



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
March 2, 2020 5:30PM**

MINUTES

- I. Call to Order: The meeting was called to order at 5:35 pm.
- II. Attendance: Andy Millin, Craig Warren, Jack Ephofen, Tom Tufflemire, Delora Andrus and Tim Catherine

Also Present: Aaron Haskin, Joel Dye, Gerry Doutt

Absent: Bernie Sosnowski, Richard Guilifoil
- III. Approval of minutes from December 2, 2019: Andy, supported by Tom, motioned to approve the December 2, 2019 minutes. The minutes were approved.

Business:

- A. Airport Budget Review: Aaron and Joel presented the 2019 airport highlights, the proposed goals for 2020-2021 and the draft 2020-2021 budget. The current draft budget will require a contribution of \$48,496 from the City's general fund. City staff is currently working on the 2020-2021 budget and the City Council will review and approve the budget in May.
- B. Runway Lighting Update: Aaron reported that a pilot has reported issues with the pilot-controlled runway lights at a distance greater than 3 miles. The antenna for the radio-controlled lights has recently been re-tuned to factory specifications and was reported to be working properly. Aaron asked the board to let him know if they are experiencing issues with the runway lights, so additional measures can be taken if needed.
- C. Taxiway/Hangar Taxi lane Pavement Rehabilitation Update: Prein&Newhof recently submitted a design engineering proposal for the pavement rehabilitation around the hangars. This project is proposed to be completed this summer. The total cost for the work is projected to be \$328,000 with the City paying \$16,500 of the cost.

IV. New Business:

Airport Manager Comments:

- The MDOT emailed last week and stated they will be flying our airport approaches with a drone this summer to identify and map any obstructions in the flight paths. Tree cutting in the flight paths will be done after the mapping is completed.
- Allegan Credit Union will be hosting a “Block Party” at the airport on May 30, 2020. They are planning on having bounce houses, food, a band and a beer garden in the grass area between M222 and the apron. The City will send a flyer out to airports to let them know of the event and hopefully we will have a few planes fly in.
- Joel would like the Board to review and update the Airport Layout Plan at the next meeting. Specifically he would like them to review areas to build private hangars.

Advisory Board Comments:

- Delora reported that the City Council would like to encourage more activity and more people using the airport. Some of their suggestions are Fly-Ins and possibly fly dogs. They would like the Board to discuss ideas to get more people utilizing the airport.
- Gerry Douth mentioned that Horizon Hobbies does RC Airplane events at airports and said he would contact them to see if they would be interested in doing one at our airport.
- Andy contacted a vending machine company about the possibility of having a vending machine for aviation engine oil. He reported that it can be done. The board will investigate this further to get costs and options.
- The board suggested having a sign in book in the terminal to track people using the airport.

VI. Adjournment: Andy, supported by Delora, 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

The City of Allegan is an equal opportunity provider and employer.



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
July 6, 2020 5:30PM**

MINUTES

- I. Call to Order: Jack Ephofen called the meeting to order at 5:35 pm.
- II. Attendance: Delora Andrus, Jack Ephofen, Andy Millin, Craig Warren, Tom Tufflemire, Jim Ludema

Also Present: Gerry Douth, Aaron Haskin
- III. Approval of minutes from March 2, 2020: Craig, supported by Andy, motioned to approve the March 2, 2020 minutes. The minutes were approved.

Business:

- A. Taxi lane Rehabilitation Project update: Prein&Newhof is currently working on the design engineering to get the project out to bid. We are hoping to have the project completed this year by late fall. The project consists of filling and sealing all cracks and applying an airport approved micro surface pavement sealant.
- B. Fuel pump update: The fuel system has had some issues in the last few months. The wireless connection for the credit card reader failed, so an underground wire was installed to connect the credit card reader and the modem in the terminal building. The hose reel motor failed and was rebuilt, a leaking connection at the hose reel was repaired, the pump nozzle cracked and was replaced and the push button for the hose reel is working intermittently. RW Mercer has been contacted recently to replace the push button for the hose reel.
- C. Runway Lighting Update: The pilot-controlled lighting system was only working via radio within a couple of miles of the airport. The receiver was re-tuned to factory specs, but that did not solve the issue. A new antenna and cable were installed, and I have reports that it is now working at approximately 5 miles away from the airport.
- D. Private Red Hangar Update: The private red hangar has a new owner. JML Real Estate has purchased the building and the ground lease was recently transferred to them.

- E. Discuss new locations for ground leases and private hangars: Bernie Sosnowski has inquired about building a private hangar to the north of the terminal building. This area has water and sewer utilities available. A discussion about closing the grass runway to allow more private hangars was also discussed and the airport layout plan was reviewed. The Airport Advisory Board has reservations about removing the grass runway because once it is gone it will be very difficult to get another crosswind runway back. Andy motioned, supported by Craig, to recommend the grass area north of the terminal building be allowed to be used to build private hangars if it does not infringe on the operations of the grass runway. The motion was approved.

IV. New Business:

Airport Manager Comments:

Advisory Board Comments:

Andy asked about the possibility of building more hangars at the airport now that the hangars are filling up. He stated this will bring in more revenue to the City and help make the airport more self-sustaining. Aaron stated the Board should consider this when they review the Airport Capital Improvement Project before the next MAP meeting with MDOT Aeronautics. The hangars are on the list and can be moved up a couple of years if all the airside needs are satisfied. Andy also stated he has a contact for vending machines and was told they could be set up to dispense motor oil. He will invite them to a meeting when the Covid pandemic settles down.

