

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, August 5, 2024

I. Call to Order

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

Present: Commissioner Bales, 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, Carintha Sparow, Jennifer Marlatt, William Gira,
Stephanie Ward, Art Cantu.

II. Moment of Silence

III. Pledge of Allegiance

IV. Approval of Minutes

A. Approval of Minutes: June 3, 2024

Motion by Commissioner Jenkins-Arno, seconded by Commissioner Collins, to approve the minutes of June 3, 2024. Motion carried.

V. Additional Business to be Added to the Agenda

A. Airport Land Acquisition- Stephanie Ward

Stephanie Ward of Mead and Hunt presented to the commission with a summary of Phase One of the land acquisition project being proposed for Lenawee County Airport. The presentation included a summary of the cost and a general description of the project. Commissioner Jenkins-Arno asked how many phases the whole project would have and how many parcels of land were in each phase. Stephanie Ward explained that there is hope of no more than three phases with an estimated parcel number of around 30.

VI. Manager's Report

A. Manager's Report

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

Equipment Maintenance: The New Holland Tractor received a new reverse clutch at Burnips dealership. The cost for repairs is being requested by the commission to come from the budget. The Bad Boy zero turn needed a new hydro motor and axle with repairs completed with in-stock parts. The Land Pride mower deck received new blades and spindles. The weed sprayer pump malfunctioned and was replaced with a new one. The bating drive shaft broke and is waiting for replacement parts.

Self Serve Station: The 100 LL gas pump was continuing to run after a transaction had already closed. A local company was able to help replace a reset switch though the issue continued. It was discovered that a solid-state relay in QTPod was burnt out and in need of replacement, causing the switch to continue to fail. The part was ordered and is waiting for installation to determine if the problem is resolved.

Ground Maintenance: Airport mowing, weed control, and spraying is completed with the grounds in great condition for the summer.

Building Repair/Maintenance: The intense heat wave in July caused the East Maintenance building A/C to go out. Adrian Mechanical determined it would cost more to fix than replace, so they helped install an existing unit from the airport inventory. The FBO furnace blower also went out, which was repaired by Adrian Mechanical.

Airport Operations: Mark Jeffery's hangar build is coming along quite well. Construction is nearly complete with finishing touches being done. The MIS races are August 18th with ramp space reservations already being made. FBO and fueling services are being prepared and staff are being notified of the weekend work schedule. Crop dusting operations started in late July with large fuel purchases.

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins to Accept the Managers Report. Motion carried.

VII. Finance Reports

A. Finance Report

The finance report was reviewed

VIII. Other Business

A. September meeting

The September meeting previously scheduled for Monday, September 2nd has been tentatively rescheduled for Monday, September 9th.

B. REQUEST: Land Acquisition Contract

Motion by Commissioner Collins, Second by Commissioner Bales to recommend the approval of the Land Acquisition Contract to the Board of Commissioners. 1 Nay (Jenkins-Arno). Motion Carried

C. REQUEST: Equipment Repair Cost Approval

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins to approve equipment repair costs. Motion Carried

IX. Public Comment

William Gira expressed concern about vehicles on airport property that are in violation of Madison Township Ordinances.

Art Cantu expressed concern about the Land Acquisition Project, and it's impact on the trees located on his property. He asked to see a full project layout for clarification.

Carinthia Sprow questioned the necessity of the tree removal. Carinthia also raised concerns regarding the trees' environmental impact and questioned how a tree was chosen to be removed.

X. Adjournment

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins to adjourn the meeting at 09:37 AM. Motion Passed.