

**Meeting of Jackson County Airport Board  
Wednesday, October 18, 2017  
9:00 A.M.**

**AGENDA**

1. Call to Order
2. Approval of Agenda for October 18, 2017 meeting.
3. Approval of Board Minutes from September 20, 2017 meeting.
4. Public Comment (3 Minutes)
5. Consent Calendar
  - A. Financial Reports
  - B. Claims
  - C. Invoices
  - D. Leases
6. Projects
  - A. Runway Updates
7. Reports
  - A. FAA Traffic Count & Fuel Flowage
  - B. Airport Activity Report
  - C. Aged Receivables Report
8. Other Business
  - A. Discuss J Dart Request.
  - B. Approve Perry Watkins (trapper) agreement.
  - C. Airport Board Policy Update.
9. New Business
  - A. Approve the date, time and location for a Runway Dedication event.
  - B. Appoint awards committee with a late October meeting to consider 2017 Awards.
  - C. Approve Advisory Committee appointments and reappointments.
  - D. Approve sale of Washburn hangar to John Lemmon.
10. Informational Item(s)
  - A. Tour thank-you letter.
  - B. Record Door Notice.

11. Public Comment (2 Minutes)

12. Board Member Comments

13. Next Meeting – November 15, 2017, 9:00 a.m. - EAA

**Minutes**  
**Jackson County Airport Board Meeting**  
**Wednesday September 20, 2017**  
**9:00 A.M.**

**Members Present:** John Feldvary, James Shotwell Jr., Rodney Walz, Carl Rice, Jr., and Tom Davis (9:03 a.m.), and Mike Overton

**Members Absent:**

**Others Present:** Kent Maurer, Steve Wellman, Becky Shotwell, Dan Kehoe

**1. Call to Order**

The Wednesday, September 20, 2017 meeting of the Jackson County Airport Board was called to order at 9:00 a.m. by Chair, John Feldvary.

**2. Approval of Agenda**

James Shotwell Jr. moved to approve the agenda. Carl Rice supported. Motion carried: 4 yeas, 0 nays.

**3. Minutes of June 21<sup>st</sup>, 2017 Meeting**

James Shotwell Jr. moved to adopt minutes as presented. Carl Rice, Jr. supported. Motion carried: 4 yeas, 0 nays.

**4. Public Comment (3 Minutes): None**

**5. Consent Calendar**

Rodney Walz moved to conduct a roll call vote to approve the consent calendar as presented. Carl Rice supported: By Roll Call Vote. Motion carried: 4 yeas, 0 nays.

**6. Projects**

A. Runway Updates: (Tom Davis joined the meeting) Kent Maurer reported that Runway 7-25 was opened on Friday, September 15, 2017 at 8:45 a.m. with John Feldvary (passenger Michael Overton) completing the first ever takeoff and landing on Runway #25. Steve Wellman (passenger James Shotwell Jr.) was the second flight to take off and land on runway #25. The first flights on runway #7 were performed in reverse order.

**7. Reports**

A. FAA Traffic Count is only down about 14% and fuel sales are still excellent. Tom Davis moved to accept the report as presented. Carl Rice, Jr. supported. Motion carried: 5 yeas, 0 nays.

B. Airport Activity: Airport Manager stated there had been a taxiway incursion by some guests of Wes Lutz, a west side hangar owner. Tom Davis moved to accept the report as presented. Rodney Walz supported. Motion carried: 4 yeas, 0 nays.

C. Aged Receivables Report

The report is pretty good except for the restaurant. Mr. Maurer reported that he met with Dianne Weems, the restaurant owner. Also, the past due ground lease payment for the Washburn hangar should be paid in the near future as a result of that hangar being sold. Mr. Tom Davis moved to accept the report. James Shotwell Jr. supported. Motion carried: 5 yeas, 0 nays.

**8. Other Business**

**9. New Business:**

- A. James Shotwell Jr. made a motion to approve forwarding the MDOT Aeronautics Sponsor Contract in the amount of \$70,000 to reimburse the County for expenses incurred for the acquisition of two Herbert J easements with a County match amount of \$1,750 to the Board of Commissioners for consideration. Tom Davis supported. Motion carried 5 yeas and 0 nays
- B. Tom Davis moved to accept the draft changes in the Airport Board Awards Policy to add category of Corporate Sponsor of the Year. Tom Davis supported. Motion carried 5 yeas and 0 nays.
- C. Tom Davis moved to approve the concept and receipt of funds for a new gazebo for Aviation Heritage Park in the approximate amount of \$4,000. James Shotwell, Jr. supported. Motion passed 5 yeas and 0 nays.

**10. General Information Items:** None

**11. Public Comment (2 minutes):** None

**12. Board Comment:** John Feldvary advised that he would not be present at the October meeting due to being out of the state.

**13. Next meeting – October 18, 2017 at 9:00 a.m.**

**14. Meeting was adjourned at 9:27 a.m. at the call of the Chair.**

Respectfully submitted,

Tom Davis, Secretary  
Jackson County Airport Board

By: km

PERIOD ENDING 09/30/2017

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 245 - PUBLIC IMPROVEMENT & BUILDING						
Revenues						
Dept 297-AIRPORT PUBLIC IMPROVEMENT						
245-297-675.115	DONAT FRONT ENTRANCE/HERITAGE	0.00	0.00	0.00	0.00	0.00
245-297-685.000	REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
245-297-699.000	PLANNED USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 297-AIRPORT PUBLIC IMPROVEMENT		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 297-AIRPORT PUBLIC IMPROVEMENT						
245-297-931.005	TUCK POINTING	0.00	0.00	0.00	0.00	0.00
245-297-931.025	RUNWAY PROJECT	250,000.00	12,242.11	0.00	237,757.89	4.90
245-297-931.036	HEATING SYSTEMS/AIR COND	0.00	0.00	0.00	0.00	0.00
245-297-931.039	ROOF REPAIRS/REPLACEMENT	0.00	0.00	0.00	0.00	0.00
245-297-931.042	CONTROL TOWER ROOF	0.00	0.00	0.00	0.00	0.00
245-297-931.275	FRONT ENTRANCE/HERITAGE PARK	0.00	0.00	0.00	0.00	0.00
245-297-931.307	CONCRETE REPAIR	0.00	0.00	0.00	0.00	0.00
245-297-958.003	RESTAURANT LIGHTING	0.00	0.00	0.00	0.00	0.00
245-297-958.201	TERMINAL RAMP	0.00	0.00	0.00	0.00	0.00
245-297-958.202	TERMINAL RESTROOM	68,900.00	69,249.20	0.00	(349.20)	100.51
245-297-958.203	MAINTENANCE BLDG EQUIPMENT	45,000.00	0.00	0.00	45,000.00	0.00
Total Dept 297-AIRPORT PUBLIC IMPROVEMENT		363,900.00	81,491.31	0.00	282,408.69	22.39
TOTAL EXPENDITURES		363,900.00	81,491.31	0.00	282,408.69	22.39
Fund 245 - PUBLIC IMPROVEMENT & BUILDING:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		363,900.00	81,491.31	0.00	282,408.69	22.39
NET OF REVENUES & EXPENDITURES		(363,900.00)	(81,491.31)	0.00	(282,408.69)	22.39

PERIOD ENDING 09/30/2017

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 246 - AIRPORT RUNWAY PROJECT						
Revenues						
Dept 298-AIRPORT RUNWAY PROJECT						
246-298-401.000	ACTUAL REVENUE	0.00	0.00	0.00	0.00	0.00
246-298-555.000	STATE GRANT	90,000.00	0.00	0.00	90,000.00	0.00
246-298-691.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
246-298-695.245	TRANSFER IN-PUBLIC IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
246-298-695.365	TRANSFER IN-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
246-298-699.000	PLANNED USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 298-AIRPORT RUNWAY PROJECT		90,000.00	0.00	0.00	90,000.00	0.00
TOTAL REVENUES		90,000.00	0.00	0.00	90,000.00	0.00
Expenditures						
Dept 298-AIRPORT RUNWAY PROJECT						
246-298-691.100	BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
246-298-931.025	RUNWAY PROJECT	90,000.00	430,189.82	8,748.95	(340,189.82)	477.99
246-298-931.026	LANDFILL MOVING COSTS	0.00	0.00	0.00	0.00	0.00
246-298-931.027	BROWNFIELD LANDFILL COSTS	0.00	0.00	0.00	0.00	0.00
246-298-931.036	HEATING SYSTEMS/AIR COND	0.00	0.00	0.00	0.00	0.00
246-298-965.365	TRANSFER OUT-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
246-298-991.020	BOND ISSUANCE EXPENSE	0.00	0.00	0.00	0.00	0.00
246-298-995.001	UNDERWRITER DISCOUNT	0.00	0.00	0.00	0.00	0.00
Total Dept 298-AIRPORT RUNWAY PROJECT		90,000.00	430,189.82	8,748.95	(340,189.82)	477.99
TOTAL EXPENDITURES		90,000.00	430,189.82	8,748.95	(340,189.82)	477.99
Fund 246 - AIRPORT RUNWAY PROJECT:						
TOTAL REVENUES		90,000.00	0.00	0.00	90,000.00	0.00
TOTAL EXPENDITURES		90,000.00	430,189.82	8,748.95	(340,189.82)	477.99
NET OF REVENUES & EXPENDITURES		0.00	(430,189.82)	(8,748.95)	430,189.82	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		90,000.00	0.00	0.00	90,000.00	0.00
TOTAL EXPENDITURES - ALL FUNDS		453,900.00	511,681.13	8,748.95	(57,781.13)	112.73
NET OF REVENUES & EXPENDITURES		(363,900.00)	(511,681.13)	(8,748.95)	147,781.13	140.61

