

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, December 2, 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,
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: October 7, 2024

Motion by Commissioner Collins, seconded by Commissioner Jenkins-Arno, to approve the minutes of the October 7, 2024 meeting. 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 mowing season was completed in November. One Zero turn required a new alternator and starter, and the Land Pride mower deck required a new spindle and deck belt. Both repairs were made by airport staff. All summer equipment has been winterized and stored; winter equipment has been prepared and brought out. The Qt pod self-serve station was in need of a new card reader after it got jammed with card stickers. It was replaced free of charge due to the part being under warranty. Finally, the generators on the field are waiting for their appointment to be tested in preparation of any large power outages in the future.

Grounds Maintenance: In the last few days of fall, all fence lines were cleared and rock around the self-serve terminal has been replaced.

Building Repairs/Projects: The north maintenance shop has been repainted inside and has had its yearly cleaning

Airport Operations: The airport has two large binders of material safety data sheets which get updated regularly. Stock was taken of any materials not in the sheets and the airport clerk is working on finding them. Operation Good Cheer is scheduled for December 7th pending weather. We have not been able to host them in a few years but remain hopeful every year. Finally, the updated airport layout plan has been sent to us following out SBGP meeting.

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

VII. Finance Reports

A. Finance Report

The finance report was reviewed.

VIII. Other Business

A. Request: Procurement Selection

Airport Manager Thomas recommended to the Airport Committee that Mead & Hunt be approved as the consultant selection to be voted on at the following Board of Commissioner's meeting

Motion by Commissioner Jenkins-Arno, Second by Commissioner Collins, to Recommend Mead & Hunt as the consultant selection to be voted on by the Board of Commissioners. Motion Carried

B. Economic Benefits Report

Airport Manager Thomas presented an Economics Benefit Analysis provided by the MDOT Office of Aeronautics summarizing the economic impact of Lenawee County Airport. The study highlights the number of jobs created and the financial impact of the airport from 2022-2023.

Commissioner Collins questioned if the figure of \$12,257,019 was the overall impact. Thomas explained that this was his understanding of the assessment and was seeking more clarification on certain aspects from MDOT.

Commissioners Jenkins-Arno and Collins expressed that the survey should be published to show the local community the impact of the airport.

C. Tree Update

Airport Manager Thomas provided an update on the Land Acquisition project currently taking place at the airport. Property owner meetings, boundary surveys, and land appraisals are all taking place at this time. A grant fund titled BIL was expected to be used on this project. However, it had a previous due date of May 2025 but was moved to February 2025. Thomas explained that he has prepared a back-up plan to use the grant funding on airport improvement projects if the deadline interferes with the acquisition project timelines.

Administrator Kim Murphy clarified that Staphanie Ward of Mead & Hunt is working on obtaining appraisals of land with and without trees. Once these are obtained, an offer will be made to the property owners and an agreement will be made. This is likely to take the majority of January, which puts the timeline very close to the BIL grant deadline.

Commissioner Van Doren added that while the acquisition easements are being discussed, it may be beneficial to mention to Stephanie Ward the windmill project being proposed south of the airport.

IX. Adjournment

Motion by Commissioner Collins, Second by Commissioner Jenkins-Arno, to Adjourn the meeting at 9:23am.