

AGENDA
Jackson County Airport Advisory Council
January 2, 2019
9:00 a.m.

1. Call to Order
2. Public Comments
3. Approval of Agenda for January 2nd, 2019
4. Approval of Minutes of the December 19th, 2018, Joint Airport Board and Advisory Council Meeting
5. Old Business:
 - a. Airport Operations Report (YTD)
 - b. Airport Update
6. New Business:
 - a. Aviation Heritage Park Enhancements
 - b. Rates and Charges Review
 - c. Ground Lease Attachment C review
7. Public Comments
8. Advisory Council Member Comments
9. Next Meeting: February 6, 2019 at 9:00 a.m.
10. Adjourn

**Joint Jackson County Airport Board and
Advisory Council Meeting
Wednesday, December 19, 2018
*Meeting Minutes***

Board Members Present: Tom Davis, John Feldvary, James Shotwell, Jr., Rodney Walz, and Mike Overton

Advisory Council Members Present: Amy Guerriero, Harold Burke, Mike Witsaman, Alan McCardell, Jack Koch, Mark Johnson, Carl Boylan, George Race, Ben Jordan.

Members Absent: Carl Rice, Jr., Bob Smith, Heath Beasley, Tom Cubberly, Jim Aiello, James Eberhard

Others Present: Juan Zapata, Julie Williams, Kent Maurer, Dan Thompson, Steve Wellman, Dan Kehoe, various airport community members and award recipients.

1. Call to Order

Meeting was called to order by John Feldvary, Board Chair at 9:01 a.m.

2. Approval of Agenda

Motion to approve: James Shotwell, Jr.; Supported by Tom Davis.

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

Nays:

Motion Passes

3. Approval of Minutes

A. Airport Board Minutes – November 21, 2018

Motion to approve: James Shotwell, Jr; Supported by Tom Davis.

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

Nays:

Motion Passes

B. Airport Advisory Council Minutes – November 7, 2018

Motion to approve: Jack Koch; Supported by Alan McCardell.

Yays: Amy Guerriero, Harold Burke, Mike Witsaman, Alan McCardell, Jack Koch, Mark Johnson, George Race, Carl Boylan, Ben Jordan

Nays:

Motion Passes

4. Public Comments: None

5. Consent Calendar

A. Financial Reports - Dated 11/30/2018

B. Claims - Dated 11/30/2018

C. Invoices

D. Leases

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Motion to approve: James Shotwell, Jr.; Supported by: Rodney Walz.

Roll Call Vote: John Feldvary - Yay, Tom Davis- Yay, James Shotwell Jr. - Yay, Rodney Walz – Yay

Motion Passes

6. FAA/State Capital Improvement Program

A. Airport Layout Plan Update

The Airport Manager reported this is an ongoing project and will likely have a Spring timeline for completion. Preliminary drawings should be done in late January, early February with the finalization of the ALP drawings to occur in May or June of 2019.

B. Terminal Apron Project Update

The Terminal Apron, which is the main apron for the Airport is a \$3.2M project. Mead & Hunt is currently designing the apron and have started core samples. The FAA will meet in January and we should get final approval then. Construction will be scheduled in late summer (September) and should be a one- to two-month project. It will effect taxiways and south side tenants may have to make some adjustments.

7. Reports

A. FAA Traffic Count & Fuel Flowage - Dated 11/30/2018

Operations are up 9%, but lagging from 10 years ago. Fuel sales are making a rebound. Skyway's 100 LL self-fueling prices are the lowest in a 50-mile radius.

Motion to approve report: Tom Davis; Supported by: Rodney Walz.

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

Nays:

Motion Passes

B. Airport Activity Report – 11/15/2018 – 12/12/2018

Winter operations are ongoing, and there are three deer within the fence causing problems at dusk.

Motion to approve report: Tom Davis; Supported by: Rodney Walz

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

Nays:

Motion Passes

C. Aged Receivables Report - Dated 11/30/2018

Airport Restaurant continues to make weekly payments to decrease their past due account total and is on track to be paid up in March 2019.

