



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

Meeting Cancellation

The regularly scheduled Airport Advisory Board Meeting on January 7, 2019 is cancelled. The next scheduled meeting is February 4, 2018.

Aaron Haskin
Director of Public Works



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
February 4, 2019 5:30PM**

MINUTES

I. Call to Order: The meeting was called to order at 5:40 pm.

Attendance: Delora Andrus, Jack Ephofen, Tom Tufflemire, Craig Warren, Andy Millin

Also Present: Aaron Haskin, Bob Pullin, Dennis Bennett

Absent: Norman Hough, Bernie Sosnowski, Richard Guilifoil,

II. Approval of minutes from December 3, 2018: Andy, supported by Tom, motioned to approve the December 3, 2019 meeting minutes. The minutes were approved.

Business:

- A. Terminal Building Discussion – The Board discussed holding an evening ribbon cutting/open house in mid-May. The last few Dawn Patrol fly-ins were not well attended. They would like to grill and have salads instead of a breakfast event. This will be discussed further at the next meeting. They discussed installing window graphics on the front and back of the terminal building. “Welcome to Allegan’s Padgham Field, 35D” was suggested as the wording for the window signage. Building furnishings were discussed – thoughts are a meeting table and chairs, office style couches, chairs for the built in counter tops, a refrigerator, a microwave, a Keurig coffee maker, aerial photos of the airport and the Michigan airport map.
- B. Hangar rentals and repairs: The airport currently has 4 vacant hangars in hangar row “A”. One hangar just recently opened up in hangar row “B” and someone in row “A” has already inquired about moving into the newer hangar. Work on the doors to hangar 11 is being done as the weather allows. More hangars doors in row “A” are in need of work and will be worked on as the budget allows.
- C. 2019 Airport Improvements: 2019 improvements include painting the exterior of the main hangar, repainting all pavement markings, crack sealing and designing pavement restoration around the hangars.

- D. Private Red Hangar Status: The private red hangar is currently vacant. The owners are hoping to lease the building to a flight school. The owners have also asked the City about extending the ground lease which currently expired in 2024.
- E. Trees in the approaches: Aaron shared maps showing trees in the runway approaches in need of trimming or removal. Many of these trees were trimmed in 2011 and are in need of trimming again. The MDOT will only pay for tree cutting once, if the trees have been trimmed in the past, future trimming will be at the City's expense. Aaron will see if these can get in the 2019/2020 budget.

III. New Business:

Airport Manager Comments:

Advisory Board Comments:

- Dennis Bennett the owner of Skydive asked about the status of getting Jet A on the field. Skydive occasionally utilizes an aircraft which uses Jet A and it would be economical for them if it was available in Allegan. Jet A is on the ACIP and has been moved back a couple of years to determine the need for the fuel in Allegan. Dennis also mentioned that the catch basins between hangar rows "B" and "C" should be looked at for some maintenance and we may want to seal the joints between the concrete and asphalt around the hangars to help with water getting into the hangars.

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

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**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
March 4, 2019 5:30PM**

MINUTES

- I. Call to Order: The meeting was called to order at 5:32 pm.
- II. Attendance: Delora Andrus, Jack Ephofen, Tom Tufflemire, Craig Warren, Andy Millin, Bernie Sosnowski

Also Present: Aaron Haskin, Gerry Doutt, Dennis Bennett

Absent: Norman Hough, Richard Guilifoil,

- III. Approval of minutes from October 1, 2018 and February 4, 2018: Jack, supported by Andy, motioned to approve the October 1, 2018 and the February 4, 2019 minutes. The minutes were approved.

Business:

- A. Terminal Ribbon Cutting/Open House: The Board scheduled the terminal ribbon cutting and open house event for May 30 from 6:00 – 8:00 pm. We will get tables and chairs from the Griswold, offer hamburgers, hot dogs/brats, chips and coleslaw. Some board members said weather permitting they will have their airplanes out and Allegan Skydive may have some activity going on as well. They would like to invite the public, Allegan City Council and all hangar tenants to the open house event.
- B. Fuel monitoring and card reader upgrades: Aaron gave an update on the fuel tank monitors and card reader upgrades. A new fuel tank monitor has been ordered and should be installed in the next month. We are waiting on a quote for moving the card reader computer into the IT closet in the new terminal and installing a wireless router in the building. We are also looking at deleting the wireless connection from the card reader to the computer and installing an underground cable between the two.

