

AIRPORT COMMISSION

Thomas Kendziora
Airport Administrator

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MEMBERS

Dawn Bales, Nancy Jenkins-Arno, Terry Collins
Second Floor, Old Court House
301 N. Main St,
Adrian, MI 49221

MEETING LOCATION
Commission Chambers

Minutes: Monday, April 1, 2024

I. Call to Order

The meeting was called to order at 09:00 AM by Commissioner Bales

Present: Commissioner Collins, Commissioner Jenkins-Arno, Commissioner Bales
Also Chairman Jim Van Doren, Administrator Kim Murphy, Marketing &
Present: Communications Coordinator Jen Ambrose, Administrative Coordinator
Carissa Zubke, Airport Manager Thomas Kendziora, Airport Account Clerk
Ashlyn Malak

II. Moment of Silence

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of Minutes: March 4, 2024

Motion by Commissioner Collins, Second by Commissioner Jenkins-Arno to approve the minutes of March 4, 2024. Motion carried.

V. Additional Business to be Added to the Agenda

VI. Report

A. Manager's Report

Airport Manager, Thomas Kendziora reviewed the Manager's report.

Equipment Maintenance: The New Holland tractor's clutch cable was fixed by airport staff, which saved the expense of a dealership mechanic. The grass roller had a small leak which was repaired and is ready for rolling season. The bat wing brush hog mower deck needed some general maintenance and is in good condition for the mowing season.

Ground Maintenance: Trash and debris has been picked up along fence lines and potholes around the airport have been filled. In April, the entire airport is expected to be rolled out,

including the grass runway for summer operations.

Building Repairs/Maintenance: One of the FBO security cameras had issues leading to its replacement with a 360-degree camera. With IT's assistance, there is now a full view of the entrance gate to the APRON and there are extra cameras to be placed elsewhere on airport property.

Maple Lane Cemetery: Maple Lane Cemetery is in good condition and accessible to the public.

Operations: Spring cleaning and inventory stock is taking place in all buildings to prepare the budget for the upcoming summer season.

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins to Accepting of Manager's Report. Motion carried.

B. Finance Report

The finance report was reviewed.

VII. Other Business

A. Mark Jeffery Hangar Proposal Update

Thomas spoke about the hangar proposal by Mark Jeffery, explaining that the Madison Township Zoning Board approved the building to be on the fence line of the Airport property. He mentioned that since two hangars already exist on the property line, the board had no questions or concerns. Mr. Jeffery will be moving forward with the building process in late spring.

VIII. Public Comment

IX. Adjournment

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins to adjourn the meeting at 9:11 am. Motion carried.