Motion to approve report: Rodney Walz; Supported by: James Shotwell, Jr.

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

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Nays:
Motion Passes

8. Old Business:

A. Approval of 2019 Airport Board Meeting Schedule

Motion to approve report: Tom Davis; Supported by: Rodney Walz.

Yays: John Feldvary, Tom Davis, James Shotwell Jr., Rodney Walz

Nays:

Meeting Schedule Approved

B. Approval of 2019 Airport Advisory Council Meeting Schedule

Motion to approve: George Race; Supported by Jack Koch.

Yays: Amy Guerriero, Harold Burke, Mike Witsaman, Alan McCardell, Jack Koch, Mark Johnson, Carl Boylan, George Race, Ben Jordan

Nays:

Meeting Schedule Approved

9. New Business

A. Presentation of Airport Contributor Awards

a. Daniel Thompson,

- i. Dan has been the voice for Air Traffic at JXN for just over 15 years. During that time Dan has been the calming voice for thousands of pilots, from seasoned veterans to brand new student pilots struggling to communicate while trying to stay wings level. Sometimes it's impossible to fly and talk at the same time, but Dan was always there to coach our new pilots in aviation talk, while maintaining full control of the traffic pattern. Dan's reassuring demeanor is one of the reasons why Jackson County Airport has a well-known reputation as the place to learn how to talk like a pilot. Mr. Daniel Thompson, thank you for your many years of service to the Jackson County Airport.

b. Carl Rice, Jr.

- i. Carl was unable to attend, but sent this message to the Board: "For 8 years I have served on the Airport Board. During this time there were many obstacles and various challenges we faced. The responsibilities given to airport management, staff, board, council and county commission was enormous, but the challenge to meet the federal aviation requirements was completed. Each of you taught me about airports, aviation, financial hurdles and professionalism necessary to get the job done. I am proud to of represented the airport and Jackson County and most proud to of served with you!"

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B. Presentation of Reynolds Field Corporate Citizen of the Year Award

a. Richmond Brothers, Inc.

- i. In 2014 Richmond Brothers Inc. purchased the Consumers Energy building and hangar at the airport. Since that time, Richmond Brothers has shown us time and time again what a great corporate neighbor is. They have been unselfish with their resources, always willing to lend a hand when their help is needed. In 2018 alone, they were generous enough to allow the airport to hold its 90th Anniversary and Runway 7-25 celebration in their hangar. They also loaned their hangar when the EAA Chapter 304 was lucky enough to get the Ford Trimotor to “perform” during the Labor Day Weekend. Most recently the county was able to hold its Department Head meeting in the hangar, where we were able to showcase Corporate aviation in its brightest form.

Richmond Brothers is also very generous with local charitable organizations, recently hosting the YMCA Party for a Cause Fund Raiser. The staff at Richmond Brothers are professionals that treat airport staff and airport tenants with great kindness and friendly attitudes. Richmond Brothers Inc. has demonstrated outstanding support to the success of Jackson County Airport – Reynolds Field and they are most deserving of this recognition as the Reynolds Field Corporate Citizen of the Year for 2018.

C. Presentation of Reynolds Field Outstanding Service Award

a. Kent Maurer

- i. Managing an airport can be a difficult job requiring a high level of professionalism, flexibility and diplomacy, and an extensive knowledge of federal, state, and local regulatory requirements. Kent, a law enforcement professional with twenty-seven years’ experience was up to the task. From January 30, 2002 until his last official day on May 1, 2018, Kent had a plan. From the first day on the job Kent was busy working on making JXN the top airport in the state. His biggest accomplishment by far was in persuading federal, state, and local officials about the critical concept of not losing a foot of runway length in order to comply with runway safety area requirements. This monumental task took nearly sixteen years to accomplish, but the end result is magnificent. Because of Kent, and over \$42 million in mostly federal funds, we now benefit from a full length, brand new, primary runway. In the process we also had our crosswind runway extended to 4,000 feet. Kent Maurer’s contributions to the Jackson County Airport – Reynolds Field have had a significant impact on the airport that allowed the primary mission of the airport to continue as it has for the last 90 years, and for one of the community’s main economic engines to continue serving the Jackson community.

