

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, June 3, 2024

I. Call to Order

The meeting was called to order at 09:00 AM by Commissioner Jenkins-Arno

Present: Commissioner Collins, Commissioner Jenkins-Arno

Also Chairman Jim Van Doren, Commissioner Kevin Martis, Administrator Kim

Present: Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jen Ambrose, Administrative Coordinator Carissa Zubke, Airport Manager Thomas Kendziora, Airport Account Clerk Ashlyn Malak, Finance Director Daniel Zimolzak

II. Moment of Silence

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of Minutes: April 1, 2024

Motion by Commissioner Collins, seconded by Commissioner Van Doren , to approve the minutes of April 1, 2024. Motion carried.

V. Additional Business to be Added to the Agenda

A. Presentation: Stephanie Ward - Airport Project (via zoom)

Mead & Hunt Aviation Department Manager Stephanie Ward presented an update in regard to the upcoming land acquisition project at Lenawee County Airport.

VI. Report

A. Manager's Report

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

Equipment Maintenance: Spring operations are now in full effect. All equipment has been serviced with preventative maintenance. The batwing mower deck has received several new

parts and is waiting for the final part to arrive before it can be back up and running. The Kabota zero turn received a new parking break safety switch and is now fully functional.

Ground Maintenance: Mowing has been continuous, occasionally twice a week during April and May. Weed control has taken place around the airport, as well as fence line clearing and small tree removal.

Building Repairs/Projects: Siding and sink plumbing repairs were needed in the East Maintenance building. Tenants have informed staff of hangar cables in need of servicing. The yearly spring hangar inspection will take place once there is a break in ground maintenance.

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

Adrian Soaring Club: Adrian Soaring Club is doing well and has started summer operations. They are excited to be flying twice a week and giving glider rides to the public community.

Airport Operations: The recent job posting brought a new employee that has good experience and is acclimating well. Now that the airport is fully staffed, more projects are being planned for the summer months. Two new tenants were brought on-field as well. One from the hangar list, and one who will be taking over the farming operations on-field. The new farming company is familiar with the field, and it's safety requirements which make them a pleasure to work with.

Mark Jeffer Hangar: All forms have been filed with the FAA and Mark is eager to get started. The site is prepped and ready for construction once the final determination is received.

B. Finance Report

The finance report was reviewed.

VII. Public Comment

VIII. Adjournment

Motion by Commissioner Collins, Second by Commissioner Van Doren to adjourn the meeting at 09:40 AM. Motion Carried.