

AIRPORT COMMISSION

Thomas Kendziora
Airport Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512
airport.manager@lenawee.mi.us



MEMBERS

Beth Blanco, Ralph Tillotson, Terry Collins

MEETING LOCATION

Commission Chambers
Second Floor, Old Court House
301 N. Main St,
Adrian, MI 49221

Minutes: Monday, June 2, 2025

I. Moment of Silence

Present: Commissioner Collins, Commissioner Blanco, Commissioner VanDoren
Also Administrator Kim Murphy, Marketing & Communications Coordinator Jen
Present: Ambrose, Airport Manager Thomas Kendziora, Airport Account Clerk Ashlyn
Malak

The meeting was called to order at 09:00 AM by Comm. Collins followed by a moment of silence.

II. Pledge of Allegiance

III. Approval of Minutes

Motion by Commissioner Blanco, Second by Commissioner VanDoren to approve the minutes of April 14, 2025.

A. Approval of Minutes: April 14, 2025

IV. Additional Business to be Added to the Agenda

No additions

V. Manager's Report

A. Manager's Report

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

Equipment Maintenance: The 100 LL self-serve gas tank received a new gallon reader dial and was recalibrated after installation. The crew car was showing signs of age and needed a new muffler, break pads, calipers, and rotors. All repairs were done in-house. Mowing equipment experienced breakdowns needing spindle and thermostat repairs.

Grounds Maintenance: The first round of weed killer has been completed. The fence crash that took place in early spring is nearing completion with repairs scheduled and approved by

insurance. The airport sign damaged by storms in the early summer is nearing completion as well, taking other businesses on-field into account. Kendziora stated the delay was due to a rework of the original logo presented. The new farmer in the field has planted for summer.

Building Repairs/Projects: Multiple hangars have become available, needing typical repairs to lights, doors, and electricity. The spring rain has shown roof leaks that are being repaired with sealant once weather permits. Textron aviation was experiencing issues with their garage doors in their rented unit. Kendziora stated outsourcing this project would have cost around \$2,000 while the staff were able to purchase parts locally and complete repairs for an average of \$700. Lastly, the flight school hangar issues have been diagnosed as a frayed wire grounding the door system and has been repaired with preventative measures.

Airport Operations: The NASCAR races are June 6th-8th. Historically, airport staff have provided homemade food for the pilots to enjoy during the race, which has been a major draw for traffic. Due to health department regulations, a temporary food handler's license was requested in order to continue these operations. Kendziora provided an update on the potential of a license after speaking with the health department and clarifying the type of event being held. No license is required due to the event being private with reservations made by the pilots/organizations to occupy ramp space. The hangar amendment has sparked movement on the hangar list with tenants being removed or voluntarily leaving the premises. In conjunction with the rent increases, it is hoped that more revenue will be earned for equipment replacements. A long-term office tenant is leaving the field due to company expansion. Once this space is vacant, it will be updated and offered to the first on the office rental list.

Discussion was had about the fence crash regarding whether the individual was questioned by the authorities and the status of their insurance. Kendziora stated the individual was stopped on field and questioned about his insurance being used for the claim. Administrator Murphy and Comm. Blanco applauded the efforts made in keeping the projects like the garage door repairs cost-effective and utilizing the staff's skills.

VI. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance report. Details were given regarding specific ledger accounts, providing an explanation for non-standard benchmarks.

The Runway End Identification Light project is being tracked under "Professional and Contractual" standard expenses while the Land Acquisition project is being tracked under "Professional and Contractual" Legal: Phase 1 expenses. Both of these projects are eligible for partial reimbursement.

VII. Other Business

Discussion was had regarding race operations at the airport in the public spaces of the field. Airport Manager Kendziora explained that NASCAR drivers attract fans of the sport to wait in

the public parking areas for their arrival. It is typical for these individuals to request signatures from the drivers and remain on the property for the majority of the weekend. On occasion, these individuals venture into restricted areas or the streets in which authorities will be called to remove them. Protocols are in place for drivers who wish to avoid interacting with these individuals through alternative exits.

VIII. Public Comment

No Public Comment

IX. Adjournment

Motion by Commissioner Blanco, Second by Commissioner VanDoren to adjourn the meeting at 09:26 AM. Motion Passed.