b. Resolution read

- i. WHEREAS, the Airport is an essential part of Jackson County’s transportation infrastructure, credited with an annual economic impact of \$30 million to the county; and
WHEREAS, each year accomplishment of the Airport’s mission is achieved through the leadership and labors of the airport staff; and

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WHEREAS, after being hand-picked by the Airport Board for his excellent mediation and management skills; and

WHEREAS, Kent L. Maurer was unanimously approved as airport manager on January 30, 2002, taking command of the airport during challenging times; and

WHEREAS, embracing the opportunity to serve his community for nearly 44 years, Kent L. Maurer was able to refocus the airport and, amongst many accomplishments, developed new hangars, established the Aviation Heritage Park, and encouraged an atmosphere of cooperation; and

WHEREAS, as the longest serving manager during the airport's 90 years, Kent L. Maurer had the vision, perseverance, and dedication to carry out to completion the highly visible runway safety project, the biggest infrastructure project in Jackson County;

NOW; THEREFORE, BE IT RESOLVED THAT, the Jackson County Airport Board does hereby award the 2018 "Reynolds Field Outstanding Service Award" to Kent L. Maurer for his significant contributions to the success of Jackson County Airport – Reynolds Field.

10. Informational Items - None

11. Public Comment -None

12. Board Member Comments

John Feldvary: Merry Christmas and Happy Hanukah, Happy New Year! Treat each other with respect and kindness now and throughout the year. It's been a great year and we are all thankful for that.

NEXT Airport Board Meeting: January 16, 2019 at 9:00 a.m.

NEXT Advisory Council Meeting: January 2, 2019 at 9:00 a.m.

13. ADJOURNMENT

Meeting adjourned at 9:26. by the call of the Board Chair, John Feldvary.

Jackson County Airport - Reynolds Field
2018 FAA Traffic Count

	Itinerant		Local	A/P Ops	Over Flt.	TWR Ops	YTD	YTD	2017			2018	Diff	
	IFR	VFR					Total Ops	A/P Ops	A/P Ops	Over Flt.	Total Ops	YTD	YTD	YTD
Jan	258	928	880	2,066	111	2,177	2,177	2,066	2,170	126	2,296	2,296	2,177	-119
Feb	249	934	978	2,161	141	2,302	4,479	4,227	2,751	147	2,898	5,194	4,479	-715
Mar	375	1,627	1,506	3,508	183	3,691	8,170	7,735	2,839	148	2,987	8,181	8,170	-11
Apr	361	1,569	1,596	3,526	191	3,717	11,887	11,261	3,122	157	3,279	11,460	11,887	427
May	361	1,646	1,570	3,577	195	3,772	15,659	14,838	2,917	185	3,102	14,562	15,659	1,097
June	393	1,453	1,198	3,044	162	3,206	18,865	17,882	3,520	226	3,746	18,308	18,865	557
July	369	1,832	1,884	4,085	316	4,401	23,266	21,967	4,106	264	4,370	22,678	23,266	588
Aug.	414	2,006	1,910	4,330	228	4,558	27,824	26,297	3,118	244	3,362	26,040	27,824	1,784
Sept	363	1,549	1,726	3,638	189	3,827	31,651	29,935	2,931	244	3,175	29,215	31,651	2,436
Oct.	309	1,404	1,713	3,426	181	3,607	35,258	33,361	2,814	209	3,023	32,238	35,258	3,020
Nov.	242	1,187	1,356	2,785	199	2,984	38,242	36,146	2,776	223	2,999	35,237	38,242	3,005
Dec.									2,281	141	2,422	37,659	0	
YTD	3,694	16,135	16,317	36,146	2096	38,242			35,345	2,314	37,659			

