

# Pellston Regional Airport Minutes

July 16, 2009

The Pellston Regional Airport Committee met in a regular session on July 16, 2009 at 12:00 Noon at the Pellston Regional Airport, Pellston, Michigan. The meeting was called to order by the Chairman, Bill Fedus. Members present were Bill Fedus, Jim Tamlyn, Jack Jones, Thomas Shier, Dean Scheerens. Don Cohen was absent. Others present were Kelley Atkins, Airport Manager; Lyn Johnson, Emmet County Controller; Fred Gray, Emmet County and Randy Bricker of A.R.F.F. Inc.

**Minutes:** It was moved by Dean Scheerens and supported by Jack Jones the December 11, 2008 minutes be approved as written. Voice vote. Motion carried.

**Election of Officers:** It was moved by Jack Jones to continue to keep officer's Bill Fedus, Chair and Dean Scheerens, Vice Chair unchanged for the coming year 2009. Motion supported by Tom Shier. Voice vote. Motion carried.

## **Items of Business**

1. **Fuel Sales:** Airline fuel gallons were down -5% thru June 2009 totaling 74,850 less than 79,009 gallons thru June 2008. General Aviation 100LL fuel gallons thru June 2009 were down -38% totaling 6,910 gallons less than 11,129 gallons thru June 2008. General Aviation A50 fuel gallons thru June 2009 were down -33% totaling 71,753 gallons less than 106,401 gallons thru June 2008.

2. **O & D Passenger Report:** The Airline O & D Passenger report was presented thru June 2009. Total O & D passengers were down -10% totaling 18,526 passengers less than 20,691 passengers thru June 2008.

3. **Financial Report:** The June 2009 financial report was presented and discussed and approved..

4. Nancy Kelly of the Pellston Market: The Airport Manager read a request from Nancy Kelly President of the Pellston Market in Pellston, Michigan. Currently the Pellston Market is paying \$900 per year for refrigerator space rental in the CFR building and Ms. Kelly would like the lease rent to be reduced to \$300 per year because her sales are down 50% this year. After discussion it was moved by James Tamlyn and supported by Dean Scheerens to lower the rental to \$50.00 per month starting on July 1, 2009. Voice vote. Motion carried.

5. Brochure Rack Proposal: Scott Mires , Manager/Vice President of Travel Information Services, Inc. requested permission to place a travel literature display in the Pellston Airport Main Terminal Building. The service would cost the Airport nothing and could be removed at anytime. After discussion it was determined the service was not needed and it was moved by Jack Jones and supported by Jim Tamlyn to denie the request. Voice vote. Motion carried.

6. SRE/ARFF Facility Project: The Airport Manager reported on the progress of the new SRE/ARFF expansion project. We have submitted a Concept/Budget Report to FAA with recommended size and eligibility based on Advisory Circular. FAA visited the airport in May 2009 and asked for a revised building floor plan to minimize circulation area. New Floor plan with 35,000 square feet was submitted along with eligibility assessment. There is a new guidance from headquarters that indicates that only 1/3 of the building would be eligible. Additional documentation refuting the new guidance from headquarters suggesting the building should be fully eligible based on FAA guidance. Mead and Hunt were directed to submit a design contract for the proposed building. The new building will house our existing SRE equipment and two ARFF trucks and will be located next to the existing ARFF building which will have the ability to be expanded for a General Aviation terminal area. Ground breaking for the project is expected to take place in the spring of 2010.

6, Lavatory Service Cart: A discussion was held regarding the possibility of purchasing a Lav Cart to service private aircraft only. A customer who flies in and out of the airport frequently would be willing to pay for the cart for the airport to use. A quote from Aero Specialties for a LC60 Lavatory Service Cart would cost \$3,720.00. After discussion it was moved by Tom Shier and supported by Jim Tamlyn that a Aircraft Lav Cart could be obtained for airport use. Voice vote. Motion carried.

6. Airport Operations: July airport ground maintenance and services are going smoothly. Scott Pearson and Dick Bidstrup discussed a leak that has occurred in the airport well pump house and the materials and labor it will need to repairs it.

7. Parkey Taxidermy Proposal: Correspondence was read from Leigh Lasley of Parkey's Taxidermy inquiring if the Airport Committee would be interested in having a display of Brown Bears in the Main Terminal Lobby. The display is currently for sale and also would be a conversation piece for travelers. It would require a floor space approximately 68" x 78" and require a ceiling space of approximately 9 feet. it was moved by Jack Jones and supported by Tom Shier to decline the request because of lack of space and that displays for sale are not allowed. Voice vote. Motion carried.

#### Other Business

1. Meeting Schedule: The next Airport Committee meeting was scheduled for October 15, 2009 at 12:00 noon in the Main Terminal Conference Room.

It was moved by Jim Tamlyn and supported by Jack Jones the meeting be adjourned. Voice vote. Motion carried.

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Bill Fedus, Chairman