

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, October 7, 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, Deputy Administrator
Present: 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: September 9, 2024

Motion by Commissioner Jenkins-Arno, seconded by Commissioner Collins, to approve the minutes of September 9, 2024. Motion carried.

V. Additional Business to be Added to the Agenda

VI. Manager's Report

A. Manager's Report

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

Equipment Maintenance: The dump truck experienced a hydraulic leak in the bed which was repaired in-house. The dump bed also received a fresh coat of paint. The small scissor lift received new batteries after having issues holding a charge. The pickup truck also experienced issues with the transmission, which was fixed by Cliff Buick GMC. Lastly, the QTpod self-serve station received was fixed with all new internal parts and is fully functional. The gallon dial on the pump itself is sticking but is waiting for a replacement part.

Grounds Maintenance: Both the tetrahedron and FBO parking lot lines received new coats on paint. The taxiway and runway signs are also fading and have weather cracks. Some were replaced and some are waiting on shipment.

Building Repairs/Projects: Hangar maintenance took place on cables and door seals.

Airport Operations: The ASOS weather frequency unexpectedly changed, causing a rush to inform the necessary people at the FAA and MDOT Office of Aeronautics to update charts, approach plates, and directories. Crop dusting took place with little to no complaints from tenants but a few minor complaints from the local public which were directed towards the FAA. The amateur radio club had its yearly convention which went smoothly and brought a large crowd.

2025 MAP SBGP Meeting: The annual MAP meeting and general topics SBGP meeting took place with the main focus for Lenawee being the upcoming tree project. MDOT was pleased to hear that a financial plan is in place and provided expertise on how to help the process move more smoothly. Procurement selections are needed in the upcoming weeks in order to apply for grants as well.

Motion by Commissioner Collins, Second by Commissioner Jenkins-Arno Collins, to accept the Manager's Report and be filed. Motion Carried

VII. Finance Reports

A. Finance Report

The finance report was reviewed

VIII. Public Comment

No public comment was received.

IX. Adjournment

Motion by Commissioner Collins, Second by Commissioner Jenkins-Arno, to adjourn the meeting at 09:17 AM. Motion Passed.