

AIRPORT COMMISSION

Thomas Kendziora
Airport Administrator

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MEMBERS

Beth Blanco, Ralph Tillotson, Terry Collins
Second Floor, Old Court House
301 N. Main St,
Adrian, MI 49221

MEETING LOCATION
Commission Chambers

Minutes: Monday, February 3, 2025

I. Call to Order

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

Present: Commissioner Collins, Commissioner Blanco
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, Mead & Hunt Civil
Engineer Jared Kowalewsky

II. Election of Officers

Motion by Commissioner Van Doren, Second by Commissioner Collins, to appoint Commissioner Terry Collins as the Airport Committee Chairperson. Motion carried.

III. Moment of Silence

IV. Pledge of Allegiance

V. Approval of Minutes

A. Approval of Minutes: December 2, 2024

Motion by Commissioner Van Doren, Second by Commissioner Collins, to approve the minutes of the December 2, 2024 Meeting. Motion carried.

VI. Additional Business to be Added to the Agenda

VII. REIL Replacement Presentation

A. REILS Project Design Phase

Jared Kowalewsky of Mead & Hunt presented the board with an overview of the REIL project currently being proposed as an eligible use of the BIL grant awarded to Lenawee County Airport. He explained that the current design phase of the project needs approval in order to move forward with funding. The Airport is seeking \$19,000 for this phase and will need an

estimated \$90,000 for the construction phase in the future.

Motion by Commissioner Van Doren, Second by Commissioner Collins, to recommend the REIL Design Phase Fee/Proposal to Personnel Ways & Means. Motion carried.

VIII. Manager's Report

A. Manager's Report

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

Equipment Maintenance: The New Holland tractor plow experienced wiring issues during the first snow plow and was repaired by Cobra Trucking. The GMC pickup truck began having transmission issues and is waiting for diagnostics from the local dealership. Yearly Aviation filter changes have started and will be completed in the following week.

Grounds Maintenance: The two major snowfalls of the year provided an opportunity to train two new employees. Both sessions ran smoothly and were finished in a timely manner.

Building Repairs/Projects: Indoor projects have been prioritized due to decreasing temperatures. The FBO, Flight School, and Maintenance shop have had their fluorescent lights replaced with LEDs. A massive rebate from an LED light provider allowed for a cost-efficient project. Exit signs were also replaced to maintain safety standards. The East maintenance hangar experienced heater issues. One was repaired by staff and the other is waiting for parts. The Corporate office heater was also having issues igniting and was repaired by Adrian Mechanical. Two hangar roofs on the field are leaking and while one was an easy fix, the other must wait for warmer weather to climb the buildings. Light switches and electrical issues were addressed as well.

Airport Operations: Operation Good Cheer was not able to utilize the field due to weather conditions. The AWOS weather reporting system experienced an outage when calling by phone and was repaired by Frontier as quickly as possible.

IX. Finance Reports

A. Finance Report

The finance report was reviewed.

X. Other Business

A. Committee Member Compensation

Commissioner Jim Van Doren informed the committee of a new system regarding pay compensation of commissioners sitting on a standing committee. Standing committee members will now be able to request per diem pay for each meeting where they act as a member.

XI. Public Comment

XII. Adjournment

Motion by Commissioner Collins, Second by Commissioner Blanco, to Adjourn the meeting at 9:24am. Motion carried.