User: PMills

DB: Jackson County

PERIOD ENDING 09/30/2017

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 295 - AIRPORT						
Revenues						
Dept 100-ADMINISTRATION						
295-100-494.010	COMMERCIAL OPERATION-AVIATION	2,250.00	954.60	300.00	1,295.40	42.43
295-100-494.020	COMMERCIAL OPERATION-AUTO	15,000.00	8,817.68	1,008.46	6,182.32	58.78
295-100-560.020	GRANT-OTHER	4,850.00	0.00	0.00	4,850.00	0.00
295-100-621.000	BUSINESS REGISTRATION	0.00	0.00	0.00	0.00	0.00
295-100-627.100	SITE INSPECTION FEES	150.00	0.00	0.00	150.00	0.00
295-100-670.000	LANDING FEES	8,500.00	4,220.25	0.00	4,279.75	49.65
295-100-673.060	ADVERTISING REVENUE	9,800.00	9,905.49	0.00	(105.49)	101.08
295-100-674.000	AIRCRAFT PARKING	300.00	0.00	0.00	300.00	0.00
295-100-675.100	GROUND LEASES & LAWNMOWING	71,000.00	73,865.97	0.00	(2,865.97)	104.04
295-100-675.110	DONATION-HOT AIR JUBILEE	0.00	0.00	0.00	0.00	0.00
295-100-675.310	RENT - AIRPORT RESTAURANT	0.00	0.00	0.00	0.00	0.00
295-100-675.330	RENT - SKYWAY CARGO OFFICES	9,370.00	5,572.56	696.57	3,797.44	59.47
295-100-675.350	RENT - RESTAURANT	18,500.00	10,507.82	1,357.49	7,992.18	56.80
295-100-675.380	LEASE - SEARS	22,500.00	15,450.00	2,175.00	7,050.00	68.67
295-100-675.410	RENT - ATCT	55,700.00	46,812.86	4,670.00	8,887.14	84.04
295-100-675.550	RENT - OFFICES - TOWER	2,400.00	0.00	0.00	2,400.00	0.00
295-100-675.650	RENT - HANGAR 101	4,365.00	2,537.28	0.00	1,827.72	58.13
295-100-675.700	RENT - HANGAR 201	19,200.00	13,600.00	1,700.00	5,600.00	70.83
295-100-675.710	RENT - HANGAR 204	10,000.00	6,132.40	766.55	3,867.60	61.32
295-100-675.720	RENT - HANGAR 166	13,500.00	8,413.16	916.03	5,086.84	62.32
295-100-675.730	RENT - HANGAR 165	37,000.00	26,523.33	2,570.05	10,476.67	71.68
295-100-675.731	RENT TRYBE BUILDING	3,600.00	2,474.80	309.35	1,125.20	68.74
295-100-675.735	RENT-ENTERPRISE	0.00	0.00	0.00	0.00	0.00
295-100-675.800	RENT - FUEL STORAGE	1,300.00	0.00	0.00	1,300.00	0.00
295-100-675.810	RENT - AGRICULTURAL	3,400.00	3,400.00	0.00	0.00	100.00
295-100-692.120	REIMBURSEMENT - UTILITIES	8,000.00	5,541.53	561.11	2,458.47	69.27
295-100-695.000	MISCELLANEOUS	8,000.00	3,469.04	204.60	4,530.96	43.36
295-100-697.100	AVIATION FUEL	11,000.00	10,842.40	673.84	157.60	98.57
295-100-697.200	COMMISSIONS	100.00	0.00	0.00	100.00	0.00
295-100-699.000	PLANNED USE OF FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 100-ADMINISTRATION		339,785.00	259,041.17	17,909.05	80,743.83	76.24
TOTAL REVENUES		339,785.00	259,041.17	17,909.05	80,743.83	76.24
Expenditures						
Dept 100-ADMINISTRATION						
295-100-703.000	WAGES-ELECTED OFFICIALS	0.00	0.00	0.00	0.00	0.00
295-100-703.020	COMMITTEE WORK	2,200.00	483.14	35.00	1,716.86	21.96
295-100-704.000	WAGES-FULL TIME	157,410.00	116,652.69	12,181.76	40,757.31	74.11
295-100-704.040	WAGES-LONGEVITY/INCENTIVE	1,620.00	0.00	0.00	1,620.00	0.00
295-100-705.000	WAGES-PART TIME	24,600.00	18,096.79	1,906.07	6,503.21	73.56
295-100-705.500	WAGES-CASUAL	8,500.00	9,394.74	1,161.94	(894.74)	110.53
295-100-706.000	WAGES-OVERTIME	5,600.00	1,218.49	0.00	4,381.51	21.76
295-100-711.000	WAGES-IN LIEU OF INSURANCE	0.00	0.00	0.00	0.00	0.00
295-100-715.000	FICA	13,780.00	10,328.50	1,077.74	3,451.50	74.95
295-100-716.000	HEALTH INSURANCE	37,610.00	28,350.00	3,150.00	9,260.00	75.38
295-100-717.000	LIFE INSURANCE	680.00	506.25	56.25	173.75	74.45
295-100-718.000	RETIREMENT	55,060.00	42,758.04	7,313.51	12,301.96	77.66
295-100-719.000	WORKER'S COMPENSATION	460.00	364.57	38.22	95.43	79.25
295-100-721.000	TERMINATION COSTS	0.00	0.00	0.00	0.00	0.00
295-100-722.000	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
295-100-728.000	PRINTING	400.00	1,096.18	0.00	(696.18)	274.05

PERIOD ENDING 09/30/2017

GL NUMBER	DESCRIPTION	2017 AMENDED BUDGET	YTD BALANCE 09/30/2017	ACTIVITY FOR MONTH 09/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 295 - AIRPORT						
Expenditures						
295-100-728.025	BAD DEBT EXPENSE	0.00	0.00	0.00	0.00	0.00
295-100-729.000	POSTAGE	400.00	290.98	11.04	109.02	72.75
295-100-730.000	OFFICE SUPPLIES	1,100.00	534.43	160.62	565.57	48.58
295-100-740.000	OPERATING SUPPLIES/MATERIALS	500.00	347.56	7.40	152.44	69.51
295-100-745.000	EMPLOYEE UNIFORMS	1,000.00	250.00	0.00	750.00	25.00
295-100-776.000	CLEANING SUPPLIES	2,000.00	2,388.06	1,250.98	(388.06)	119.40
295-100-802.000	CONTRACTUAL SERVICES	17,800.00	5,400.27	182.00	12,399.73	30.34
295-100-802.050	CONTRACT-TOWER EXPENSE	70,000.00	54,921.00	6,095.00	15,079.00	78.46
295-100-805.010	LICENSE AND PERMITS	400.00	125.00	125.00	275.00	31.25
295-100-810.000	ATTORNEY SERVICES	2,500.00	1,216.00	0.00	1,284.00	48.64
295-100-811.000	DUES AND PUBLICATIONS	800.00	600.00	0.00	200.00	75.00
295-100-816.000	SERVICE CONTRACTS	4,500.00	3,917.88	686.02	582.12	87.06
295-100-817.000	REFUSE SERVICE	1,400.00	1,748.34	132.00	(348.34)	124.88
295-100-850.000	TELEPHONE USAGE	2,100.00	1,934.31	218.74	165.69	92.11
295-100-851.000	MAINTENANCE - RADIO	1,000.00	161.86	0.00	838.14	16.19
295-100-861.000	MILEAGE	900.00	1,086.92	924.39	(186.92)	120.77
295-100-861.100	PROFESSIONAL DEVELOPMENT	2,050.00	1,413.00	513.00	637.00	68.93
295-100-863.000	VEHICLE REPAIR & MAINTENANCE	6,000.00	6,887.68	125.00	(887.68)	114.79
295-100-864.000	GASOLINE USAGE	5,000.00	3,856.80	59.02	1,143.20	77.14
295-100-902.000	ADVERTISING	1,500.00	678.00	43.21	822.00	45.20
295-100-912.000	INSURANCE AND BONDS	5,930.00	0.00	0.00	5,930.00	0.00
295-100-921.000	UTILITIES	80,000.00	49,154.89	3,891.01	30,845.11	61.44
295-100-931.000	MAINTENANCE OF BUILDING	15,000.00	10,845.89	760.77	4,154.11	72.31
295-100-931.025	RUNWAY PROJECT	0.00	0.00	0.00	0.00	0.00
295-100-931.100	SERVICE CONTRACT - ELEVATORS	500.00	730.33	127.95	(230.33)	146.07
295-100-932.000	MAINTENANCE OF EQUIPMENT	9,000.00	13,881.00	270.54	(4,881.00)	154.23
295-100-933.000	MAINTENANCE OF OFFICE EQUIP	500.00	868.39	868.39	(368.39)	173.68
295-100-935.000	MAINTENANCE OF GROUNDS	13,000.00	7,559.15	1,300.00	5,440.85	58.15
295-100-936.000	MAINTENANCE-NON COVERED	0.00	0.00	0.00	0.00	0.00
295-100-941.000	LEASE EXPENSE	1,500.00	860.50	0.00	639.50	57.37
295-100-942.000	RENT - EQUIPMENT	500.00	188.78	75.00	311.22	37.76
295-100-957.000	EMPLOYEE TRAINING	1,200.00	0.00	0.00	1,200.00	0.00
295-100-978.020	FIRE EQUIPMENT	150.00	672.20	672.20	(522.20)	448.13
Total Dept 100-ADMINISTRATION		556,150.00	401,768.61	45,419.77	154,381.39	72.24
TOTAL EXPENDITURES		556,150.00	401,768.61	45,419.77	154,381.39	72.24
Fund 295 - AIRPORT:						
TOTAL REVENUES		339,785.00	259,041.17	17,909.05	80,743.83	76.24
TOTAL EXPENDITURES		556,150.00	401,768.61	45,419.77	154,381.39	72.24
NET OF REVENUES & EXPENDITURES		(216,365.00)	(142,727.44)	(27,510.72)	(73,637.56)	65.97