IV. New Business:

- A. Jet A fuel tank: Jack asked about getting a small 500- 1000 gallon Jet A fuel tank. Dennis said that they use an airplane requiring jet fuel a couple times a year. In a good weekend they will burn close to 500 gallons. Smaller tanks are often available to rent through a fuel supplier and this will give us an idea of how much jet fuel would be used at the airport before investing in a large underground tank. Aaron will research the regulations for a tank of this size and inquire about hooking the pump up to the card reader.

Airport Manager Comments:

Advisory Board Comments:

- Andy asked if there is a solution to keep snow melt and rain water from getting in the hangars under the doors.
- Gerry and Dennis said they have aerial photos of the airport that may look good displayed on the terminal walls.
- The board would like the framed Michigan Airport map moved from the old building into the new building.

VI. Adjournment:

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**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
May 6, 2019 5:30PM**

MINUTES

I. Call to Order: The meeting was called to order at 5:32 pm.

Attendance: Andy Millin, Tom Tufflemire, Jack Ephofen, Bernie Sosnowski, Delora Andrus

Absent: Craig Warren, Norman Hough, Richard Guilfoil

Also Present: Aaron Haskin, Joel Dye, Dennis Bennett

II. Approval of minutes from March 4, 2019: Andy, supported by Tom, motioned to approve the March 4, 2019 minutes. The minutes were approved.

Business:

A. Terminal Ribbon Cutting/Open House Preparations: A terminal building ribbon cutting and open house is scheduled for May 30 from 6:00-8:00 pm. We will get tables and chairs from the Griswold Auditorium for the event. Delora said she has contacted the Allegan Chamber of Commerce and they will be there with the ribbon and scissors. The board is planning grilling hot dogs and hamburgers, serving salads from Village Market and offering refreshments. Delora suggested contacting the Health Department to see if we need a license to serve food. Aaron will check with the Health Department. If there is an issue with serving food, Delora suggested talking with River Dog Concessions to see if they would serve the food. The board would also like a Michigan Aeronautics Map hung on a wall in the new terminal building before the event.

III. New Business:

Airport Manager Comments:

Aaron stated that the City will need to advertise and select an Engineering Consultant for the airport this year. The FAA requires the consultant selection process be done every 5 years.

Funds have been budgeted to remove or trim trees in the landing approaches this year. The tree cutting will occur between October 1 and March 31 due to the Fish and Wildlife Service's restrictions on cutting trees in the summer due to endangered bats.

Advisory Board Comments:

Jack asked about researching adding a Jet A above ground fuel tank. The Board would like to see a 500-1000 gallon fuel tank installed to see if there is enough use to justify adding a larger tank in the future. Aaron will look into regulations and find out if a fuel retailer will supply a tank.

Dennis Bennett asked if the City will roll the mole hills down in the skydivers landing zone and the turf runway soon. He also asked about the possibility of bringing in a temporary Jet A fuel tank to refuel a larger aircraft for their skydiving event June 14-16. Aaron stated as long as it is a double wall tank and is temporary for their event it would be acceptable.

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



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

Meeting Cancellation

The regularly scheduled Airport Advisory Board Meeting on July 1, 2019 is cancelled. The next scheduled meeting is August 5, 2019.

Aaron Haskin
Director of Public Works



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
August 5, 2019 5:30PM**

MINUTES

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

II. Attendance: Tom Tufflemire, Jack Ephofen, Delora Andrus, Richard Guilifoil, Andy Millin

Also in attendance: Aaron Haskin

Absent: Bernie Sosnowski, Craig Warren

III. Approval of minutes from May 6, 2019: Tom, supported by Andy, motioned to approve the May 6, 2019 minutes. The minutes were approved.