Percentage of Increase/Decrease per year

<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
48,858	48,198	48,490	50,582	47,005	49,301	51,292	46,902	43,089	43,314	44,148	37,659	38,242
-0.03%	-1.35%	0.61%	4.31%	-7.07%	4.88%	5.00%	-8.60%	-8.10%	0.6%	1.8%	-14.70%	8.53%

2018 Fuel Flowage

	Skyway		JCC 100 LL	Monthly Total	YTD Total	2017 Total
	Jet A	100 LL				
Jan	9,086			9,086	9,086	17,643
Feb	9,092			9,092	18,178	17,643
Mar		8,380		8,380	26,558	44,644
Apr	9,587			9,587	36,145	54,356
May	14,205	8,499	1,493	24,197	60,342	71,679
June	8,970	7,917		16,887	77,229	90,830
July	8,925	8,187		17,112	94,341	108,138
Aug.	8,932		1,464	10,396	104,737	116,561
Sept		8,420		8,420	113,157	124,986
Oct.	7,538			7,538	120,695	134,264
Nov.		8,466		8,466	129,161	134,264
Dec.						152,027

Percentage of Increase/Decrease per year

<u>2006</u>		<u>2007</u>	
264,202	8.79%	231,724	-12.29%
150,335	-35.12%	150,971	0.42%
150,012	-0.64%	137,808	-8.85%
143,979	4.50%	133,116	-7.50%
134,749	1.20%	182,583	35.50%
193,603	6.10%	152,027	-21.47%
129,161	-3.80%	YTD	

Attachment C

Maintenance Requirements

Reynolds Field Hangar Maintenance Requirements

NOTE: The following is based on requirements outlined in the “International Property Maintenance Code – 2000”

- **General Structural:** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to public health, safety or welfare.
- **Hangar Identification:** Hangars shall have approved hangar/lot numbers placed in a position on the hangar that is plainly legible and visible on the hangar door side of the structure.
- **Protective Treatment:** All exterior surfaces, including but limited to, doors, door and wind frames shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and watertight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement. Hangar color shall be in accordance with the approved color selection chart.
- **Structural Members:** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- **Exterior Walls:** All exterior walls shall be maintained plumb and free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.
- **Roofs:** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure.
- **Interiors:** Interiors shall be kept in a manner that no undue risk of fire exists from trash or combustible materials. All hangars shall be equipped with an approved fire extinguisher.
- **Window, Skylight and Entrance Door Frames:** Every window, skylight, entrance door and door frames shall be kept in sound condition, good repair and weather tight.

- **Hangar Doors:** All hangar doors, door assemblies and hardware shall be maintained in good condition. Rollers, tracks, and frames shall be maintained so that the door functions as designed. When in the closed position, hangar doors shall be adequately secured.
- **Plumbing:** All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks and defects and be capable of performing the function for which such plumbing fixtures are designed. All plumbing fixtures shall be maintained in a safe and functional condition and installed in accordance with current applicable codes.
- **Mechanical appliances:** All mechanical appliances shall be properly installed and maintained in a safe working condition and shall be capable of performing the intended function.
- **Heating Systems:** All heating systems shall be approved and properly installed. Heating units shall be installed in accordance with current applicable codes and maintained in safe working condition in an approved manner.
- **Removal of Combustion Products:** All fuel burning equipment and appliances shall be connected to an approved chimney or vent.
- **Electrical Installation:** All electrical equipment, wiring and appliances shall be properly installed in accordance with current applicable codes and maintained in a safe and approved manner.
- **Ramps, Sidewalks and Steps:** All ramps, sidewalks and steps shall be kept in proper state of repair and maintained free from hazardous conditions.
- **Grounds Surrounding Structure:** The grounds surrounding the structures shall be kept in a neat manner. Grass shall be mowed at regular intervals such that the grass will not exceed 8" in length. No external storage of motor vehicles or parts thereof is permitted per Charter Township of Blackman Ordinance #55.

