

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 2, 2026

I. Call to Order

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

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

II. Approval of Minutes

A. Approval of Minutes: December 1, 2025

*Motion by Commissioner Collins, Second by Commissioner VanDoren to approve the
December 1, 2025 Minutes.*

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 GMC Pickup truck was partially fixed by the Chevy Dealership and diagnosed with clogged Catalytic Converters. Those were replaced by airport staff and is now being diagnosed with a snow plow issue. Filter changes and calibrations are taking place with filters ordered. The New Holland tractor experienced heavy amounts of snow filling the engine bay. The issue was resolved with weather covers.

Grounds Maintenance: Snow plowing has taken place multiple times to keep the airport functioning with tenants happy.

Building Repair and Maintenance: Heavy wind damaged tin roofing material on a T hangar building. It was repaired and is being paint matched in the summer. Recently vacated units underwent renovations to the electricity, door, and ceilings in order to be more desirable to

tenants. LED lighting is still being implemented throughout the airport to keep utility costs and bulb replacements at a minimum. Plumbing repairs were made in the flight school restrooms following toilet leaks.

Airport Operations: Tenants with unairworthy aircraft are still being vacated. Two vacated units have been filled with one currently being filled from the waiting list. Hangar price step increases are being implemented with most tenants being at the new baseline. The MAAE conference will be in Lansing in February. This conference is a huge benefit that allows for networking and getting major aviation updates.

Commissioner Terry Collins questioned if the rent increases led to pushback from tenants. Mr. Kendziora explained that the majority felt it was fair and those who were unable to adjust were accommodated.

V. Finance Reports

A. Finance Report

The finance report was reviewed.

Commissioner Terry Collins questioned if the insurance bonds were a one-time cost. Deputy Administrator Elliot clarified that the bond account holds multiple types of payments.

VI. Other Business

VII. Public Comment

VIII. Adjournment

Motion by Commissioner Collins, Second by Commissioner VanDoren to adjourn the meeting at 09:13 AM. Motion Passed.