10/09/2017

AIRPORT COMMITTEE CLAIMS REPORT  
POST DATES 09/01/2017 - 09/30/2017

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Amount
<b>AIRPORT RUNWAY PROJECT</b>					
246-298-931.025	RUNWAY PROJECT	SME	JULY PROF SERVICES	77845	\$ 8,748.95 \$ 8,748.95
<b>Fund 295 AIRPORT</b>					
<b>Dept 100 ADMINISTRATION</b>					
295-100-730.000	OFFICE SUPPLIES	DBI LANSING LLC	BINDERS	03JP1719	\$ 94.44
295-100-730.000	OFFICE SUPPLIES	KENT MAURER	REIMBURSEMENT	KM91517 A	\$ 66.18
295-100-740.000	OPER. SUPPLIES/MATERIALS	KENT MAURER	REIMBURSEMENT	KM91517 A	\$ 7.40
295-100-776.000	CLEANING SUPPLIES	TRAIL SUPPLY LLC	MAINT DEPT SUPPLIES	37610	\$ 496.84
295-100-776.000	CLEANING SUPPLIES	TRAIL SUPPLY LLC	CLEANING SUPPLIES- TERMINAL	37651	\$ 754.14
295-100-802.000	CONTRACTUAL SERVICES	CINTAS FIRST AID AND SAFETY	SAFETY SUPPLIES	5008814206	\$ 69.40
295-100-802.000	CONTRACTUAL SERVICES	ROSE PEST SOLUTIONS	PEST CONTROL SERVICE	70643290	\$ 70.00
295-100-802.000	CONTRACTUAL SERVICES	CINTAS FIRST AID AND SAFETY	SAFETY SUPPLIES	5008010902	\$ 42.60
295-100-802.050	CONTRACT-TOWER EXPENSE	MIDWEST AIR TRAFFIC CONTROL	AUGUST AIR TRAFFIC SERVICES	6577	\$ 6,095.00
295-100-805.010	LICENSE AND PERMITS	LIBERTY ENVIRONMENTALIST	FEE	13582	\$ 75.00
295-100-805.010	LICENSE AND PERMITS	STATE OF MI DEPT OF TRANS	AIRPORT LICENSE FEE	591-8178878	\$ 50.00
295-100-816.000	SERVICE CONTRACTS	COMTRONICS	QUARTERLY ALARM MONITORING	I-113023	\$ 150.00
295-100-816.000	SERVICE CONTRACTS	SAFETY SYSTEMS INC	ADMIN BLDG SYSTEM	471876	\$ 162.00
295-100-816.000	SERVICE CONTRACTS	SAFETY SYSTEMS INC	TERMINAL MONITORING	471877	\$ 195.00
295-100-816.000	SERVICE CONTRACTS	RICOH USA INC	DOCUMENT CENTER LEASE	99399426	\$ 107.02
295-100-816.000	SERVICE CONTRACTS	SAFETY SYSTEMS INC	SERVICE ON CODES	472296	\$ 72.00
295-100-817.000	REFUSE SERVICE	EMMONS INC	GARBAGE SERVICE	403942	\$ 132.00
295-100-861.000	MILEAGE	JOHN FELDVARY	REIMBURSEMENT FOR CONF	JF91517	\$ 464.40
295-100-861.000	MILEAGE	KENT MAURER	REIMBURSEMENT	KM91517 A	\$ 450.36
295-100-861.100	PROF DEVELOPMENT	JOHN FELDVARY	REIMBURSEMENT FOR CONF	JF91517	\$ 256.50
295-100-861.100	PROF DEVELOPMENT	KENT MAURER	REIMBURSEMENT	KM91517 A	\$ 256.50
295-100-863.000	VEHICLE REPAIR & MAINT	MEEKHOF TIRE SALES	FLAT TIRE REPAIR	531396-54	\$ 125.00
295-100-864.000	GASOLINE USAGE	AIRGAS GREAT LAKES	OXYGEN & ACETYLENE RENTALS	9947305440	\$ 59.02
295-100-902.000	ADVERTISING	KENT MAURER	REIMBURSEMENT	KM91517 A	\$ 43.21
295-100-921.000	UTILITIES	TRI COUNTY WATER	WATER FOR ATC TOWER	27323	\$ 35.00
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.1.17-8.31.17	203496642758	\$ 324.25
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.1.17-8.31.17	203496642549	\$ 42.50
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845041	\$ 17.12
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	205276487837	\$ 1,886.74
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	205276487838	\$ 299.29
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845045	\$ 25.71
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201449806916	\$ 23.42
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845043	\$ 32.77
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845044	\$ 50.29
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845046	\$ 288.71
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845643	\$ 25.33
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	204119599736	\$ 37.93
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	206522203622	\$ 542.20
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	201360845644	\$ 24.91
295-100-921.000	UTILITIES	CONSUMERS ENERGY	8.15.17-9.13.17	206789150849	\$ 45.29
295-100-921.000	UTILITIES	TRI COUNTY WATER	BOTTLED WATER FOR ATC	27425	\$ 9.25

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Amount
295-100-921.000	UTILITIES	JACKSON WATER COLLECTION	UTILITY BILL MAINT BLDG	COJ9.28.17	\$ 180.30
295-100-931.000	MAINT OF BUILDING	AUTO WARES GROUP	MISC	612021	\$ 31.08
295-100-931.000	MAINTENANCE OF BUILDING	FERGUSON ENTERPRISES INC	MATERIALS FOR REPAIR	4398657	\$ 143.71
295-100-931.000	MAINTENANCE OF BUILDING	HOME DEPOT CREDIT SERVICES	MATERIALS & SUPPLIES	3021138	\$ 94.80
295-100-931.000	MAINTENANCE OF BUILDING	HOME DEPOT CREDIT SERVICES	SUPPLIES	1010375	\$ 184.82
295-100-931.000	MAINTENANCE OF BUILDING	HOME DEPOT CREDIT SERVICES	PAINT & SUPPLIES	7011810	\$ 165.96
295-100-931.000	MAINTENANCE OF BUILDING	SAMS CLUB	SUPPLIES	05537	\$ 79.98
295-100-931.000	MAINTENANCE OF BUILDING	SAMS CLUB	SUPPLIES FOR ADMIN BLDG	007301	\$ 60.42
295-100-931.100	SERVICE - ELEVATORS	SCHINDLER ELEVATOR CORP	QRTLY ELEVATOR INSPECTION	8104638155	\$ 127.95
295-100-932.000	MAINT OF EQUIPMENT	AUTO WARES GROUP	TRACTOR OIL	612063	\$ 164.76
295-100-932.000	MAINTENANCE OF EQUIPMENT	AUTO WARES GROUP	MISC	611563	\$ 34.79
295-100-932.000	MAINTENANCE OF EQUIPMENT	AUTO WARES GROUP	PART FOR AIRPORT TRUCK	611559	\$ 70.99
295-100-933.000	MAINT OF OFFICE EQUIP	D AND G EQUIPMENT	PARTS FOR JOHN DEERE MOWER	607830	\$ 868.39
295-100-935.000	MAINTENANCE OF GROUNDS	HALIGUS SPRINKLER SYSTEMS	SPRING START-UP	2017-2045	\$ 135.00
295-100-935.000	MAINTENANCE OF GROUNDS	REED JOSEPH INTERNATIONAL	WILDLIFE CONTROL MATERIALS	120670	\$ 340.00
295-100-935.000	MAINTENANCE OF GROUNDS	DLZ MICHIGAN	WETLAND MONITORING	137327	\$ 825.00
295-100-942.000	RENT - EQUIPMENT	TRI COUNTY WATER	WATER SOFTENER - RESTAURANT	27371	\$ 75.00
295-100-978.020	FIRE EQUIPMENT	SPEARS FIRE AND SAFETY	SERVIC AIRPORT FIRE EXTING	38-224242	\$ 672.20
Total For Fund 295 AIRPORT					\$ 18,259.87
Total For All Funds:					\$ 27,008.82

