



**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010**

## **Meeting Cancellation**

The January 1, 2018 Airport Advisory Board meeting is cancelled. The next meeting is planned for February 5, 2018.



**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
February 5, 2018 5:30PM**

**MINUTES**

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

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: Charles Tripp, Craig Warren, Jack Ephofen, Tom Tufflemire  
  
Absent: Andy Millin, Bernie Sosnowski, Norman Hough  
  
Also Present: Aaron Haskin, Derek Mulder
- III. Approval of minutes from October 2, 2017: These minutes were tabled until more members from this meeting are present.
- IV. Business:
  - A. Election of Chair and Vice Chair: This item was tabled until more members are present.
  - B. Securing access points to the airport property: A discussion about gating entrances and fencing along the front of the airport took place. The board is recommending installing a gate across the entrance near the t-hangars, securing the access off of 29<sup>th</sup> Street and installing a gate between the main hangar and the private red hangar. A plan will be put together and presented at the next meeting.
  - C. Terminal Building: The terminal building is ready to be advertised for bids. Based on the construction estimate we will have to use the 2018 Federal funding for the project which will not be available until after construction starts. The City may have to front some of the construction costs and get reimbursed when the Federal funds are available. The Board does not want to lose the construction season and is recommending we bid the project for construction to be done in 2018.
  - D. Private Box Hangars: Aaron shared the interest we have about building private hangars on the airport property. We have an area designated for hangars on the ALP along the northern edge of the taxiway, east of 29<sup>th</sup> Street. The Board recommended we develop

rules and regulations for the types of uses allowed in the private hangars and were positive about the interest and growth at the airport.

V. New Business

VI. Airport Manager Comments: Aaron H. informed the Board that Randy MacNeill and Aaron James have resigned from the Airport Advisory Board due to other commitments in their lives. The Board can be between 5- 9 members, so we have 2 vacancies at this time.

VII. Advisory Board Comments:

VIII. Adjournment: The meeting was adjourned at 6:30 pm.

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(269) 673-5511

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**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
March 5, 2018 5:30PM**

**MINUTES**

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

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: Charles Tripp, Andy Millin, Craig Warren, Jack Ephofen, Tom Tufflemire and Norman Hough  
  
Also Present: Aaron Haskin, Derek Mulder, Gerry Doutt and Richard Guilifoil  
  
Absent: Bernie Sosnowski
- III. Approval of minutes from October 2, 2017 and February 5, 2018: Craig, supported by Tom, motioned to approve the October 2, 2017 minutes. The minutes were approved. Craig, supported by Tom, motioned to approve the February 5, 2018 minutes. The minutes were approved.
- IV. Business:
  - A. Election of Chair and Vice Chair: Tom, supported by Craig, nominated Jack Ephofen as the Board’s Chair. The nomination was approved unanimously and Jack accepted the position.  
Craig, supported by Tom, nominated Andy Millin as the Board’s Vice Chair. The nomination was approved unanimously and Andy accepted the position.
  - B. Securing access points to the airport property: The Board discussed the areas they would like to secure better at the airport. They decided a gate at the entrance near the hangars is not desirable at this time. They would like to block off access along the north and east side of the t-hangars to deter people speeding through and using the airport as a pass through area. Aaron will work on a fencing plan or boulders to line the edges of the pavement. They would like to work with Skydive Allegan to set up a new parking area also.

C. Terminal Building: Aaron shared the latest schedule for the construction of the Terminal Building. Advertising for bids is planned to begin in mid-March. The notice to begin construction is tentatively scheduled for July 20, 2018.

D. Private Box Hangars: We have a few businesses interested in the possibility of building private hangars on the airport property. The City will be meeting with an interested party on March 9. The Board would like to review a ground lease agreement at their next meeting.

## V. New Business

A. FBO: Derek informed the Board he terminated his FBO contract with the City on Friday, March 2,, 2018. He explained he was offered a new opportunity for employment that he couldn't refuse. He would like to make this a smooth transition and will be working with the City to transfer fuel sales over to them. His intentions are to get his FBO assets sold and everything closed up within 30 to 60 days.

Airport Manager Comments: We have two vacancies on the Airport Board. Gerry Doult and Richard Guilfoil were asked if they were interested in joining the Board. There is an application and the City Council appoints all board members. They both said they would consider it and would like to be sent an application.