JACKSON COUNTY AIRPORT BOARD MEETING

Thursday, March 16, 2006

1:30 p.m.

Members Present: Tom Davis, Steve Wellman, Jim Shotwell, Jr. and David Lutchka

Members Not Present: Phil Berkemeier

Others Present: George Bolender, John Feldvary, Ray Strong, Tom Cubberly
Ray Snell, Scott Preuninger.

1. Call to Order

The Thursday, March 16, 2006 meeting of the Jackson County Airport Board was called to order at 1:31 p.m. by Chairman Steve Wellman.

2. Minutes of the February 16, 2006 Airport Board meeting and February 16, 2006 Executive Session Minutes

A motion was made by David Lutchka, supported by Tom Davis. to approve the 3/16/06 minutes. Motion carried 4 yeas and 0 nays.

A motion was made by Jim Shotwell Jr., supported by David Lutchka to approve the 3/16/06 executive session minutes. Motion carried 4 yeas and 0 nays.

3. Advisory Council Report

Kent Maurer gave the Advisory Council report stating the primary point of discussion was about the approved color pallet for new hangar construction and repainting of existing hangars. The Advisory Council also discussed the proposed airport front entrance enhancement project.

4. Public Comment

John Feldvary, Director of JCC Aviation Technologies, asked for clarification or information about the incident (substantial damage crash) involving the Prestige Aircraft airplane at the Three Rivers Airport. (Some Board discussion followed.)

Ray Snell, Supervisor of Blackman Township and the Chair of the Blackman Township DDA and reported about a meeting held earlier today between Blackman Township and the Airport Manager and the County Administrator exploring the potential of constructing a new "shared use" public safety building at the corner of O'Neil Drive and Airport Road. This public safety building would have access to the airport and public streets, benefiting both the Township and Airport. The project would be funded by DDA funds from that area.

5. Leases

The Airport Manager presented a draft lease agreement with Slipped Disk Productions for the front lawn area of the Airport in order to host the Blues Festival on June 1, 2, & 3, of 2006. A motion was made by Tom Davis and supported by Dave Lutchka to approve the lease.

Jim Shotwell Jr. presented the thought that in future years the Airport should seek an increase in lease fees from the Blues Festival to match their increase in attendance and to identify who is responsible for any damage to the grounds. There was Board Discussion about the need to standardize the leases and fees for entities who lease airport property for special events. Motion carried 4 yeas and 0 nays.

6. Projects

A. Runway 7/25

Kent Maurer updated the Board on the publishing of the draft amended Environmental Assessment and FONSI documents by the consultant DLZ. The Airport Layout Plan will need to be updated and approved before any construction could begin.

B. I-94 Land Release

Kent Maurer updated the Board that he was still waiting for this document and had left a message with Irene Porter of the FAA Detroit office to discuss both the land release and the proposed fire station at Airport Road and O'Neil.

7. Reports

A. February 2006 Financial Reports

A motion was made by David Lutchka and supported by Jim Shotwell Jr. to receive this financial report. Motion carried 4 yeas and 0 nays.

B. Claims

A motion was made by Jim Shotwell Jr. and supported by Tom Davis to pay the claims. Motion carried 4 yeas and 0 nays.

C. Aged Receivables Report

A motion was made by Tom Davis and supported by Jim Shotwell Jr. to receive the aged receivables report. Motion carried 4 yeas and 0 nays.

D. Activity Report

A motion was made by Tom Davis and supported by Jim Shotwell Jr. to receive the activity report. Motion carried 4 yeas and 0 nays.

E. Status Report on Airport Activity

A motion was made by Tom Davis and supported by Dave Lutchka to receive the airport activity report. Motion carried 4 yeas and 0 nays. (The Airport Manager also distributed draft copies of the "airport capital needs assessment" report that was recently drafted by the airport manager and airport staff).

8. Other Business

A. SOAR, Inc. Past Due Account

The airport manager reported that there was nothing new to report.