--- TOTALS BY GL DISTRIBUTION ---

246-298-931.025	RUNWAY PROJECT	\$ 8,748.95
295-100-730.000	OFFICE SUPPLIES	\$ 160.62
295-100-740.000	OPERATING SUPPLIES/MATERIALS	\$ 7.40
295-100-776.000	CLEANING SUPPLIES	\$ 1,250.98
295-100-802.000	CONTRACTUAL SERVICES	\$ 182.00
295-100-802.050	CONTRACT-TOWER EXPENSE	\$ 6,095.00
295-100-805.010	LICENSE AND PERMITS	\$ 125.00
295-100-816.000	SERVICE CONTRACTS	\$ 686.02
295-100-817.000	REFUSE SERVICE	\$ 132.00
295-100-861.000	MILEAGE	\$ 914.76
295-100-861.100	PROFESSIONAL DEVELOPMENT	\$ 513.00
295-100-863.000	VEHICLE REPAIR & MAINTENANCE	\$ 125.00
295-100-864.000	GASOLINE USAGE	\$ 59.02
295-100-902.000	ADVERTISING	\$ 43.21
295-100-921.000	UTILITIES	\$ 3,891.01
295-100-931.000	MAINTENANCE OF BUILDING	\$ 760.77
295-100-931.100	SERVICE CONTRACT - ELEVATORS	\$ 127.95
295-100-932.000	MAINTENANCE OF EQUIPMENT	\$ 270.54
295-100-933.000	MAINTENANCE OF OFFICE EQUIP	\$ 868.39
295-100-935.000	MAINTENANCE OF GROUNDS	\$ 1,300.00
295-100-942.000	RENT - EQUIPMENT	\$ 75.00
295-100-978.020	FIRE EQUIPMENT	\$ 672.20

Jackson County Airport - Reynolds Field

2017 FAA Traffic Count

	Itinerant		Local	A/P Ops	Over Flt.	TWR Ops	YTD	YTD	2016			2017	Diff	
	IFR	VFR					Total Ops	A/P Ops	A/P Ops	Over Flt.	Total Ops	YTD	YTD	YTD
Jan	223	949	998	2170	126	2296	2296	2170	2470	151	2621	2621	2296	-325
Feb	364	1309	1078	2751	147	2898	5194	4921	2404	141	2545	5166	5194	28
Mar	329	1298	1212	2839	148	2987	8181	7760	3138	155	3293	8459	8181	-278
Apr	304	1526	1292	3122	157	3279	11460	10882	3339	200	3539	11998	11460	-538
May	241	1660	1016	2917	185	3102	14562	13799	4308	218	4526	16524	14562	-1962
June	262	1679	1579	3520	226	3746	18308	17319	4170	216	4386	20910	18308	-2602
July	273	1917	1916	4106	264	4370	22678	21425	4282	311	4593	25503	22678	-2825
Aug.	232	1556	1330	3118	244	3362	26040	24543	3937	233	4170	29673	26040	-3633
Sept	122	1579	1230	2931	244	3175	29215	27474	3955	225	4180	33853	29215	-4638
Oct.									4085	210	4295	38148		
Nov.									3542	182	3724	41872		
Dec.									2127	149	2276	44148		
YTD	2350	13473	11651	27474	1741	29215			41757	2391	44148			

Percentage of Increase/Decrease per year

2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
48,858	48,198	48,490	50,582	47,005	49,301	51,292	46,902	43,089	43,314	44,148	29,215
-0.03%	-1.35%	0.61%	4.31%	-7.07%	4.88%	5.00%	-8.60%	-8.10%	0.6%	1.8%	-13.70%

2017 Fuel Flowage

	Skyway		JCC	Monthly	YTD	2016	Percentage of Increase/Decrease per year	
	Jet A	100 LL	100 LL	Total	Total	Total	2006	2007
Jan	9,086	8,557		17,643	17,643	8,509	264,202	8.79%
Feb							231,724	-12.29%
Mar	18,652	8,349		27,001	44,644	26,564	150,335	-35.12%
Apr		8,515	1197	9,712	54,356	27,792	150,971	0.42%
May	9,039	8,284		17,323	71,679	48,476	150,012	-0.64%
June	9,444	8,414	1293	19,151	90,830	56,614	137,808	-8.85%
July	8,935	8,373		17,308	108,138	95,018	143,979	4.50%
Aug.		8,423		8,423	116,561	112,297	133,116	-7.50%
Sept						138,496	134,749	1.20%
Oct.						157,161	182,583	35.50%
Nov.						174,634	193,603	6.10%
Dec.								
YTD							116,561	3.80%

2017 YTD

## **AIRPORT ACTIVITY REPORT**

September 17, 2017 to October 14, 2017

### GENERAL ACTIVITIES:

- In process of filling Pat Flynn's position

### PROJECTS COMPLETED

- Terminal building automatic doors have been rebuilt.
- DEQ Storm Water permit renewal application

### MEDIA INTERACTION

### MEETINGS

- Weekly Runway project update meetings

### AIRPORT COMMUNITY ACTIVITY

- Airport tour
- Interviewed for ACRP Research project "Impact of local airport zoning on local jurisdictions" . . .

### RUNWAY SAFETY PROJECT

- Runway #25 PAPI's commissioned (NOTAM # 10-003)

### TRAINING

- Assisted in teaching the MAAE/MDOT-Aero Aviation Professionals Course in Mr. Pleasant (Kent)

### INCIDENTS:

Taxiway "B" pedestrian incursion: Friday, September 15<sup>th</sup> at 4:00 p.m. (3) members of a film crew crossed taxiway B to film Wes Lutz. The three pedestrians were advised by me they could not remain there. Names were obtained and submitted to Air Traffic for the report. Air Traffic first observed the incident. Michael Turano of Chicago IL. Deborah Hopkins of Arlington VA and Trent Haynes of Schaumburg IL. Wes Lutz called later to apologize; these individuals were not supposed to leave his hangar area.

Crane erected at the TAC plant north of RWY 32 without notice to the airport.

AGED RECEIVABLES - AIRPORT

Aging as of 09/30/17

CUSTOMER # NAME	CURRENT	Over 30	Over 60	Over 90	Over 120	TOTAL
GREG FULLER	\$ 429.37	\$ -	\$ 0.10	\$ -	\$ -	\$ 429.47
CLIFF SCHMIDT	\$ 293.47	\$ -	\$ -	\$ -	\$ -	\$ 293.47
MARK JOHNSON	\$ 286.91	\$ -	\$ -	\$ -	\$ -	\$ 286.91
JACK PLATE	\$ 361.38	\$ 361.38	\$ -	\$ -	\$ -	\$ 722.76
MIKE WHITNEY	\$ 295.67	\$ -	\$ -	\$ -	\$ -	\$ 295.67
TECHNIQUE PROPERTIES	\$ 766.55	\$ -	\$ -	\$ -	\$ -	\$ 766.55
GIL SEARS/K-MART/SEARS	\$ 2,025.00	\$ -	\$ -	\$ -	\$ -	\$ 2,025.00
AIRPORT RESTAURANT	\$ 1,357.49	\$ 1,374.27	\$ 1,347.98	\$ 1,363.70	\$ 1,475.40	\$ 6,918.84
AIRPORT RESTAURANT - UTIL.	\$ 561.11	\$ 1,531.02	\$ 965.92	\$ 235.23	\$ 680.00	\$ 3,973.28
AVIS CAR RENTAL	\$ 1,008.46	\$ -	\$ -	\$ -	\$ -	\$ 1,008.46
COA - AVIS - BUDGET	\$ -	\$ -	\$ -	\$ -	\$ 150.00	\$ 150.00
CHECKINTIME	\$ -	\$ -	\$ -	\$ 26.82	\$ 637.92	\$ 664.74
JOHN LEMMON	\$ 192.99	\$ -	\$ -	\$ -	\$ -	\$ 192.99
PAUL ANDERSON	\$ 283.40	\$ -	\$ -	\$ -	\$ -	\$ 283.40
GRAND TOTALS:	\$ 7,861.80	\$ 3,266.67	\$ 2,314.00	\$ 1,625.75	\$ 2,943.32	\$ 18,011.54

A non-profit organization



Email: J-Dart@summitwp.com

Date: October 6, 2017

From: Jackson County Disaster Response Team (J-Dart)

To: Kent Maurer, Manager, Jackson County Airport, Reynolds Field

Re: 3606 Wildwood Ave.