Gerry asked the Board if they would be interested in doing a Toys for Tots drive this year. An application to do a drive needs to be submitted in early fall.

Jack is concerned about cars traveling too fast around hangar row A. The Board suggested installing a couple of 15 mph signs in this area to see if that helps.

VI. Adjournment: Craig, supported by Tom, motioned to adjourn the meeting at 6:20 pm.

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**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
August 3, 2020 5:30PM**

MINUTES

1. Call to Order

Jack Ephonen called the meeting to order at 5:30 p.m.

2. Attendance

Members Present: Delora Andrus, Jack Ephofen, Andy Millin, Craig Warren, Tim Catherine and Tom Tufflemire

Members Absent: Jim Ludema, Bernie Sosnowski and Richard Guilifol

Guests Present: Gerry Doust and Jon Van Duinen (Prein & Newhof)

Staff Present: Joel Dye and Jeff Morrie

3. Approval of minutes from July 6, 2020

Motion by Craig Warren, supported by Andy Millin to approve the minutes from the July 6, 2020 Airport Advisory Board Meeting. Motion Carried 6-0.

4. Review of Current T-Hanger Occupancy

Joel Dye informed the Board that all the hangers are presently rented out and that there are 3 to 4 potential tenants on a waiting list.

5. Update on Taxi Lane Improvement Project for current year

Jon Van Duinen gave an update on the taxi lane improvement project for this year. During the update Jon mentioned that we are waiting for the FAA to approve an alternative fill for the cracks and that if all goes well, the project may be completed this fall, but a worse case scenario is that the project will be completed in the spring.

6. Discussion on any needed Immediate Airport Improvements

The Board discussed in general several needs they would like the airport to address. These needs included:

- the need for a Janitorial Service in the Terminal,
- wireless Internet in the Terminal,
- moving the faux coyote around the airport grounds more frequently
- installing a vending machine in the terminal that sold airplane necessities, such as oil.
- a review of the doors, seals, and broken concrete in the old t-hanger.

7. Review of Five-Year Capital Improvement Plan

Joe Van Duinen reviewed the Five-Year Capital Improvement Plan with the Board. During the review, the Board agreed to the following Five-Year Capital Improvement Plan.

2021 – No Projects

2022 – Design an 8 Unit T-Hanager

2023 – Crackseal Pavements and Remark Pavements

2024 – Construct an 8 Unit T-Hanger

2025 – Design Animal Control Fencing

2026 – Construct Animal Control Fencing

8. Airport Manager Comments

Joel Dye informed the Board that for the foreseeable future all airport concerns should be texted to him and he will work with Jeff Morrie on addressing all concerns.

9. Advisory Board Comments

No new comments were discussed.

10. Adjournment:

Motion by Andy Millin, supported by Tom Tufflemire to adjourn the meeting at 6:47 p.m.



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
August 3, 2020 5:30PM**

MINUTES

1. Call to Order

Jack Ephonen called the meeting to order at 5:30 p.m.

2. Attendance

Members Present: Delora Andrus, Jack Ephofen, Craig Warren, Richard Guilifoil and Tom Tufflemire

Members Absent: Jim Ludema, Bernie Sosnowski, Andy Millin and Tim Catherine

Staff Present: Joel Dye and Doug Kadzban

3. Approval of minutes from August 3, 2020

Motion by Delora Andrus, supported by Craig Warren to approve the minutes from the August 3, 2020 Airport Advisory Board Meeting. Motion Carried 5-0.

4. Review of Current T-Hanger Occupancy

Joel Dye informed the Board that there are two vacant hangers and that there are 3 to 4 potential tenants on a waiting list.

5. Update on Taxi Lane Improvement Project for current year

Joel Dye informed the Board that the FAA still needs to approve the construction modification for the Taxi Lane Improvement Project.

6. Discussion on any needed Immediate Airport Improvements

The Board discussed in general several needs they would like the airport to address. These needs included:

- wireless Internet in the Terminal,

- moving the faux coyote around the airport grounds more frequently
- installing a vending machine in the terminal that sold airplane necessities, such as oil.
- a review of the doors, seals, and broken concrete in the old t-hangers.

7. Review of Five-Year Capital Improvement Plan

Joel Dye provided a staff update on the Capital Improvement Plan.

2021 – Crack Sealing on Taxi Lane

2022 – Design an 8 Unit T-Hangar

2023 – Crack seal Runway Pavements and Remark Pavements

2024 – Construct an 8 Unit T-Hanger

2025 – Design Animal Control Fencing

2026 – Construct Animal Control Fencing

8. Airport Manager Comments

Joel Dye informed the Board that for the foreseeable future all airport concerns should be texted to him and he will work with Doug Kadzban on addressing all concerns.

9. Advisory Board Comments

The Board reviewed the placement of a private box hanger to build by Bernie Sosnowski. The Hangar will be located just north of the one-story vacant building on the airport property.

10. Adjournment:

Motion by Tom Tufflemire, supported by Craig Warren to adjourn the meeting at 6:31 p.m.

Respectfully Submitted:
Christopher Tapper, City Clerk