B. RFQ Committee/Final Selection of Engineering Firm

The airport manager discussed the selection criteria and process used by the Committee. A motion was made by Dave Lutchka and supported by Tom Davis to concur with the committee's selection of Mead and Hunt as the primary engineering firm for the airport and to forward this recommendation to the Jackson County Commission. Motion carried 4 yeas and 0 nays.

C. Approval of Lowe's Color Chart for Standard Colors of Hangars

A motion was made by Dave Lutchka and supported by Jim Shotwell Jr. to approve this color chart as the standard color chart for new hangar construction and repainting of existing hangars. Motion carried 4 yeas and 0 nays.

D. Front Entrance Fence Project

The airport manager discussed the project as reported to the Board in his memo and supporting drawings. There was discussion about whether to fence around the jet or use other barriers like cable and posts.

A motion was made by Dave Lutchka with support by Tom Davis to authorize the airport manager to proceed with the project as presented and to include rehabilitation and placement of the old beacon. Motion carried 4 yeas and 0 nays.

E. Dave Frazier's Commercial Operating Agreement/Precision Flight Inc.

The airport manager explained that Dave Frazier did not have the type of liability insurance that met Airport requirements and that Mr. Frazier's type of business did not require an operating agreement according to the Rules and Standards.

A motion was made by Jim Shotwell Jr. to rescind this operating agreement and refund the operating agreement fee to Mr. Frazier. Motion carried 4 yeas and 0 nays.

9. New Business

A. Hot Air Jubilee Sign at the Front Entrance

The airport manager reported that Jackson Aero no longer wished to have a sign at the front entrance and that the Hot Air Jubilee wanted the vacant spot.

A motion was made by Tom Davis a supported by Dave Lutchka to permit the Hot Air Jubilee to place a sign on the main entrance sign at the airport. Motion carried 4 yeas and 0 nays.

B. Prestige Aircraft Incident

Chairman Steve Wellman initiated discussion about the Prestige Aircraft incident at the Three Rivers airport where it was reported that the aircraft owned by Prestige crashed while landing, causing substantial damage. There was discussion about whether the incident had been reported to the FAA and should the Airport and JCC have been notified by Mr. Smith.

There was consensus that the Airport Manager should monitor the FAA investigation to determine a cause of the incident.

10. Public Comment

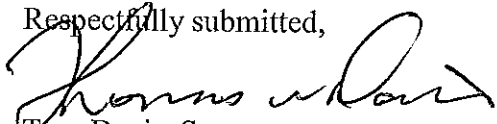
None

11. Next meeting – April 20, 2006 at the EAA Hangar.

12. Adjourn

A motion was made by Dave Lutchka with support from Tom Davis to adjourn the meeting. Motion carried with 4 yeas and 0 nays.

Respectfully submitted,



Tom Davis, Secretary
Jackson County Airport Board
by: klm



5-Rib



Steel Roofing and Siding

Profile for Strength, Durability and Quality

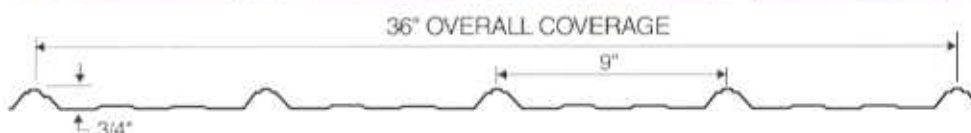
Approved



Red
Code 187



White
Code 169



Light Gray
Code 178



Caribbean Blue
Code 584



Light Stone
Code 181



Charcoal
Code 551



Evergreen
Code 176



Classic Burgundy
Code 553



Tan
Code 192



Ivory
Code 180



Cocoa Brown
Code 172



Hickory Moss
Code 572



For All Your Exterior Projects

Residential - Light Commercial - Agriculture



Orders Placed at:
Commercial Desk

Colors are as accurate as allowed by printing processes. Make final color selection by viewing actual metal sample.