



**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
October 7, 2013, 5:30PM**

**MINUTES**

*“Preserve, promote and present general aviation for the Allegan area.”*

- I. Call to Order: Lee Murray called the meeting to order at 5:30 pm.
- II. Attendance: Tom Clark, Jack Ephopen, Bernie Sosnowski, Norman Hough, Lee Murray, and Andy Millin  
  
Absent: Tom Tufflemire  
  
Also Present: Gerry Douth, Derek Mulder, Aaron Haskin and Richard Guilifoil
- III. Approval of minutes from August 5, 2013: Tom C., supported by Bernie motioned to approve the minutes as presented. The minutes were approved.
- IV. Old Business
  - A. T-Hangar Project: Aaron updated the Board on the progress of the new t-hangars. The project is on schedule with a completion date of the 1<sup>st</sup> part of November.
  - B. Airport Capital Improvement Plan: The MAP meeting to discuss the ACIP and other airport issues is scheduled for October 23 at 1:30. The meeting will be at the MDOT Aeronautics Building at the Lansing Airport. Aaron asked the board their thoughts on adding the development of an Integrated Contingency Plan to the ACIP. This plan is related to the fuel tanks and pump regarding spills and leaks. It is required by the DEQ. Prein&Newhof submitted a proposal in the amount of \$10,000 to develop the plan. After discussion Tom C., supported by Jack E., motioned to recommend adding the development of an Integrated Contingency Plan to the ACIP. The motion was approved.
  - C. Airport Radio Frequency: Aaron reported that we are now listed as licensed on the FCC website to use frequency 122.8. We are still waiting for a call sign.

- D. Pilot and CDL Medical Exams: Derek informed the Board that he has a medical examiner willing to come to the airport to administer pilot and CDL physicals. He will be coming one Saturday a month to start. The hours will be 8:30 – 3:30 on Saturday and will be in the small building near the FBO. Call Ace Aviation for the fee and to make an appointment if you are interested in getting a physical.
- E. Jet Fuel: Derek is still looking at a used fuel truck. He still needs to figure out a storage and containment area for a fuel truck.
- F. Rubber seals for the main hangar door: Bauer Construction submitted a quote in the amount of \$3,294.90 to replace the rubber seals on the large hangar door. They also submitted a quote to replace the door operation switch for \$688.78. The board would like to Aaron to obtain a second quote from a local electrician on the switch. Jack supported by Andy made a motion to recommend the approval of the quote for the door seals. The motion passed.
- G. Fuel Pump Shut Off Timing: The board discussed the fuel shut off issue of the new pump. The pump does not allow enough time for moving from one fuel tank to the other tank for some pilots before it shuts off. This requires a pilot to slide a credit card twice. Aaron will contact the pump installer to find out what can be done to make the pump more user friendly.

V. New Business

- VI. Airport Manager Comments: Aaron mentioned as part of the Ace Aviation contract an evaluation of their services is required periodically. Tom C. recommended we develop an evaluation form to properly and fairly do the evaluation. He asked if anyone had some ideas for the evaluation form to contact Aaron.

VII. Advisory Board Comments:

- Andy has been getting quotes for insulating his hangar due to condensation and weather seals for the doors. He asked if anyone had any ideas to seal the bottom of the doors to stop rain from flowing in.
- Jack suggested that the FBO building should be painted red in the future. Aaron suggested that maybe we can paint it after the addition is added to it for the pilot's area and new ADA restrooms.

- Richard Guilifoil asked about the proposed AWOS system. He mentioned the Hart Airport has a different system that may be less expensive than what we have budgeted for. Aaron will find out what they have and see if it is eligible for FAA funding.
- Lee and others mentioned the new Airport sign looks great.

VIII. Next meeting date: The next scheduled meeting is November 4, 2013.

IX. Adjournment: Andy, supported by Jack, motioned to adjourn the meeting at 6:15 pm.

**Copies of the minutes of the Airport Advisory Board may be obtained at City Hall, 112 Locust Street, Allegan, Michigan 49010. (269) 673-5511**