

Minutes

Crawford County Airport Board Meeting

July 7, 2009

Meeting called to order at 2:05 pm in the Crawford County Commissioners room within the Crawford County Building

Members in Attendance: Rick Anderson, Stan Prevost, Jim Robson & Paul Compo

Others in Attendance: Clinton Nemeth (RW Armstrong) & Jennifer Summers (MNG)

Members Absent: Chris Cook

Since this is the inaugural meeting of this Board, it is the consensus to allow Commissioner Anderson to preside over the meeting until a Chair is formally elected.

The Crawford County Airport Board (C-CAB) bylaws which have been adopted by the Crawford County Board of Commissioners were distributed for review.

MOTION: by Prevost, second by Compo to adopt C-CAB bylaws as presented with the change in article II section 5, the last sentence to read "The term of the at large appointment shall be for three (3) years, with the first term expiring on March 31, 2013." Ayes - 4, Nays - 0, Absent - 1, motion passed.

MOTION: by Compo, second by Robson to nominate and appoint Prevost as Chair of C - CAB. Ayes - 3, Nays - 1, abstain - Prevost, absent - 1, motion passed.

MOTION: by Robson, second by Compo to nominate and appoint Cook as Vice-Chair of C - CAB. Ayes - 4, Nays - 0, absent - 1, motion passed.

MOTION: by Robson, second by Anderson to nominate and appoint Compo as Secretary of C - CAB. Ayes - 4, Nays - 0, absent - 1, motion passed.

MOTION: by Compo, second by Robson to establish the annual meeting schedule to be the first Tuesday in July, October, January & April, with the April meeting to serve as the annual organizational meeting.

Meetings will begin at 2:00 pm and be held in the Crawford County Building unless determined otherwise. Ayes – 4, Nays – 0, absent – 1, motion passed.

Nemeth discussed and explained the long range plan for capital expenditures along with FAA funding for general aviation airports in Michigan.

MOTION: by Robson, second by Anderson to create the office of Treasurer and appoint Compo to that position with the following description “The Treasurer shall receive and disburse all funds of the C-CAB and shall maintain the funds in one or more banks located in Crawford County. The Treasurer shall provide an accounting of all funds at each meeting of the C-CAB. The C-CAB by resolution may set policies regarding any desired requirements for two signatures on checks and the dollar thresholds for such, as well as authorizing the Chairperson or other Officer to disburse funds. Such policies may include provisions for a petty cash or similar incidental expenses fund.” Ayes – 4, Nays – 0, absent – 1, motion passed.

MOTION: by Anderson, second by Robson to approve the bylaw amendment (Article VI, Section 4) adding a new paragraph reading “A member may attend a meeting by physical presence or by telephonic presence, as long as the meeting is conducted with an adequate speakerphone so that all members can communicate effectively with all other members and that any members of the public who are physically present can hear and understand the deliberations. Members must be physically present in order to be counted in the establishment of a quorum. Telephone charges for such meetings shall be borne by the C-CAB either directly or by reimbursement to the remote member”. Ayes – 4, Nays – 0, absent – 1, motion passed.

MOTION: by Compo, second by Anderson to approve the bylaw amendment (Article VI, Section 6) identifying *Robert’s Rules of Order Newly Revised*, latest edition, to be the governing source of parliamentary procedure. Ayes – 4, Nays – 0, absent – 1, motion passed.

MOTION: by Robson, second by Compo to approve the bylaw amendment (Article VI, Section 7) adding the requirement that an affirmative vote shall require three votes. Ayes – 4, Nays – 0, absent – 1, motion passed.

MOTION: by Robson, second by Compo to establish the following committees as presented;

- Finance and Administration (Compo – C, Anderson)
- Facilities and Equipment (Robson – C, Cook)

Operations (Cook – C, Prevost)
Publicity and Promotion (Prevost – C, Anderson)
**C-denotes Chair*

Ayes – 4, Nays – 0, absent – 1, motion passed.

Continued discussion on various issues that need to be addressed by the individual committees such as:

- Status of Lease and MOU
- Insurance Costs
- Budget development
- Hanger fees and availability
- Furnishings at Terminal
- Internet access at terminal
- Formal transfer from the old civilian site to the new site
- Policy Development
- Access to facilities by Pilots

MOTION: by Robson, second by Anderson to adjourn at 4:45 pm. Ayes – 4, Nays – 0, absent – 1, motion passed.

Submitted by Paul Compo