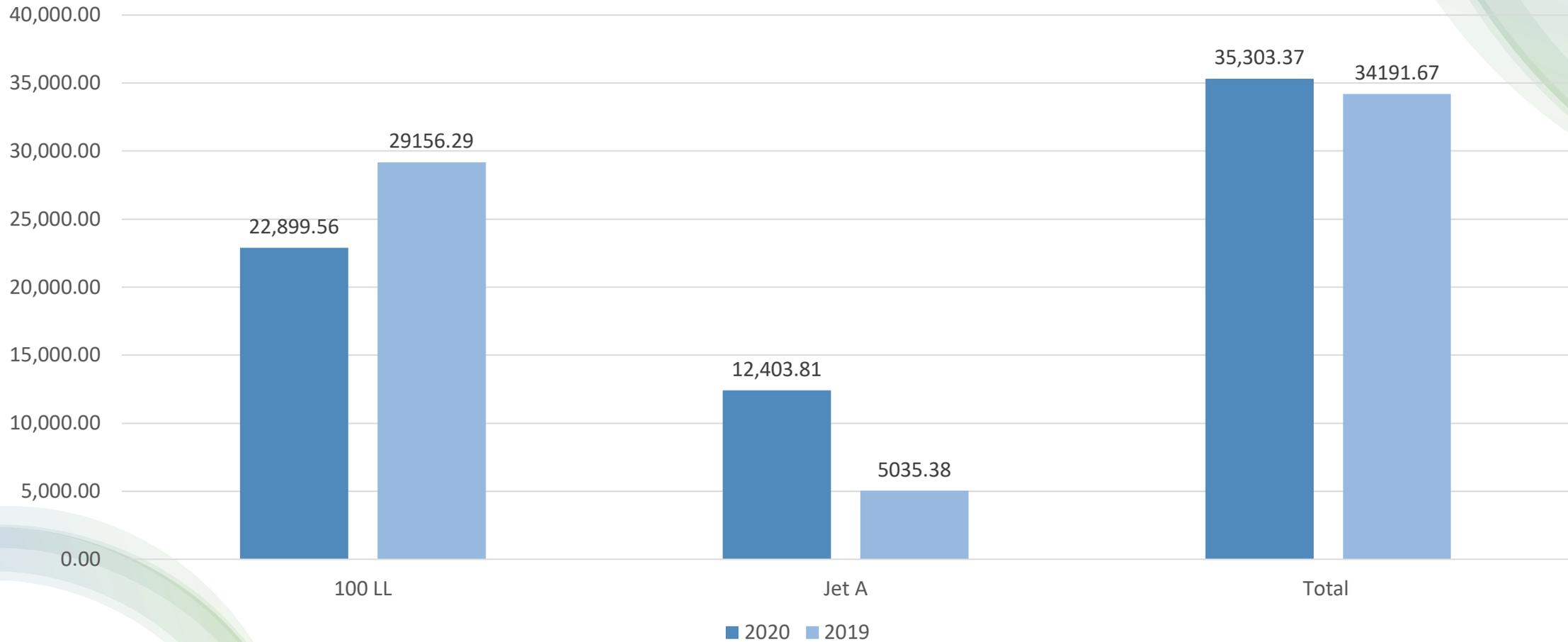
# Movements



# Monthly Fuel Sales



# Last 12 Month Fuel Totals



# Airport Maintenance

- Plowing has been successful
  - Improvements have been made each time we have plowed
- Hose reel
- Tetrahedron
- Lights and door seals on City owned hangars
- Security cameras