J-Dart is requesting consideration to allow our organization to use a portion of the building located on Wildwood Avenue occupied by Jackson Community Ambulance for housing our unit and operation supplies. Currently, the unit is housed at the Spring Arbor Township Fire Station. However, the location presents some issues and the space is needed by the fire department. J-Dart is willing to work with airport administration to craft an agreement that would protect both parties. Any building modification needed to accommodate our unit would be at J-Dart expense. J-Dart would also need to reach an agreement with Jackson Community Ambulance in a cost sharing agreement for utilities and use of the bathroom located in the ambulance bay.

The biggest challenge J-Dart faces is housing the unit. At this time, the unit is housed at the Spring Arbor Fire Department station, making response time to emergency events greater than the one hour goal established by the membership of the organization. Three other sites are being looked into that would be rent free, two of which would require some building modifications. The first is the former North Leoni Fire Station. This facility would require the greatest investment, but offer the most room. The second option is the Dettman Road Fire Station, which is also occupied by Jackson Community Ambulance, leaving very little extra space for supplies and work area. The third is the Jackson County Airport. This building is also occupied by Jackson Community Ambulance, and would require a minimal investment

The following is a brief description of our organization and mission.

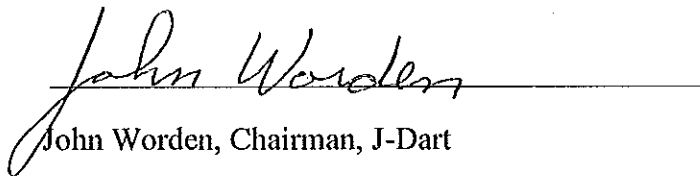
Everyday emergency responders put their lives at risk. Although many programs are formed and often operated by fire departments, services typically extend to all emergency responders, including EMS, police, sheriff, other law enforcement departments and including utility and other support services at the scene of a disaster.

The program is to offset factors that can cause physical and mental demands that when combined with extreme conditions in emergency incidents can have an adverse impact on the safety and health of first responders. Also the program will provide immediate assistance to the victims and their pets of an incident.

The following are some of the emergency and public events responded to by J-Dart.

J-Dart has responded to five major incidents since response operation began on February 1, 2017. The most significant event was during the wind storm of March 8, 2017 and two major fires in Parma and the City of Jackson where the temperature was above 90 degrees. Also, participation in nine public and fund raising events with the J-Dart unit have been completed, such as the annual antique fire apparatus event at the American One Center and the 30<sup>th</sup> annual Jackson Area Firefighters golf outing. J-Dart also participated in the annual Jackson County Fire Chiefs training and planning held at Baker College. Additional events that offered high visibility were the Rose, Hanover, Parma, Spring Arbor parades and the Tunnel to Towers at the Cascades Park that had participants from all over the region participating to raise funds for First Responders disabled in the September 11, 2001 terrorist attack in New York City.

Our website at [www.j-dart.org](http://www.j-dart.org) offers additional information about our organization.

A handwritten signature in cursive script that reads "John Worden". The signature is written in black ink and is positioned above a solid horizontal line. The line extends to the right of the signature.

