



3300 Airport Road
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Kelly Smith, Manager
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Brian Herioux, Chairman Dee Dee Anderson Skradski, V-Chair Airpt Brd David Moyle, Cty Brd Rep
Patrick Johnson, Cty Brd Rep Will Carne, Airpt Brd. Vickie Schwab, Airpt Brd. Brian Belmonti, Airpt Brd

Delta County Airport Advisory board

November 13, 2017 8:00 a.m.

Approved Minutes

- I. **ROLL CALL:**
PRESENT: Herioux, Schwab, Carne, Johnson (On Phone), Moyle
ABSENT: Skradski-Anderson, Belmonti

- II. **APPROVAL OF AGENDA:** Moved by Schwab and seconded by Carne to approve the agenda. **MOTION CARRIED.**

- III **APPROVAL OF MINUTES:** 9/18/17 and 7/17/17
Moved by Schwab and seconded by Carne to approve the minutes from July 17 and September 18, 2017. **MOTION CARRIED.**

- IV **PUBLIC COMMENT ON AGENDA ITEMS:** None

- V **MANAGERS REPORTS:**
 - A. MAAE Conference Update: Smith gave final update on Sept. Conference held here in Delta County.
 - B. FAA Airport Cert Inspection took place Sept 28 and 29th, 2017. New FAA inspection finishing up training; Thomas Mize and Tricia Halpin.
 - 1) Compliance letter with four items for correction. Smith discussed issues and timeline for correction; painting, windsocks, RSA on eastside RNWY 18 training documents.
 - 2) Painting and equipment - \$18,170.00
 - 3) PAPI and REIL yearly inspections and calibrations due. Work to be completed by J. Ranck, Electric. Airport has maintenance contract . _work to be done, then gets signed each time.
 - C. FAA MAP meeting, held at September MAAE conference. Discussed at Sept board meeting. Working on setting up meeting in Lansing after holiday season. Will pass along new information.
 - D. Winter Ops Meeting – Delta Airlines/SWOA – November 15, 2017. This is standard meeting every two years, all northern airports in the country are SWOA for Delta and Skywest.
 - E. FINANCES/ENPLANEMENTS/FUEL SOLD – Smith gave report through October 2017 to board.
 - F. Grant received from Michigan Work. Comp. Fund. Airport is purchasing two Stand up desks, safety vests, two office chairs and standing floor mats for \$1,380.
 - G. Wildlife , TSA and ACM manuals in process of being updated and rewritten.

VI OLD BUSINESS:

- 1) "Delta Landing" Business park sign is completed.
- 2) Cameras and computer screen installation still in progress.
- 3) Smith gave resignation letter (same went to County Board) – verbal notice was given two months ago to County Administrator.
 - A) Hiring process – hoping for official start date of new replacement 2/1/2017. Needs to be presented to County board, and reapprove job description, etc. Will keep Airport board informed as more information is available.

VII RENZONE UPDATE: City of Escanaba still working on the solar farm in the industrial park. Smith will help with FAA forms, submittals, etc. More to follow.

VIII EDA/CHAMBER UPDATE: Schwab updated the group on the EDA and the Chamber and Convention and Visitor Bureau updates.

IX NEW BUSINESS:

- 1) Board was presented a hangar tenant letter along with the FAA new updated Hangar use policies, effective 7/1/2017. Smith has gone to Administrator Bergman and was told this is an administrative issue, following the rules and regs., and needs no approval by boards. Discussion was held regarding what type of aircraft work can and cannot be done in hangars for owners/individuals who do not have an A & P license. Smith will reconfirm with the FAA and pass long that and any other information to the hangar tenants. More info will follow as to any issues and results of the letter with the Airport Board.
- 2) Smith discussed the aircraft incident that took place on September 26, 2017. Tail number 44UF had issues with fog, and landed causing damage to the distance remaining sign, and two lights. Aircraft insurance company has received all information and will be working with Smith to take care of the cost of the damage and installation.
- 3) Smith gave resignation letter (same went to County Board) – verbal notice was given two months ago to County Administrator.
 - A) Hiring process – hoping for official start date of new replacement 2/1/2017. Needs to be presented to County board, and reapprove job description, etc. Will keep Airport board informed as more information is available.

X PUBLIC & BOARD MEMBER COMMENTS: None

XI ADJOURNED: Meeting adjourned at 9:30 am

Next Board meeting is January 8, 2017, 2017 at 8:00 a.m.

Respectfully Submitted by:

Kelly Smith, Airport Manager

Brian Herioux, Board Chair