



Airport Advisory Committee
Gratiot County
214 E Center St., Ithaca, MI 48847
Phone (989) 875-5282

Approved Minutes of the January 10th, 2024 Meeting

The Gratiot County Airport Advisory Committee Meeting will be **Wednesday, January 10th, 2024** beginning at **1:30pm** at the **Gratiot County Airport, 3999 W Seaman Rd., Alma, MI 48801.**

1. Call to Order at 1:32pm
2. Roll Call
Present: George Bailey, Aerick Ripley, Kurt Giles, John Leppien, Kevin Beeson, Jim Wheeler, Dennis McDonald, Chris Oosterhoff, Dave Owens, Diandra Messer
3. Approval of Agenda
Committee Action: Motion by George Bailey, second by Kevin Beeson to Approve Agenda. Motion Carried 6-0-0.
4. Approval of **December 7th, 2023** Minutes
Committee Action: Motion by Aerick Ripley, second by John Leppien to Approve December 7th, 2023 Minutes. Motion Carried 6-0-0.
5. Consideration of Old Business
 - a. Status of Fuel Tank Project
 - i. Liquidated Damages – \$21,600
 1. \$600/calendar day From October 31, 2023-December 6th, 2023 (36 Calendar Days)
Committee Action: Motion by Jim Wheeler, second by John Leppien to pay liquidated damages and request bid for tank cleanout.
 - ii. State Inspections Completed/Passed
 - iii. Waiting on Binders w/ Operating Procedure and Equipment Manual Information
 - iv. Waiting on 2 Signs w/ Emergency #'s
 - v. Waiting on Ladders with Locking Screens Installed
 - vi. Waiting on Approval/Activation of Credit Card Machine
 - b. RFP to Remove Old Fuel Tanks (Approved by BOC)
 - i. Needs to be a 3rd Part Environmental Company
 - ii. Tank Cleanout (Prior to Removal) Required by EGLE
 - iii. RFP will through the Airport (County will assist with writing & posting)

1. Try to get 3 bids (Contact Jeff Plott)
- c. RFQ of Engineering Firm (Approved by BOC)
 - i. Terminal Building Engineered Study should be included in firms RFQ
 - ii. Staff are currently working on RFQ
- d. Roof Repair Bids (Approved by BOC)
 - i. Tony Miller contacted Five Star regarding start date/project timeline (will provide updates as available)
- e. Tree Trimming (Approved by BOC)
 - i. Pay out of existing funds
 - ii. RFP to be started soon by County
- f. Terminal Building Engineered Study <=\$30,000 (Approved by BOC)
- g. RFQs to Paint/Repair Hangers (Approved by BOC)
 - i. Chris will bring Tony Miller out for update suggestions.
 - ii. Company that made existing hangars still exists and has replacement parts if needed.
- h. Taxiway Hanger Access
 - i. Has been approved to begin process
 - ii. Need drawings/plan established
- i. Runway Lighting
 - i. On Airport Master Plan sent to State of MI
 - ii. Beacon (used at nighttime) rotates, tower is currently leaning and green glass inside is broken – needs replaced

Committee Action: Motion by Jim Wheeler, support by George Bailey for RFP for new beacon light and engineered specs.

- j. Expiring Contracts – Ag & Mowing
 - i. Mowing Contracts
 1. Aeric Ripley will send Chris Oosterhoff copies of past bid packers
 - ii. Ag Contracts (Through this year)
 1. Bid out end of February, 3 year contracts (farmers want longer leases in exchange for putting in tile), around 300 acres available
 2. RFPs include two options – one with drainage installation, one without
 3. Aeric Ripley will contact the State of MI to determine flexibility in the length of the leases
 4. Potential of 5 year leases with optional 5 year extension (dependent on installation of drainage)
 5. Drainage of Land is an issue
 - a. Hire someone to determine drainage required (Fraker's Trenching, Becker Trenching?)

Committee Action: Motion by John Leppien, supported by Aeric Ripley to send out an RFP for Specs of Tiling Plan. Motion Carried 6-0-0.

6. Aeric Ripley will email copy of previously used RFP Packets & aerial view maps of tillable area to Chris Oosterhoff
 7. Current land leasers are interested in installing drainage in exchange for longer lease time periods.
- k. Drain Cleanout
- i. Blue prints of elevations of Drains
 - ii. Aeric & Chris will look for drain maps
 1. Contact Bernie Barnes
 - iii. Most surrounding drains are private – not the county's responsibility
- l. Airport Manager Contract
- i. Dennis McDonald has completed and submitted State of MI exam
 - ii. Chris Oosterhoff & Dennis McDonald will meet for contract negotiations, will take contract to law firm for review.
- m. Open Seat – New Member
- i. John Leppien will contact community members mentioned at previous meeting.
6. Consideration of New Business
- a. Purpose/Role of Advisory Committee
 - i. Provide the Gratiot County Airport Authority with the time, general expertise, and advice from community leaders and airport users with the goal of bettering the operations and functionality of the airport.
 - b. Insurance Coverage for Leaking Tanks
 - i. Underground Tank policy was with the State of MI (Not an option)
 - ii. New Above Ground Tank Policy under Supplemental Liability Insurance
 - c. Airport Snow Removal
 - i. Dennis McDonald has snow equipment
 - ii. Should a portion of his contract be provided to cover snow removal?
 - iii. Provide a payment advance until contract is signed?
 1. Currently invoiced by Dennis McDonald monthly.
 - iv. Continue current process.
7. **Adjournment:**

Committee Action: Motion by Jim Wheeler, second by George Bailey to adjourn at 3:16 p.m. Motion Carried 6-0-0.

Minutes respectfully submitted by Diandra Messer, recording secretary.

X

Date