

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, December 1, 2025

I. Call to Order

The meeting was called to order at 09:00 AM by Commissioner Collins.

Present: Commissioner Collins, Commissioner Blanco, Commissioner VanDoren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jen Ambrose, Airport Manager Thomas Kendziora, Airport Account Clerk Ashlyn Malak, Carissa Zubke, Stephanie Ward of Mead & Hunt.

II. Approval of Minutes

A. Approval of Minutes: November 7, 2025

Motion by Commissioner Blanco, second by Commissioner VanDoren to approve the minutes of the November 7, 2025 meeting. 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.

Grounds Maintenance: The airport sign project is still underway. The holes were dug with the help of warmer weather, the sign has been designed, and placement is waiting on a calm warm day. Perimeter signage was replaced after fading. FBO landscaping and tree trimming has taken place.

Building Repair and Maintenance: Hangar inspections took place where the building and contents were inspected. Repair items such as cable frays, grease, and lights will continue to be repaired throughout the rest of the year.

Airport Operations: A long-standing tenant has left the field following the airport amendment. The historical aircraft was sold and is moving to its new home to be restored. Once cleaned

out, the unit can be transferred to a more active tenant from our large waiting list.

V. Finance Reports

A. Finance Report

The finance report was reviewed.

VI. Other Business

A. Mead & Hunt - Tree Update, Stephanie Ward

Mead & Hunt's aviation planning manager, Stephanie Ward, provided an update on the tree project. Stephanie explained that all property negotiations are complete besides one. The construction bid was placed and has a recommendation to be awarded to Alpine Tree Services as the lowest bidder. Reimbursement money may not be requested from MDOT until May of 2026. Administrator Kim Murphy asked for a breakdown of the reimbursements to be expected. Stephanie explained that the majority of the project cost, including the easement, design, and consultant costs, will be 95% reimbursed. The property owners choosing to use the Airport Zoning Ordinance will not have federal reimbursement for the associated costs.

VII. Tree Contracts

A. Request: Alpine Tree Service Contract

Motion by Commissioner Blanco, second by Commissioner VanDoren to recommend that the construction contract be awarded to Alpine Tree Services LLC by the Board of Commissioners. Motion Carried .

B. Request: Mead & Hunt Construction Services Contract

Motion by Commissioner VanDoren, second by Commissioner Blanco to recommend the contract for Mead & Hunt's construction administration services be approved by the Board of Commissioners and authorize the board chairman to sign. Motion carried.

C. Tree Removal Grant

Mead & Hunt's aviation planning manager, Stephanie Ward provided an explanation to the grant funding expected for the project reimbursement. It is understood that two separate grants will be awarded. The contract for the easement reimbursement is expected to arrive any time. This document will require approval for the contract.

Motion by Commissioner VanDoren, seconded by Commissioner Blanco to recommend that the Board of Commissioners accept the MDOT grant contract and authorize the Board Chairman to sign upon review and approval by Mead & Hunt, Lenawee County Administration and the Lenawee Airport Manager. Motion Carried.

VIII. Public Comment

IX. Adjournment

Motion by Commissioner Blanco, Second by Commissioner VanDoren to adjourn the meeting at 09:19 AM. Motion Passed.