## Advisory Board Comments:

Andy asked about the traffic counter results at the airport in 2017. Aaron said the MDOT has not shared any information, and he would see what he could find out.

VI. Adjournment: Tom, supported by Craig to adjourn the meeting at 6:25 pm. The next scheduled meeting is April 2, 2018.

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**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
April 2, 2018 5:30PM**

**MINUTES**

I. Call to Order: Jack Ephofen called the meeting to order at 5:30 pm.

II. Attendance: Andy Millin, Tom Tufflemire, Jack Ephofen, Bernie Sosnowski, Charles Tripp

Also in Attendance: Aaron Haskin, Richard Guilifoil, Dennis Bennett with Skydive Allegan

Absent: Norman Hough, Craig Warren

III. Approval of minutes from March 5, 2018: Andy, supported by Bernie, motioned to approve the minutes as presented. The minutes were approved.

IV. Business

A. Terminal Building: Aaron shared the Terminal Building construction plans and discussed the bidding schedule. The project is advertised and bids are due on April 18. If a bid is accepted the anticipated notice to proceed is mid-July. The contractor will have 180 days from the notice to proceed date to complete the project. Restroom showers and additional windows are in the plans as alternate bids to obtain costs for these items.

B. Crack Sealing and Pavement Markings: Pavement crack sealing and paint markings are on the ACIP for this year. These will be done either this summer or next summer based on funding availability. After the bids for the Terminal Building are received we will know what year these can be done.

C. Private Red Hangar Ground Lease: Aaron shared the current ground lease agreement for the private red hangar. The lease is currently set to expire in 2024 and the building is owned by A&B Farms/HES Equipment in Holland. The Board would like this building to be occupied and utilized for aviation purposes.

D. Main Hangar Leasing: Ace Aviation has been notified to vacate the buildings by the end of April. The City has received some interest in leasing the hangar and will be evaluating the use for the building and new lease options. The Airport Board would like to see another flight school at the airport. Aaron asked if anyone knows someone interested in the hangar to contact the City to discuss their proposal and lease options.

## V. New Business

Airport Manager Comments:

Comments:

- Richard Guilfoil asked about the weather station which is currently at the airport, but is no longer available online because it was on Ace Aviation's website. The weather station was installed by Randy MacNeill and he is willing to keep the weather station going. Aaron stated internet will be switched to the City soon and the weather station should be able to be viewed on the City of Allegan's new website.
- Dennis Bennett said Skydive is planning on starting up in mid-April when the weather gets better. Aaron will work with them to set up a new parking area, as the area they have been using will be blocked off this spring to stop cars from cutting through the airport. They need parking for about 25 cars.
- Andy Millin asked if the used oil container could be set up so hangar tenants could deposit there used motor oil easily. Aaron will look into locating the oil tank outside with a lock, so hangar tenants can access the tank.
- Bernie Sosnowski asked if the fuel discount cards issued by Ace Aviation will still be used after the City is selling the fuel. Aaron said the plan right now is to use regular credit cards and keep the fuel the same cost for everyone.

VI. Adjournment: Andy, supported by Tom, motioned to adjourn the meeting at 6:30 pm.

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**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
May 7, 2018 5:30PM**

**MINUTES**

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: Craig Warren, Norman Hough, Charles Tripp, Richard Guilifoil, Jack Ephofen, Andy Millin

Absent: Tom Tufflemire, Bernie Sosnowski

Also present: Aaron Haskin, Dennis Bennett and Gerry Doutt

- III. Approval of minutes from April 2, 2018: Craig, supported by Andy, motioned to approve the April 2 minutes. The minutes were approved.

IV. Business

- A. Terminal Building: Aaron shared the bid opening results with the Board. The bids came in higher than anticipated, but with the 2018 funds we do have enough to proceed with the construction. Prein&Newhof and the City are working with the MDOT to get the contracts together for the construction.
- B. Crack Sealing and Pavement Markings: Aaron shared that with the increased cost of the terminal building the crack sealing and pavement markings will have to be delayed for another year. Andy shared that he has noticed some larger cracks developing around the hangars. The DPW will look at the larger cracks and fill them with asphalt this summer.
- C. Main Hangar Leasing: We have some interest in leasing the main hangar. Ace Aviation has vacated the building and the City will be looking to rent the space again. We have been contacted about a new flight school, but he wants to control the fuel system. The other interested party would like to create a corporate hangar



program. The City will be evaluating interest in the facility and Aaron asked if anyone knows someone interested to contact him or the City Manager.

