

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, July 6, 2026

I. Approval of Minutes

A. Approval of Minutes: May 4, 2026

Motion by Commissioner VanDoren, Second by Commissioner Blanco to approve May 4, 2026 Minutes. Motion Carried

II. Call to Order

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

Present: Commissioner Blanco, Commissioner VanDoren

Also Chairman Jim Van Doren, Administrator Kim Murphy, Marketing &

Present: Communications Coordinator Jen Ambrose, Airport Manager Thomas Kendziora, Airport Account Clerk Ashlyn Malak, Administrative Coordinator Carissa Zubke, Eric Rogers

III. Manager's Report

A. Report

Airport Manager Thomas Kendziora reviewed the manager's report.

Equipment Maintenance: The ongoing New Holland A/C issues were resolved after Burnips Equipment replaced the condenser. The Kabota Zero turn experienced alternator issues. It was replaced and is now in working condition. The batwing mower drive shaft bearing went out. It was replaced with parts from a new vendor since the local vendor no longer carries the brand.

Ground Maintenance: A thunderstorm brought a large tree down in Maple Lane. It has been cleaned up and the grounds repaired. Grass mowing and weed control continues throughout summer. Maple Lane cemetery was cleaned, weeded, and sprayed. Fencing and landscaping is being repaired. The new road sign for the FBO was placed with final touches coming in the next few weeks.

Building Repairs and Maintenance: The FBO has experienced reoccurring plumbing issues

causing clogs in all pipes. A company found a secondary septic tank buried beneath a cement walkway. After excavating the tank with the help of buildings and grounds, the tank was pumped, and the issues have been resolved. Future access to the tank is being worked on. Frequent hangar leaks are being reported due to the increase in rain and are being repaired weekly. The Flight School roof is on the schedule to be replaced in September after insurance approved the quote.

Airport Operations: The annual MAP meeting was held mid-May. Fuel farms and pavement projects were highlighted topics, with MDOT providing information on how the pavement projects are prioritized. Data gathered with these methods may push pavement projects further into the future, leaving room to discuss the fuel farm. Both the land acquisition project and REIL's project received their final walk-throughs with no major concerns found. Both projects required change orders to adjust the final payments. A new employee was hired and is training well. The NASCAR races brought 16 jets and 2 helicopters that were taken care of by the airport staff in the manager's absence. The airport hosted the winner, leading to long shift hours. Traffic has mentioned adding aircraft to their fleet and persuading other aircraft to utilize the field in the future.

Commissioner Van Doren questioned if the change orders needed approval. Mr. Kendziora explained that since the amounts were below \$10,000 that only administrative approval was required.

IV. Finance Reports

A. Finance Report

Administrator Kim Murphy reviewed the finance report.

Commissioner Van Doren questioned the insurance process regarding an increase in expenses. Administrator Murphy explained that insurance payments are typically one-time payments and will not increase budget expenses significantly more throughout the year.

V. Other Business

VI. Public Comment

Eric Rogers questioned the status of the Airport Zoning Board. Administrator Murphy explained that the board is working with local airports located within the zoning ordinance to determine if they wish to be included in the ordinance. Once all airports or landing strips have been confirmed, the board will meet for approval.

VII. Adjournment

Motion by Commissioner VanDoren, Second by Commissioner Blanco to adjourn the meeting at 09:25 AM. Motion Passed.

Airport Commission
7/6/2026