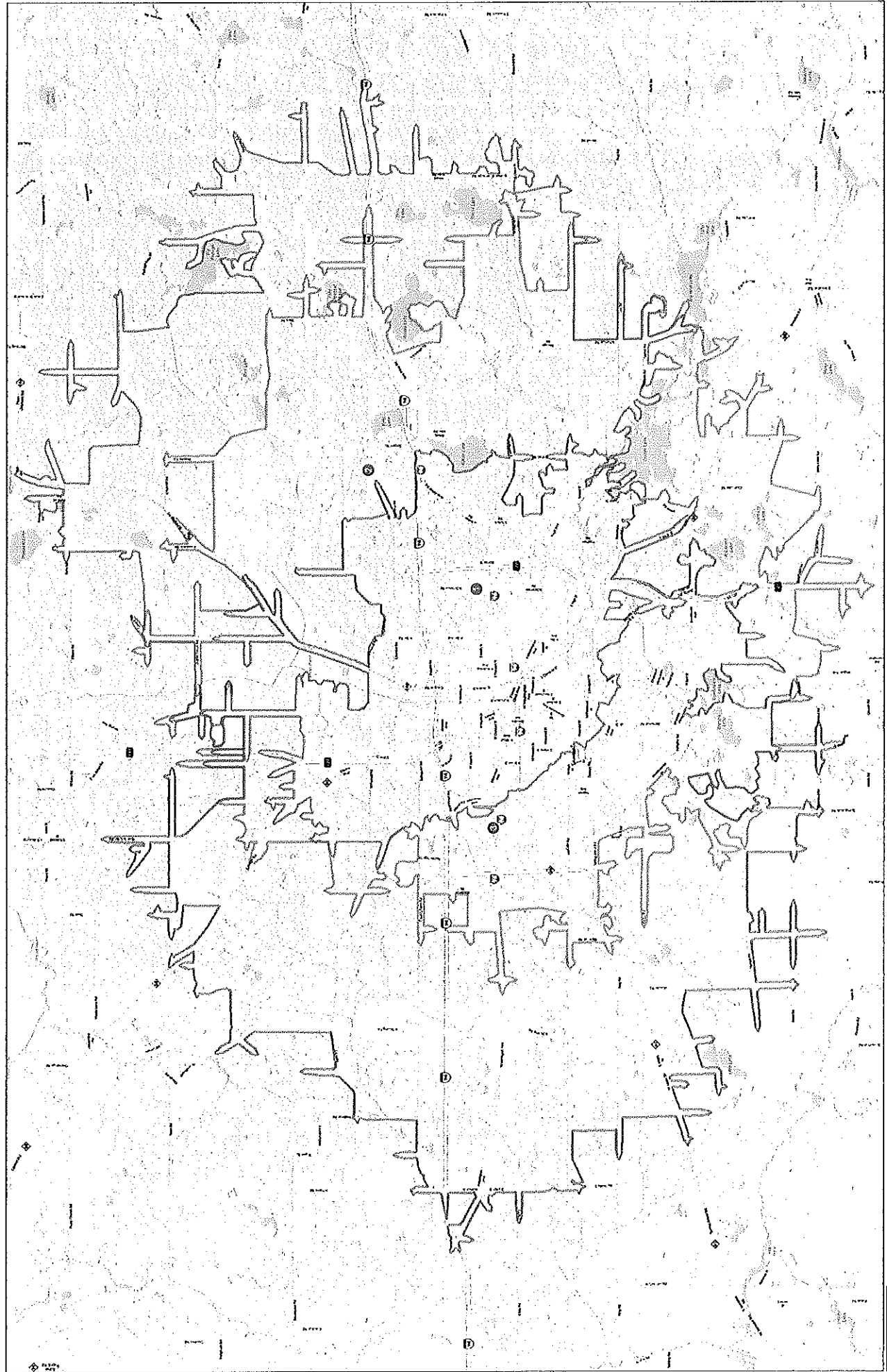
John Worden, Chairman, J-Dart





# EMERGENCY SERVICE RESPONSE RANGE

Within 15 Minutes at 35 Mph

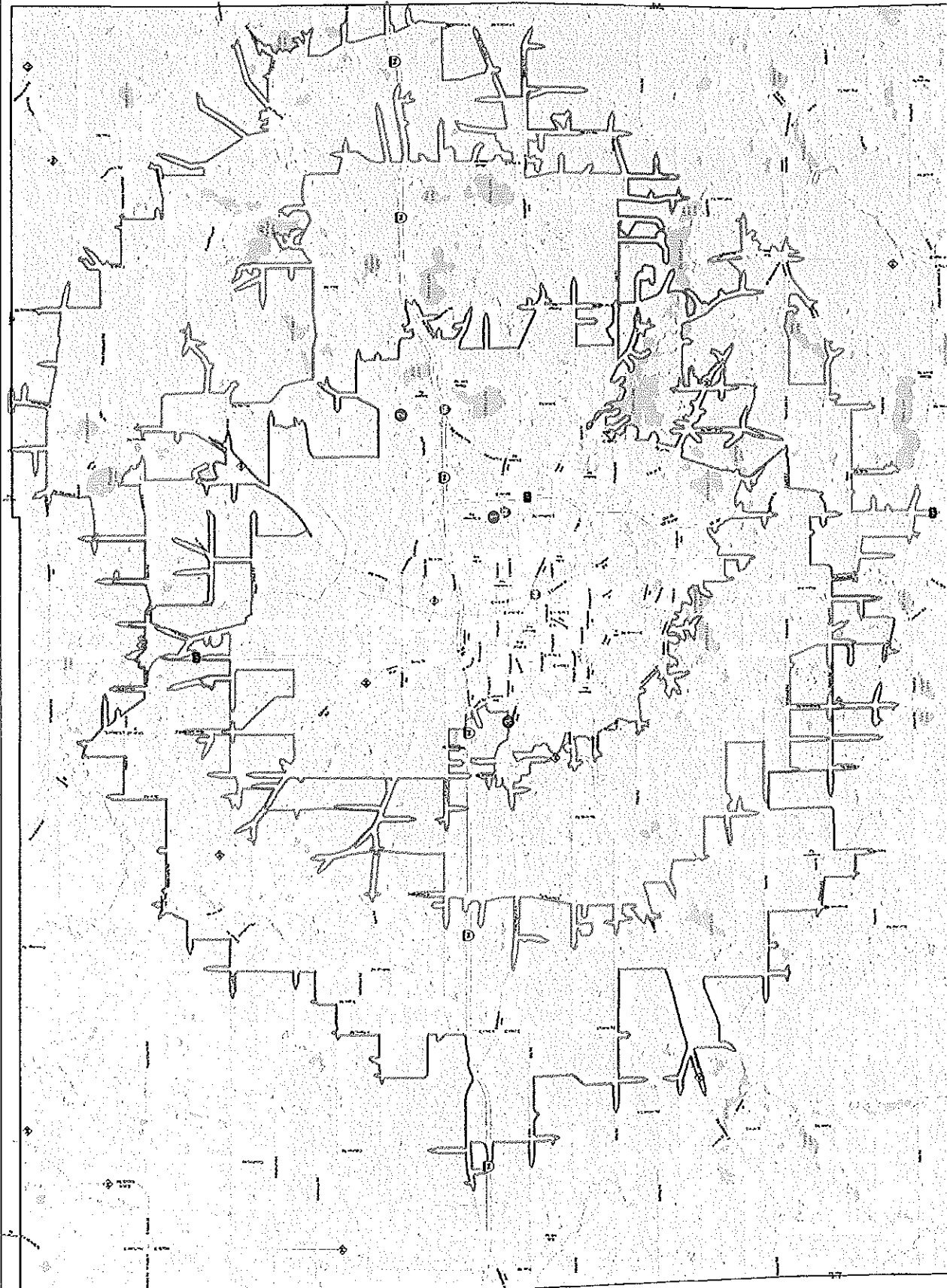


**Legend**

- Station 100 Station
- 15 Minute Response Range
- 10 Minute Response Range
- 5 Minute Response Range

# EMERGENCY SERVICE RESPONSE RANGE

Within 15 Minutes at 45 Mph



**Legend**

[Symbol]	1 - District 10
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[Symbol]	91 - District 100



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

SEP 12 2016

Date:

JACKSON COUNTY DISASTER ASSISTANCE  
RESPONSE TEAM  
2121 FERGUSON RD  
JACKSON, MI 49203-0000

Employer Identification Number:  
81-2997991  
DLN:  
26053651001276  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 18, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

**JACKSON COUNTY  
AIRPORT USAGE AGREEMENT**

**THIS AGREEMENT**, entered into this 4<sup>th</sup> Day of October, 2017, by and between the **JACKSON COUNTY AIRPORT BOARD** and **Mr. Perry Watkins**

**WITNESSETH:**

**WHEREAS**, **Perry Watkins** desires to temporally use certain premises at the JACKSON COUNTY AIRPORT for the purposes of **Seasonal Trapping** and the Airport Board is willing to permit such premises to be used for this purpose

**NOW, THEREFORE**, The Airport Board agrees to permit use of:

1. **PREMISES:** Jackson County Airport land as designated by the Airport Manager.
2. **TERM:** October 15, 2017 to October 14, 2018.
3. **FEE:** As consideration for the interest granted herein and for authorization of the operations and permitted uses herein, Charges and fees as set forth a **\$1.00** usage fee shall be paid prior to the effective date of this agreement.
4. **PURPOSE:** The premises shall be used by **Mr. Perry Watkins** for the following purposes only, and for no other purpose whatsoever: **Trapping various species of wildlife in accordance with personally held licenses and permits and in accordance with Local, State and Federal regulations.** No portion of the described premises shall be used for a purpose which may interfere with the proper use of the Airport by others or which violates written rules, regulations and policies of the Airport or other competent authority or agency.
5. **DEFAULT:** Upon any breach of any of the terms and conditions herein, this agreement shall be deemed forfeited By the Airport.

6. **RENEWAL:** Yearly renewal based upon the request of Mr. Perry and approval of the Airport Manager.
7. **CANCELATION:** This agreement may be canceled by either party to this agreement upon a 30-day written notice to the other party.
8. **CONDITIONS OF USE: Perry Watkins agrees that:**
  - A. no signs or advertising matter shall be painted, posted or displayed upon any portion of the leased premises without prior consent of the **Airport Manager;**
  - B. they shall not engage in any unlawful use of the leased premises, nor permit any such unlawful use thereof;
  - C. trapping activity shall be conducted in an orderly and proper manner and so as not to annoy, disturb or be offensive to others at the JACKSON COUNTY AIRPORT;
  - D. all rules and regulations of the State Fire Marshall shall be complied with;
  - E. reasonable security measures to ensure a calm and orderly event;

9. **INDEMNIFICATION**

Hereby expressly remise, release and forever discharge the County of Jackson and the Jackson County Airport, its agents, officers and employees, either severally or jointly, with any other person, from all claims, demands, damages, costs, loss of service, expenses and compensation on account of or in any way growing out of any and all known or unknown personal injuries and property damages which may result from any accident or acts of omission of the County of Jackson or the Jackson County Airport, its agents, officers or employees, while holding this special event at the Jackson County Airport.

This Agreement shall be deemed to have been made in, and shall be construed in accordance with, the laws of the State of Michigan.

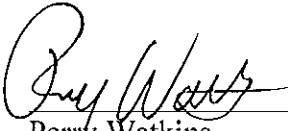
**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be signed as  
of the 18<sup>th</sup> Day of October.

IN THE PRESENCE OF:

JACKSON CO.AIRPORT BOARD

By: \_\_\_\_\_  
It's Chairman

By: \_\_\_\_\_  
It's Secretary

 \_\_\_\_\_  
Perry Watkins Date: 10/4/17

\_\_\_\_\_  
Witness to Signature Date:

**JACKSON COUNTY  
AIRPORT  
REYNOLDS FIELD**

**3606 Wildwood Avenue  
Jackson, Michigan 49202**

***AIRPORT BOARD  
POLICIES***

**ESTABLISHED BY  
THE JACKSON COUNTY AIRPORT BOARD**

**ADOPTED: June 17, 2015  
December 20, 2017**

## **Airport Board Policies**

**Mission Statement:** Providing an exceptional airport with supporting infrastructure for our aviation and community partners.

**Motto:** Flying Jackson Forward

**Vision Statement:** Jackson County Airport – Reynolds Field is a full service airport that encourages people to travel and conduct business here.

### **I. Airport Board:**

**A. Meetings:** Airport Board meetings are open to the public and shall be held at a time and place to be determined by the Airport Board and with appropriate public announcements. The Airport Board agenda will generally be submitted to the Airport Board members at least four business days prior to the scheduled meeting to permit adequate time for review. The public will have an opportunity to speak at the beginning and end of each Board meeting for three and five minutes respectively.

**B. Rules and Regulations:** The Airport Board will establish “rules and regulations” to govern conduct of airport users, tenants and members of the public with the express purpose of creating an environment that is conducive to the safe, efficient and equitable day-to-day operation of the Airport. The Rules and Regulations will be in agreement with all applicable Federal, State and Local codes, laws and ordinances. The Rules and Regulations will be periodically reviewed by the Advisory Council with any suggested modifications presented to the Airport Board for final approval. The Rules and Regulations will be approved in such a manner as to carry the weight of a civil infraction for violations thereof as determined by the Airport Board.

**C. Minimum Standards:** The Airport Board will establish “minimum standards” for individuals and/or companies who provide commercial aeronautical services at the Jackson County Airport. These minimum standards are intended to provide balanced, fair and consistent standards for all aeronautical services. The “minimum standards” will be periodically reviewed by the Advisory Council with any suggested modifications presented to the Airport Board for final approval. The Minimum Standards will be approved in such a manner as to carry the weight of a civil infraction for violations thereof as determined by the Airport Board.