D. Fuel System: The fuel system is up and running by the City. After the recent changes the City plans to maintain control of the fuel system. The payment method will be by credit card only; fuel can be purchased through the credit card reader at the pump. The City also has a mobile credit card reader if needed. The pilots in attendance liked that the fuel prices are closer to other area airports. Dennis with Skydive Allegan said he has been having issues with running a credit card multiple times in a day. Aaron will check to see if that is a security option in the program that can be changed.

## V. New Business

Airport Manager Comments:

Advisory Board Comments:

- The board asked about getting wi fi back in the building and getting the weather station up on the City's website. The City will work on these items.
- Andy asked about getting access to the used oil tank and getting a hose for washing airplanes at the main hangar.

VI. Adjournment: The meeting was adjourned at 6:15pm.



**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
July 2, 2018 5:30PM**

**MINUTES**

I. Call to Order: The meeting was called to order at 5:35 pm.

II. Attendance: Richard Guiliffoil, Charles Tripp, Craig Warren, Bernie Sosnowski, Tom Tufflemire

Also Present: Gerry Douth, Aaron Haskin

Absent: Norman Hough, Jack Ephofen, Andy Millin

III. Approval of minutes from May 7, 2018: Tom, supported by Craig, motioned to approve the May 7, 2018 minutes. The minutes were approved.

IV. Business

A. Terminal Building Update: A pre-construction meeting was held for the terminal building on June 27. The project was approved to move forward with all of the alternate bid prices including the showers in the restrooms. The project will be reviewed by the Planning Commission on July 16. The contractor is working on obtaining all permits and construction is proposed to begin the week of July 16. Richard asked if the observation deck will be affected by the construction. The deck was constructed in memory of Richard Westgate who was in a plane crash near the airport in 1985. Aaron stated the deck is not in the construction zone and will remain. Richard is planning on doing some maintenance on the deck.

B. Main Hangar Lease: The main hangar has been leased beginning July 1, 2018. The group leasing the hangar would like to develop a corporate hangar development and possibly airplane brokerage sales and hour leasing of light to mid-sized aircraft.

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C. T-Hangar rental status: T-hangar leases have been very good. We currently only have 3 of the older hangars vacant. The group renting the main hangar currently rent 3 t-hangars (1 old and two new) and those will be available for rent in a month or two. We have a waiting list for the newer hangars and individuals will be contacted when those become available.

## V. New Business

Airport Manager Comments: Aaron stated a hose has been placed outside of the main hangar for rinsing airplanes. The used oil tank in the main hangar will be moved to an outside location for hangar tenant's use. The City has been working with the credit card processing company for the fuel system to accept American Express cards and 8000 gallons of fuel is scheduled for delivery on July 5.

### Advisory Board Comments:

Richard stated we need to attract pilots to the airport and to use the new terminal building. He suggested the idea of having a pancake breakfast/fly-in grand opening in conjunction with a ribbon cutting next spring.

The board discussed transportation issues for pilots to come to Allegan and visit local restaurants, attractions and events.

## VI. Adjournment: Craig, supported by Tom, motioned to adjourn the meeting at 6:23 pm.

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**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
August 6, 2018 5:30PM**

**MINUTES**

I. Call to Order: The meeting was called to order at 5:35 pm.

II. Attendance: Jack Ephofen, Craig Warren, Richard Guilifoil, Tom Tufflemire, Bernie Sosnowski

Absent: Norman Hough, Charles Tripp, Andy Millin

Also Present: Jon VanDuinen, Aaron Haskin, Gerry Doutt and Bob Pullen

III. Approval of minutes from July 2, 2018: Tom, supported by Craig, motioned to approve the minutes as presented. The minutes were approved.

