



Abrams Municipal Airport Advisory Commission

**REGULAR MEETING AGENDA
TUESDAY, MAY 4, 2021 - 6:30 P.M.
IN AN ONLINE TELECONFERENCE IN COMPLIANCE WITH
THE OPEN MEETINGS ACT, AS AMENDED,
AND TO FOLLOW THE RECOMMENDATIONS OF THE CENTERS FOR DISEASE CONTROL
AND OTHER PUBLIC HEALTH AGENCIES CONCERNING THE COVID-19 PANDEMIC.**

- I. ROLL CALL OF COMMISSION
- II. PLEDGE OF ALLEGIANCE
- III. AUDIENCE PARTICIPATION
- IV. APPROVAL OF REGULAR AGENDA
 - A. **Motion** – To approve the Tuesday, May 4, 2021 regular meeting agenda.
- V. APPROVAL OF MINUTES
 - A. **Motion** – To approve the Tuesday, March 2, 2021 regular meeting minutes.
- VI. STAFF REPORTS
 - A. Financial Report
 - B. T-Hangar Report
- VII. UNFINISHED BUSINESS
 - A. Runway Construction Project Update
 - B. Taxiway Design Update
- VIII. NEW BUSINESS
 - A. FY 22 Budget
- IX. AUDIENCE PARTICIPATION
- X. COMMUNICATIONS FROM THE BOARD MEMBERS
- XI. ADJOURNMENT

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**ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION
310 GREENWOOD ST.
GRAND LEDGE, MI 48837
(517) 627-2149**

**REGULAR MEETING MINUTES
TUESDAY, MARCH 2, 2021
6:30 PM**

ROLL CALL OF COMMISSION – Chairman Dave Powers, Helen Hagg, John Rowland, Dan Harris, Patti Schafer, Council member Tom Jancek, and Bobby Prater

MEMBERS ABSENT – Rodger James, Mark Wilkins, Scott Smith, National Guard Representative, and Peter Manina,

OTHERS PRESENT – Ameer King, Assistant City Manager/Assistant Airport Manager.

I. PLEDGE OF ALLEGIANCE

II. AUDIENCE PARTICIPATION

III. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Tuesday, March 2, 2021, regular meeting agenda.

COMMISSIONER HARRIS MOVED, COMMISSIONER SCHAFFER SECONDED, TO APPROVE THE MARCH 2, 2021 AGENDA. MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

- A. Motion** – To approve the Tuesday, January 5, 2021, regular meeting minutes.

COMMISSIONER SCHAFFER MOVED, COMMISSIONER HAAG SECONDED, TO APPROVE THE TUESDAY JANUARY 5, 2021 REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

V. STAFF REPORTS

- A. Financial Report** – Mrs. King reviewed the financial reports
- B. T-Hangar Report** – Mrs. King indicated that the Hangars are full and there is a waiting list. There is one tenant that is behind in their rent which is being addressed.

COMMISSIONER SCHAFFER MOVED, COMMISSIONER PRATER SECONDED, TO RECEIVE AND PLACE ON FILE THE FINANCIAL REPORT AND T-HANGAR REPORT. MOTION CARRIED UNANIMOUSLY.

VII. UNFINISHED BUSINESS

- A. Runway Construction Project Update** – Mrs. King indicated that the project is still at 99% complete. The project is with the State of Michigan for financial closeout.

- B. Taxiway Design Update** – Mrs. King indicated the design of the taxiway project is approximately 90% complete and have a 90% meeting with the State on March 24. Construction is still being planned for late summer early fall of this year.
- C. T-Hangar Rent Analysis** - Mrs. King indicated the board had requested staff to complete a rent analysis. The rent has remained at \$200 since 2006. There are several options if the board so chooses to increase rent.

COMMISSIONER SCHAFFER MOVED, COMMISSIONER HARRIS SECONDED, TO RECOMMEND TO CITY COUNCIL TO INCREASE THE T-HANGAR RENT BY \$25 PER MONTH, EFFECTIVE JANUARY 1, 2022, AND FOR THIS COMMISSION TO RE-VISIT THE FEES IN TWO YEARS. MOTION CARRIED UNANIMOUSLY.

VIII. NEW BUSINESS –

- A. Airport Coronavirus Response Grant Program** – Mrs. King indicated that there is a new economic relief package for airports, titled the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSSA), that's been released and the MDOT Office of Aeronautics is currently working on the State Block Grant application process through the Airport Coronavirus Response Grant Program. Abrams Municipal Airport is eligible for \$13,000. It was applied for the day we received the information.

IX. AUDIENCE PARTICIPATION

- X. COMMUNICATIONS FROM THE BOARD MEMBERS** – Commissioner Haag indicated that the plowing went well this season, and there is one electrical box that needs repair.

XI. ADJOURNMENT

COMMISSIONER HAAG MOVED, COMMISSIONER ROWLAND SECONDED, TO ADJOURN THE TUESDAY, MARCH 2, 2021, MEETING AT 7:14 P.M. MOTION CARRIED UNANIMOUSLY.

MINUTES COMPILED BY AMEE KING, ASSISTANT CITY MANAGER AND ASSISTANT AIRPORT MANAGER.