**D. Fees:** The Airport Board will determine and establish a schedule of rates and fees. Fees may include, but are not limited to: Airport zoning permits, fuel flowage fees (in compliance with the Michigan Aeronautics Code), sign maintenance fees, annual operating agreement, landing fees, ground lease and rental fees.



**E. Operating Agreements:** The Airport Board requires a valid “operating agreement” for any commercial activity or business that offers services to the public at the Jackson County Airport. The commercial operator shall abide by applicable Minimum Standards, Rules and Regulations and policies and procedures.

## **II. Advisory Council**

An Advisory Council shall be established to research and give feedback on airport matters. Advisory Council members are appointed and operate at the direction of the Airport Board and under the Advisory Council Charter guidelines. The Charter may be modified by the Board.

## **III. Airport Manager**

The Airport Manager is to manage all day-to-day operations of the Airport including: developing procedures; administering work rules; employee training and discipline; business management; and, ensuring compliance with applicable Federal Aviation Administration and Bureau of Aeronautics rules and standards. The Airport Manager will consult with the County Administrator on an as-needed basis, or as otherwise directed by the Airport Board, on matters of budget, personnel administration, and other administrative matters.

## **IV. Airport Security:**

The Airport Manager will create and enforce an airport security and safety plan. It is the responsibility of all airport users, tenants and members of the public to assist in making the Airport secure and safe and to comply with the requirements of the safety and security plan.

## **V. Airport Board Award and Recognition Policy**

The Jackson County Airport Board strives to recognize those organizations, groups or individuals who have made contributions or given of their time to improve Jackson County Airport – Reynolds Field by official recognition of those contributions. Recognition can be in the form of a letter, plaque, resolution or official award statement. Official award statements are outlined below:

### **A. Jackson County Airport Letter of Appreciation**

This award is presented by the Jackson County Airport Manager or Airport Board to an individual, group or organization making any contribution to the success of Jackson County Airport– Reynolds Field. This letter will be copied to the Airport Board for their information.

## **B. Reynolds Field Corporate Citizen of the Year Award**

This award is presented by the Jackson County Airport Board to a corporation that has demonstrated outstanding support to the success of Jackson County – Reynolds Field. The award is open to any corporation or non-profit organization that demonstrates outstanding corporate citizenship, expertise or other contributions that enhance the mission of Jackson County Reynolds Field.

This award will be presented by the Airport Board in the form of a plaque at the annual awards meeting in December.

## **C. Jackson County Airport Service Award**

This award is presented by the Jackson County Airport Board to an individual, group or organization making any noteworthy contribution to the success of Jackson County Airport – Reynolds Field. This award may be presented in the form of an official plaque or some other memento. Award nominations can be submitted to the Airport Board through the Airport Manager for Board action. Recipients will be invited to an Airport Board meeting to receive the award.

## **D. Reynolds Field Contributor Award**

The award is presented by the Jackson County Airport Board to an individual, group or organization making a significant contribution to the success of the Jackson County Airport – Reynolds Field. The award will normally be presented at the December Airport Board meeting (if possible) in the form of a proclamation, individual plaque and addition of the recipient's name on the permanent plaque that is on display in the Terminal Building.

This award is open to volunteers, benefactors, past employees, Airport Board members, Airport Advisory Council members, civic groups, businesses, members of the public or other individuals. The award will be publicized on the airport web site and newsletter with an invitation for award nominations. The Airport Board shall create a standing committee to review nominations and make a recommendation to the Airport Board.

## **E. Reynolds Field Outstanding Service Award Selection Criteria**

1. "Significant contribution" means contributions of time or resources that have a marked impact on the success of the airport.
2. "Success" means that the mission of the airport is directly enhanced because of the contribution of time or resources made by the nominee.

3. Current Airport employees are eligible for this award and past employees if their separation was in good standing.
4. Airport Businesses are eligible for this award if their contributions to the airport are deemed to be above and beyond achievement of normal business goals and objectives.
5. Airport Board/Advisory Council members are eligible for this award as their respective term is completed.

**F. Outstanding Service Award Committee Make Up is:**

Two Airport Board members  
Airport Manager  
Two Airport Advisory Council members  
(Award nominator may be invited to present their rationale for the nominee)

**G. Recognition for Outstanding Service Award is:**

Proclamation of the Airport Board  
Individual engraved plaque  
Name added to permanent award plaque and displayed in the Airport Terminal Building lobby  
A press release may be generated by the Airport Manager

**VI. Airport Zoning Ordinance**

The Airport will maintain an active zoning ordinance under the direction of the Joint Airport Zoning Board and the Airport Zoning Board of Appeals. The Airport Manager will serve as the Zoning Administrator.

**VII. Equal Protection/Non-Exclusionary**

The Jackson County Airport and its tenants shall furnish service in a fair, equal and non-discriminatory basis to all individuals and to charge fair, reasonable and non-discriminatory prices for each unit or service; and shall ensure that no person on the grounds of any State or Federally protected status shall be excluded from the participation in, denied the benefits of, or otherwise be subjected to discrimination in the use of Airport facilities, Airport services or services and facilities controlled by lessees and their agents. To do so will jeopardize privileges to conduct business at the Jackson County Airport.

Assurance against Exclusive Rights: The Jackson County Airport will not grant an exclusive right to a single aeronautical operator for the provision of aeronautical services to the exclusion of others unless it is an exception permitted by the Federal Aviation Administration e.g. aeronautical activities conducted by the Airport.

## **VIII. Signs**

No signs will be placed on Airport property or on buildings located on Airport property without permission of the Airport Board and in accordance with Airport Rules and Regulations and Blackman Township Ordinances. Persons wishing to do so must submit a written request for sign placement to the Airport Manager and include a representation (sketch, photograph, etc.) of the sign, applicable building permits and the requested location for the sign. The tenant will bear any costs for sign purchase and installation. Businesses displayed on the Airport's entrance sign are subject to an annual maintenance fee payable to the Airport.

## **IX. Insurance Requirements**

**A. County Owned Hangars:** Persons who rent a County-owned hangar or hangar bay for private storage of aircraft are not required to maintain liability insurance coverage. Rental agreements and/or leases for a County-owned hangar or bay for private storage of aircraft will include language that the County of Jackson will not be responsible for the contents of the hangar. The person will be required to sign, as a condition of rental, a waiver that indemnifies the County of Jackson and the Jackson County Airport from any and all liability in the event of a loss or injury.

**B. Private hangars:** on leased Airport property for private storage of aircraft are not required to maintain liability, building or contents insurance on that premise.

## **X. New Hangar Construction**

Any new hangar-construction must have prior Airport Board approval and must meet all applicable Township, State and Federal building requirements. New hangars can be of steel, wood, block or pole barn type construction so long as it meets the building code and airport building requirements. Multiple bay hangars must be a nested T-hangar configuration and be able to accommodate most single-engine and light-twin aircraft. Applications for new hangar construction must include:

- A. the intended use of the facility
- B. all construction plans and specifications
- C. and an FAA airspace approval form 7460-1

The following factors into consideration for new hangar construction:

- A. Is the proposed construction consistent with the current Airport Layout and Business Plans?
- B. Does the proposed construction best utilize Airport land?
- C. Does the proposed construction meet Federal, State and local airport building codes?

- D. Does the proposed construction have adequate parking, exterior lighting, drainage, utilities and ramp area?
- E. Will the Airport budget support the Airport's share of infrastructure costs?

## **XI. Rental of County-Owned Hangars**

County-owned hangars will be rented on a first-come-first-serve basis. Persons who desire a hangar will be placed on a waiting list. Applicants will have 14 calendar days after notification of the availability of hangar space to agree to the standard rental agreement, after which the next person on the waiting list will be offered the option to rent the hangar.

## **XII. Leases**

Leases are required for any building or structure located on Airport property.

**A. The Experimental Aircraft Association** ground lease is 40% of the standard rate in exchange for periodic use of the Experimental Aircraft Association hangar meeting facility by the Airport.

**B. Short-term Leases:** Airport short-term lease agreements are required under the following conditions: when the proposed "use" of airport facilities or grounds would be outside of the normal functions of an airport; when the proposed "use" of the airport extends beyond grounds or facilities currently under lease; or when the proposed "use" of the airport facility or grounds is beyond the terms and conditions of the existing airport lease or operating agreement.

**C. Self-Fueling:** The self-fueling of aircraft by the aircraft owner is a permitted activity if performed within the rules and regulations for that activity as promulgated by the Airport and in accordance with State and Federal regulations. The installation of private aircraft fuel tanks on airport property is prohibited unless in accordance with a commercial FBO business covered by an airport operating agreement. The existing tank located at the Jackson College Flight Center is grandfathered until and unless that tank's ownership changes.