IV. Business

A. Terminal Building Update: Jon VanDuinen from Prein&Newhof updated the Board on the progress of the Terminal Building Construction. The site is ready for the foundation to be poured. The contractor is waiting for their concrete sub-contractor to pour the footings. The project is scheduled to be completed in December and if the foundation gets poured soon the project should be on schedule. Jon explained that we are using all of our 2018 Federal Funding for this project and most likely will have to use some of the 2019 funds for change orders.

B. ACIP review for the September MAP meeting with the MDOT: The 5 year Airport Capital Improvement Plan is updated, discussed and submitted every year with the MDOT. Jon VanDuinen reviewed the 2017 ACIP with the Board. The 2018 MAP meeting with the MDOT is scheduled for September 6, 1:30 pm at the MDOT Aeronautics Building at the Lansing Airport. The current pavement conditions were discussed and crack sealing is recommended as a 2019 project. Jon explained that we should also seal coat the lower rated pavement around the t-hangars and asked the Board if they would like to add that as a project. The Board agreed that should be an added project. Identifying and removing tree obstructions for the approaches was also discussed as an air-side need. Air-side

needs need to be addressed before funds can be utilized for other projects. Other projects listed are fencing for animal control, a weather reporting station and another t-hangar building.

C. Future of the turf runway:

Aaron asked the Board if the turf runway should be abandoned. The Board members think we should keep the runway. They said we have a few tail dragging airplanes on the field which use the turf runway; turf is easier on the tail draggers than pavement. The Skydive airplane also uses the turf runway when wind conditions allow. They stated if the runway was removed it may be difficult to get a cross wind runway back in the future.

V. New Business

Airport Manager Comments: Aaron shared the fuel card reader should be accepting American Express Cards. Fuel Master had to re-program the system to accept the cards.

Advisory Board Comments: Richard asked about getting a new trash dumpster for the airport. He also stated that his insurance certificate for his airplane was sent to 740 Grand Street and was returned. Aaron stated he would get a notice out to hangar tenants informing them to send all insurance certificates to City Hall.

VI. Adjournment: The meeting was adjourned at 6:45 pm.

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Allegan MI 49010**

**Meeting Cancellation**

The regularly scheduled Airport Advisory Board Meeting on September 3, 2018 is cancelled.  
The next scheduled meeting is October 1, 2018.

Aaron Haskin  
Director of Public Works



**City of Allegan  
Airport Advisory Board  
740 Grand Street  
Allegan MI 49010  
October 1, 2018 5:30PM**

**MINUTES**

I. Call to Order: The meeting was called to order at 5:30 pm.

II. Attendance: Jack Ephofen, Richard Guilifoil, Tom Tufflemire, Charles Tripp, Andy Millin

Also Present: Aaron Haskin

Absent: Norman Hough, Bernie Sosnowski, Craig Warren

III. Approval of minutes from August 6, 2018: Tom, supported by Richard, motioned to approve the August 6, 2018 minutes. The minutes were approved.

IV. Business

A. Terminal Building Update: The terminal building construction is going well. The contractor is anticipating completion in mid-December. The board looked at the pavement on the apron side and decided the saw cut pavement looks good. They don't think any new paving is necessary on the apron side of the building. The fuel system computer and tank monitors will be moved into the new building upon completion.

B. MAP meeting ACIP update: Aaron and Jack attended the MAP meeting with the MDOT Aeronautics staff. We will have to advertise for a new engineering consultant after the terminal building is completed. Advertising and selecting an engineering consultant is required every 5 years. We also need to notify adjacent townships in which our approach path is over. This is to inform them of the land use restrictions such as tall structures within the airport's approach path. The next few items on the ACIP are: 2019- pavement crack sealing and marking, tree removals in the approach paths, 2020 - sealing the taxiways around the hangars, 2021-2022 - perimeter fencing and an AWOS system. The board discussed the need for an AWOS at our airport and that nearby airport weather

reports are not always the same as Allegan's weather. They may want to move the AWOS installation ahead of perimeter fencing on the next review of the ACIP.

### C. New Business

Airport Manager Comments: Aaron has been working with Pro Lift Doors who is offering hangar door maintenance services. They have recently replaced cables and the door stop mechanism on the skydiving hangar and will be quoting some work on the sliding doors.

Advisory Board Comments:

VI. Adjournment: The meeting was adjourned at 6:18 pm.

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