

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

MEETING LOCATION
Commission Chambers

Minutes: Monday, November 3, 2025

I. Approval of Minutes

A. Approval of Minutes: September 8, 2025

Motion by Commissioner Blanco, Second by Commissioner Tillotson to approve September, 8 Minutes. Motion Carried

II. Call to Order

The meeting was called to order at 09:01 AM by Commissioner Collins.

Present: Commissioner Collins, Commissioner Blanco, Commissioner Tillotson, Commissioner VanDoren

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

Motion by Commissioner Tillotson, Second by Commissioner Blanco to accept the agenda as currently written. Motion Carried.

III. Additional Business to be Added to the Agenda

IV. Manager's Report

A. Manager's Report

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

Equipment Maintenance: The Kabota Zero turn experienced faulty grounding and blown fuses, which were repaired by staff. The 100 LL fuel truck received spark plugs, a distributor cap, and wires. The New Holland auger attachment showed signs of cracking which was welded.

Grounds Maintenance: Mowing and outdoor projects are coming to an end. The FBO light post received two new light bulbs. Also, the FBO road sign was blown down by windstorms in the summer. The new signs have been purchased and will be placed in the coming months.

The flight school participated in the purchase for their own advertisement.

Building Repair and Maintenance: The flight school basement had signs of efflorescence on the walls which was remedied by staff after multiple quotes and professional opinions. A second dehumidifier was placed in the basement to prevent it from growing back. Roof leaks and door seals have been repaired. Finally, the ASOS weather station is in need of repair and is waiting on scheduling from the National Weather Service.

Airport Operations: Three crop dusting companies used the field. Operations were smooth with traffic complying with local rules. One unfortunately ground looped but was aided by a mechanic on field. Hangar inspections are taking place to ensure an updated based aircraft list as well as ensuring rules and regulations are being followed. The previously created amendment for inoperable aircraft is working in moving along those who do not comply.

V. Finance Reports

A. Finance Report

The finance report was reviewed.

VI. Other Business

A. 2025 MAP Meeting

Airport Manager Thomas Kendziora provided an update following the yearly State Block Grant Map meeting held mid-October. He presented the current projects on the five-year plan and detailed how those projects are placed on the list and how they are arranged. He noted 5–7 concepts missing from the presentation, including a fuel farm that has been long anticipated.

Commissioner Collins and Commissioner Van Doren questioned the status column of the presentation. Thomas explained that a transferred status is one that is currently being completed while return to author is within MDOT's editing control.

B. Update: Tree Removal Project

Administrator Kim Murphy provided an update on the Land Acquisition project. Murphy explained that majority of the parcels have been settled on with the exception of one. A bid has been published with the process beginning when the lowest bid is suggested by MDOT offices. The bid will need to be approved by the Board of Commissioners. Tree removal and remediation is expected to start early Spring of 2026. Once a contractor has been selected, they will make contact with the property owners and develop a timeline.

Commissioner Blanco questioned the timing of Phase 1. Administrator Murphy explained that by Fall of 2026 Phase 1 should be completely or nearly there.

VII. Public Comment

VIII. Adjournment

Motion by Commissioner Tillotson, Second by Commissioner Blanco, to adjourn the meeting at 09:22 AM. Motion Passed.