## **XIII. Wildlife Management**

The Airport Manager will maintain an active wildlife management program to enhance airport safety. The appropriate permits and documentation will be maintained by the Airport Manager. Airport employees are permitted to hunt and trap on Airport property in accordance with applicable hunting laws and wildlife management permits. The Airport Manager may permit individuals other than employees to hunt or trap on Airport property if those persons agree and sign applicable agreements and or waivers as required.

#### **XIV. Modification of Policies**

The Airport Board strives to administer these policies in a fair and equitable manner and may modify said policies when and if it is determined by the Board to be in the best interests of the Public to do so.

###

DRAFT



# Jackson County Airport – Reynolds Field

## *Flying Jackson Forward!*

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Kent L. Maurer, Airport Manager

**TO:** Jackson County Airport Board Members

**FROM:** Kent Maurer, Airport Manager

**SUBJECT:** Runway Dedication Event

**DATE:** September 28, 2017

**Motion Requested: Approve the date, time and location for a Runway dedication event.**

- I. **Background:** I am proposing that the Runway 7-25 Dedication event be held on Friday, April 27, 2018 at 10:00 a.m. The event would be held in the Richmond Brothers hangar.
- II. **Current Situation:** I am requesting approval of the time, date and location with many details to follow. Richmond Brothers as agreed to use their hangar for this event.
- III. **Analysis**
  - A. **Strategic** – This project warrants a celebration.
  - B. **Financial** – Expenses would be covered out of the approved budget for the airport.
  - C. **Policy/Legal** – The Airport Board has authority to approve this event.
  - D. **Timing** – It's not too soon to start planning.
  - E. **Service Level Impact** – NA
- IV. **Alternative** – None were considered.
- V. **Recommendation: Approve the requested motion.**

**Attachments:**



# Jackson County Airport – Reynolds Field

## *Flying Jackson Forward!*

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Kent L. Maurer, Airport Manager

**TO:** Jackson County Airport Board Members

**FROM:** Kent Maurer, Airport Manager

**SUBJECT:** Airport Board Awards Committee Appointments

**DATE:** September 22, 2017

**Action Requested: Appoint awards committee comprised of two Airport Board members and two Advisory Council Members (plus Airport Manager) with a meeting anticipated to be held in late October to consider the 2017 awards.**

- I. **Background:** It is time again to select and seat this committee to consider 2017 Airport Board awards and recognition.
- II. **Current Situation:** I recommend that Amy Torres and Alan McCardell be appointed as Advisory Council representatives to the Awards Board for 2017.
- III. **Analysis**
  - A. **Strategic** – The Airport has received the highest priority within the Board of Commissioners Strategic Plan in the Economic Development strategy.
  - B. **Financial** – There is no financial impact other than the cost of the awards.
  - C. **Policy/Legal** – It is the policy of the Airport Board to conduct the awards recognition process.
  - D. **Timing** – We anticipate meeting in late October to make recommendations for the 2017 awards.
- IV. **Alternative** – None were considered.
- V. **Recommendation:** Amy Torres and Alan McCardell expressed an interest in serving on this board.

**Attachments:** None





# Jackson County Airport – Reynolds Field

## *Flying Jackson Forward!*

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Kent L. Maurer, Airport Manager

**TO:** Jackson County Airport Board Members

**FROM:** Kent Maurer, Airport Manager

**SUBJECT:** Request for Advisory Council Appointment and reappoint certain members

**DATE:** September 27, 2017

### Action Requested:

- I. **Background:** The Advisory Council currently has 14 members comprised of a cross section of community, business and aviation representatives. This memo and attachment will detail the recommended appointments and reappointments to the Airport Advisory Council
- II. **Current Situation: Summary of changes: George Race has resigned due to personal reasons; Steve Wellman has asked to be replaced because of living out of state limiting his ability to actively participate; Ben Jordan has asked to be appointed; Dave Flynn is retiring and his replacement is Mike Witsaman. The current members asking to be reappointed are: Carl Boylan, Harold Burke, Mark Johnson and Alan McCardell. These changes are shown on the attachment.**
- III. **Analysis**
  - A. **Strategic** – This action is in keeping with our strategic plan.
  - B. **Financial** – **The impact of this proposal is neutral.**
  - C. **Policy/Legal** – **The Airport Board has authority to make this appointment.**
  - D. **Timing** – Timing is not critical in this matter.
- IV. **Alternative** – The alternative would be to wait for a vacancy on the Advisory Council, but there is no set number of Advisory Council members in their charter.
- V. **Recommendation:**

**Attachments: List of current members and proposed appointments.**

Jackson County – Reynolds Field  
Airport Advisory Council Members

2017

NAME	REPRESENTING	TERM ENDS
James Aiello	Community Member	12/31/2019
Heath Beasley	Aviation business	12/31/2017
Carl Boylan	Pilot	12/31/2017
Harold Burke	Hangar owner/pilot	12/31/2017
Tom Cubberly	Pilot/community member	12/21/2019
David Flynn	Midwest Air Traffic Inc.	12/31/2017
Mark Johnson	Corporate pilot	12/31/2017
Jack Koch	Community member	12/31/2018
Alan McCardell	Pilot/community member	12/31/2017
George Race	Pilot/community member	12/31/2018
Robert W. Smith	Community member	12/31/2018
Amy Torres	Enterprise Group	12/31/2019
Steve Wellman	Pilot/Community member	12/31/2019
Chad Zeller	JC Flight School/Solo Aviation	12/31/2019

Jackson County – Reynolds Field  
Airport Advisory Council Members

2018 - 2020

NAME	REPRESENTING	TERM ENDS
James Aiello	Community Member	12/31/2019
Heath Beasley	Aviation business	12/31/2019
*Carl Boylan	Pilot	12/31/2020
*Harold Burke	Hangar owner/pilot	12/31/2020
Tom Cubberly	Pilot/community member	12/21/2019
*Mark Johnson	Corporate pilot	12/31/2020
Jack Koch	Community member	12/31/2018
*Alan McCardell	Pilot/community member	12/31/2020
Robert W. Smith	Community member	12/31/2018
Amy Torres	Enterprise Group	12/31/2019
Chad Zeller	JC Flight School/Solo Aviation	12/31/2019
**Mike Witsaman	Mid-West Air Traffic Control	12/31/2020
Ben Jordan	Skyway Aviation	12/31/2020

\*Current term ends in 2017

\*\*New Air Traffic Manager replacing David Flynn

\*\*\*New Member to replace Steve Wellman

SALES RECEIPT FOR THE SALE  
OF SOUTH EAST HANGER BAY  
IN HANGER 125 AT REYNOLDS FIELD  
IN JACKSON, MI. ON THE DATE  
OF 9/29/2017. ALL OUTSTANDING  
DEBT WILL BE PAID IN FULL  
BY THE SELLER AND THE HANGER  
IS SOLD AS IS. THE SELLING PRICE  
IS \$6000.00

SELLER *Charles Washburn*

BUYER *[Signature]*

	5000 00
LEASE	- 482.54
Hanger obligation	- 450
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	4067.46
	279.62
	<hr/>
	4347.08

*[Signature]*

**KURT RICHARD TODOROFF**

2507 CHATEAU DRIVE  
JACKSON, MICHIGAN 49201-9719  
517-962-0917 H 517-414-6255 M 517-787-4962 W  
KURT.R.TODOROFF@COMCAST.NET

September 19, 2017

Kent Lewis Maurer  
3606 Wildwood Avenue  
Jackson, Michigan 49202  
517-788-4225

Dear Kent,

I want to express my warm gratitude, to you, for the wonderful tour that you provided to my father, my girlfriend, and myself, today. The office summary, the control tower tour, and the tour of the field and its associated construction were well done. I have looked forward to this tour, for this entire year. My gratitude.

Best wishes, blue skies, and, good tailwinds, Kent.

Warm regards,

A handwritten signature in black ink, appearing to read "Kurt R. Todoroff". The signature is fluid and cursive, with the first name "Kurt" being the most prominent.

Kurt R. Todoroff

October 4, 2017

Record Automatic Doors, Inc.  
1300 Metro East Drive Suite 136  
Pleasant Hill, IA 50327

RE: Planned Maintenance Agreement JACKAI – Jackson County Airport

To Whom It May Concern,

Please consider this official notice of cancelation of the referenced maintenance agreement for (4) Horton Bi-part Slider Doors at the Terminal building, Jackson County – Reynolds Field in accordance with section 1. “This contract is subject to cancellation on thirty (sic) (90) days written notice by either party.”

The automatic doors have been rebuilt by another company and as such are on warranty. Also, there is no need to send out a new maintenance contract in 2018 as we will likely contract with the installation company in the future.

Sincerely,

Kent Maurer,  
Airport Manager

Cc: Jackson County Airport Board