

Minutes
SPECIAL MEETING
Crawford County Airport Board
March 11, 2010

Meeting called to order at 2:03 pm in the commissioners' meeting room.

Members in Attendance: Rick Anderson, Chris Cook, Stan Prevost & Paul Compo

Members Absent – Jim Robson

Others in Attendance: Larry Sims, Jon Thomas

MOTION: by Cook, second by Anderson to approve the agenda as presented, adding AuSable Valley Recreational Expo to the agenda. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost offered recognition that the previously discussed maintenance issues at the terminal building had been addressed and that C. Cook took care of the tug when it arrived along with taking care of the lock boxes. Cook reported that the shingles have arrived for the terminal roof.

Prevost presented a revised Minimum Standards Document for Commercial Aeronautical Activities that had been through a legal review.

MOTION: by Anderson, second by Cook to adopt the Minimum Standards and Requirements for Commercial Aeronautical Activities document as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented a revised Commercial Aeronautical Services Agreement. Discussion continued surrounding whether the Board wanted the ability to request an audit of the provider's books. The document was changed to allow for the CCAB to request an audit of the provider along with a signed certification that the provider's statements are accurate.

MOTION: by Anderson, second by Cook to adopt the Commercial Aeronautical Services Agreement document as presented with amendments. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented a slightly revised Scheme for Transient Hangar Rental procedures.

MOTION: by Anderson, second by Cook to adopt the for Transient Hangar Rental procedures document as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented the idea of reserving a booth at the AuSable Valley Recreation Expo. This is a promotional opportunity that would allow us to interact and discuss our air terminal with many businesses and people that we need to be in contact with. Prevost stated that he thought it was a good idea but he did not want to be the only one working the expo or determining what exhibits to display.

MOTION: by Cook, second by Anderson to reserve a booth at the AuSable Valley Recreation Expo with total expenditures for this promotion not to exceed \$500.00. Details to be discussed at the regular meeting of April 6, 2010. Ayes – 4, Nays – 0, Absent – 1, motion passed.

MEMBER COMMENTS:

Compo – none

Cook:

- Wished to recognize Larry Sims who is looking to rent a hangar
- Pam Ware would like to donate some furniture, he has to get in touch with her
- We need to develop a sanitation check list for the Civilian Air Patrol for the terminal
- No log book from the previous FBO has been found
- Looking for a date on the Grand Opening – Thursday, May 13th, @ 11:00 am will be the grand opening of the Terminal Building

Anderson - none

Prevost:

- The tug has arrived and is working, upgrades are coming
- Still no keys for the fire extinguisher boxes
- Still no keys for the utility units
- We need letters for the utility sheds
- Hangar number 7 is not usable doors do not open completely
- We need a long term solution to the icing problems on the doors
- Tie down anchors will not be usable until spring unless we remove the un-melted snow
- We need to address the snow removal specs next year to allow for planes to taxi and use the tie downs during winter months when we have good weather
- Computer is working well
- Prevost will order the window blinds
- Prevost will draft a cleaning checklist for the Civilian Air Patrol
- We need to meet over the recently approved fuel farm to go over design questions
- We still need a locking file cabinet, locking supply cabinet and cigarette urns for the outside

Larry Sims inquired as to the Board's outlook on other businesses at the airport, for example flight lessons and charter service. Although the board does not have the guidelines in place, the Board is very much in favor of additional services being offered at the air terminal.

MOTION: by Anderson, second by Cook to adjourn the meeting. Ayes – 4, Nays – 0, absent – 1, motion passed.

No other comments or concerns were brought to the Board.

Meeting was adjourned at 3:47 pm

Submitted by Paul Compo