Business:

- A. Map Meeting/Airport Capital Improvement Plan discussion: The Master Airport Planning (MAP) meeting is scheduled for September 3, 2019 at 1:30 pm at the MDOT Aeronautics Building in Lansing. The Board reviewed and discussed the 2018 ACIP plan. A new ACIP plan will be discussed and submitted at the MAP meeting in September. The Board decided to move the Jet A fuel farm improvements up the list ahead of the perimeter fencing and leave everything else on the list in the same order.
- B. Crack sealing and pavement marking: Aaron gave an update that crack sealing is tentatively scheduled to begin at the airport the week of August 26. The pavement markings are also planned for repainting this year and will occur after the crack sealing.
- C. Tree Trimming: Several trees have grown into the flight path zones of the runway. The trees will be field identified and tree removal services will be advertised to begin topping or removing trees in October.
- D. Engineering Services Request for Qualifications: Aaron stated that every 5 years the FAA requires airports to advertise for engineering services based on qualifications. Before any more projects on the ACIP are started this needs to be completed. Aaron will

be advertising for engineering services in the next few weeks and will update the Board on the results.

IV. New Business:

Airport Manager Comments:

- Aaron mentioned the private red hangar is for sale and a sign with a phone number is posted on the building.
- Doors on hangars 11, 12 and 20 have recently been repaired.

Advisory Board Comments:

- Richard requested a trash dumpster for airport hangar tenants at the airport, Wi-Fi installed in the new terminal building, a bulletin board in the new terminal building and vending machines or snacks and beverages with a donation jar at the terminal.
- Andy asked about moving the used oil container in the main hangar building outside for pilots to use. He also stated that the right door on his hangar is catching and asked for it to be looked at and adjusted or repaired.
- Tom mentioned that the left door on hangar #3 is dragging on the ground.

VI. Adjournment: Andy, supported by Tom, motioned to adjourn the meeting at 6:40 pm.

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**CITY OF ALLEGAN
Public Spaces Commission**

**City Hall
231 Trowbridge Street
Allegan MI 49010**

Meeting Cancellation

The regularly scheduled Public Spaces Commission meeting on November 13, 2019 is cancelled. The next scheduled meeting is December 11, 2019.



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
December 2, 2019 5:30PM**

MINUTES

- I. Call to Order: The meeting was called to order at 5:30 pm.
- II. Attendance: Craig Warren, Andy Millin, Jack Ephofen, Tom Tufflemire, Delora Andrus

Also present: Gerry Doutt, Aaron Haskin

Absent: Bernie Sosnowski, Richard Guilifoil
- III. Approval of minutes from August 5, 2019: Tom, supported by Craig, motioned to approve the August 5, 2019 minutes. The minutes were approved.

Business:

- A. Airport Engineering Request for Qualifications: We received one consultant response from our engineering request for qualifications advertisement. Prein&Newhof submitted a Statement of Qualifications for Professional Consulting Services. The Board Reviewed their statement package and stated they have been happy with their previous work for the airport. Craig, supported by Andy, motioned to recommend Prein&Newhof as the consulting engineers for Allegan's Padgham Field Airport. The motion passed unanimously.
- B. Runway Lighting Update: The runway lights have been out of service for a few weeks. The control boards in the lighting electric cabinets failed. The parts were sent out for repair and they are expected to arrive by December 4. A NOTAM is posted for the non-functioning lights.
- C. Tree Trimming: The City is planning on cutting/trimming trees to the west of the airport this winter. Many trees have been identified by Prein&Newhof's surveyors that are too tall for runway 11's flight path.

IV. New Business:

Airport Manager Comments: Aaron reported we only have two vacant hangars, the runway and taxiways were crack sealed and all pavement markings were repainted this year, and 8000 gallons of fuel was ordered today for the fuel tanks.

Advisory Board Comments:

The Airport Advisory Board would like to have an airport tour with the City Council in the spring.

VI. Adjournment: Andy, supported by Craig, motioned to adjourn the meeting at 6:24 pm.