

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, April 14, 2025

I. Moment of Silence

Present: Jim Van Doren, Terry Collins, Ralph Tillotson, Beth Blanco

Also Administrator Kim Murphy, Marketing & Communications Coordinator Jen

Present: Ambrose, Airport Manager Thomas Kendziora, Carissa Zubke

The meeting was called to order at 9:00am by Comm. Collins followed by a moment of silence.

II. Pledge of Allegiance

III. Approval of Minutes

A. Approval of Minutes: February 3, 2025

Motion by Blanco to approve the minutes of February 3, 2025, seconded by Tillotson. Motion carried.

IV. Additional Business to be Added to the Agenda

No additions.

V. Manager's Report

A. Manager's Report

Airport Manager Thomaz Kendziora reviewed the monthly updates. General equipment maintenance over the past few months has been completed.

The airport GMC pickup truck has continued to have issues and resulted in a quote of \$7-\$8K to correct; they are looking at alternate repair options. There have also been issues with the fan motor on the 2020 Jeep. The fan motor has been recalled and repaired once, and we are hoping to get it repaired soon. Kendziora mentioned the possibility of replacing both vehicles in the next few years.

Spring and summer operations have started at the airport. Currently, they are in the process of smoothing the landing surface. Tree trimming and fence clearing has started, with the expectation of beginning mowing soon.

The recent rainfall caused a shift in the gravel and some potholes; those driveways have been regraded.

Airport signage fell down with some recent high winds; they worked with building and grounds to obtain a different company for new signs.

Building repairs/projects have included updates to the electricity in the comfort hangars. Roof leaks on the hangars have been patched. Sealing the rafters to prevent bird nests has also been completed.

Rewiring one of the hangar doors will be completed soon.

So far this year, all hangar agreements have been updated with an amendment that includes the requirement to have all aircraft on the field airworthy/operational. Kendziora states this follows FAA guidelines, and they are working with the tenants to assist with this. Currently, there are 38 people on the hangar wait list.

Approximately twice a year, the Airport team conducts hangar inspections to ensure compliance. Kendziora shared they have certified agencies to assist the tenants on-site and follow the FAA guidelines when enforcing regulations.

Tenant notices were sent earlier this year regarding the need for increased rental prices. Kendziora stated these changes are expected to be implemented slowly. There was also an average charge for electricity used in each building, rather than including it in the rental price.

A discussion was held regarding the replacement of the airport vehicles; Kendziora stated it had not been included in the budget yet since the issues were new. Hoping to discuss with the Administrator soon.

Administrator Murphy applauded the amount of time and efforts the Airport Manager and staff took to research, study, and implement the changes to the rental agreements.

The County's airport typically has 50–60 tenants; some spaces are shared.

VI. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance report, as of March 21, 2025.

The tree removal project with Mead & Hunt is being tracked under "Legal: Phase I Professional & Contractual".

VII. Other Business

A. NASCAR Race Prep

Airport Manager Kendziora shared that the Nascar race date changed and is now 6/8/25. Some fuel releases have already been done, and the airport is preparing for the event. In addition, the manager assists with getting about 30 rental cars for the Nascar

participants to travel to/from the race.

Discussion was held regarding bringing back the Junior Achievement race in the future. Comm. Tillotson stressed the importance of ensuring there is individual insurance coverage. Administrator Murphy stated MMRMA is the County's general insurance carrier, and they cover the property at the Airport. We have a separate carrier for Airport liability insurance. Before events are planned at the airport, we have to verify our liability insurance carrier is comfortable with the proposed event.

Murphy discussed that over the past few years, our carriers have changed. However, there are ongoing discussions with the insurance carrier about having future events/programs again at the airport.

Once our carrier approves an event, we would then request reciprocal insurance coverage.

VIII. Public Comment

No public comment.

IX. Adjournment

Motion by Tillotson to adjourn the meeting at 9:29am, seconded by Blanco. Motion carried.