DAVE POWERS
CHAIRMAN

Fund 295 AIRPORT FUND

GL Number	Description	Balance
*** Assets ***		
295-000.000-001.000	CASH	123,213.15
295-000.000-040.000	ACCOUNTS RECEIVABLE	4,004.50
Total Assets		127,217.65
*** Liabilities ***		
295-000.000-255.001	DEPOSITS PAYABLE	6,600.00
Total Liabilities		6,600.00
*** Fund Balance ***		
295-000.000-390.000	FUND BALANCE	67,257.26
Total Fund Balance		67,257.26
Beginning Fund Balance		67,257.26
Net of Revenues VS Expenditures		53,360.39
Ending Fund Balance		120,617.65
Total Liabilities And Fund Balance		127,217.65

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 295 - AIRPORT FUND							
Revenues							
Dept 170.270 - AIRPORT							
295-170.270-501.001	FEDERAL GRANT	30,000.00	30,000.00	0.00		0.00	100.00
295-170.270-628.000	OPERATIONAL REVENUES	0.00	4,024.51	0.00		(4,024.51)	100.00
295-170.270-665.001	INTEREST	400.00	83.23	8.74		316.77	20.81
295-170.270-667.002	AGRICULTURAL RENT	5,350.00	5,350.80	0.00		(0.80)	100.01
295-170.270-667.003	NATIONAL GUARD RENT	19,000.00	19,000.00	0.00		0.00	100.00
295-170.270-667.007	FBO - LEASE	1,000.00	1,000.00	0.00		0.00	100.00
295-170.270-667.010	HANGAR RENTS	45,600.00	41,800.00	5,300.00		3,800.00	91.67
295-170.270-667.012	HANGAR LAND LEASES	2,715.00	2,297.06	0.00		417.94	84.61
Total Dept 170.270 - AIRPORT		104,065.00	103,555.60	5,308.74		509.40	99.51
TOTAL REVENUES		104,065.00	103,555.60	5,308.74		509.40	99.51
Expenditures							
Dept 170.270 - AIRPORT							
295-170.270-703.000	SALARIES/WAGES	3,000.00	5,206.85	638.94		(2,206.85)	173.56
295-170.270-719.000	FRINGE BENEFITS	1,587.00	3,119.18	1,555.46		(1,532.18)	196.55
295-170.270-741.000	OPERATING SUPPLIES	1,000.00	112.21	0.00		887.79	11.22
295-170.270-811.000	CONTRACTUAL	500.00	1,467.05	114.00		(967.05)	293.41
295-170.270-826.001	PROFESSIONAL DEVELOPMENT	500.00	0.00	0.00		500.00	0.00
295-170.270-840.000	INSURANCE	12,000.00	2,513.14	0.00		9,486.86	20.94
295-170.270-853.000	TELEPHONE/INTERNET	1,000.00	567.43	45.59		432.57	56.74
295-170.270-900.000	PRINTING/PUBLISHING	200.00	25.68	0.00		174.32	12.84
295-170.270-921.000	UTILITIES	4,500.00	2,878.59	631.81		1,621.41	63.97
295-170.270-931.000	BUILDING MAINTENANCE	1,000.00	1,743.79	0.00		(743.79)	174.38
295-170.270-935.000	RUNWAY/GROUNDS MAINTENANCE	37,000.00	16,148.29	620.85		20,851.71	43.64
295-170.270-974.006	CONSTRUCTION	50,000.00	4,850.00	0.00		45,150.00	9.70
295-170.270-997.101	INDIRECT COST CHARGES	11,563.00	11,563.00	0.00		0.00	100.00
Total Dept 170.270 - AIRPORT		123,850.00	50,195.21	3,606.65		73,654.79	40.53
TOTAL EXPENDITURES		123,850.00	50,195.21	3,606.65		73,654.79	40.53
Fund 295 - AIRPORT FUND:							
TOTAL REVENUES		104,065.00	103,555.60	5,308.74		509.40	99.51
TOTAL EXPENDITURES		123,850.00	50,195.21	3,606.65		73,654.79	40.53
NET OF REVENUES & EXPENDITURES		(19,785.00)	53,360.39	1,702.09		(73,145.39)	269.70

T-HANGAR - Monthly Rent Report (Jul. 2020 - June. 2021)

T-HANGAR #1 - John Kennedy

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,200.00
6/16/2020	7/24/2020	8/18/2020	9/25/2020	10/26/2020	11/19/2020	12/23/2020	1/25/2021	2/22/2021	3/16/2021	4/26/2021		

T-HANGAR #2 - Douglas Simons

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
6/30/2020	7/27/2020	8/25/2020	9/30/2020	11/2/2020	11/23/2020	12/28/2020	1/25/2021	3/1/2021	3/29/2021			

T-HANGAR #3 - John Pinter

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,200.00
7/7/2020	9/4/2020	9/4/2020	11/3/2020	11/3/2020	1/14/2021	1/14/2021	1/14/2021	4/14/2021	4/14/2021	4/14/2021		

T-HANGAR #4 - Facility Flyers

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/6/2020	8/7/2020	9/8/2020	10/5/2020	11/6/2020	12/7/2020	1/8/2021	2/5/2021	3/5/2021	4/5/2021			

T-HANGAR #5 - Kirk Horrocks

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
6/8/2020	8/14/2020	8/14/2020	8/14/2020	10/22/2020	10/22/2020	10/22/2020	3/10/2021	3/10/2021	3/10/2021			

T-HANGAR #6 - Phillip Matthey

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,400.00
7/16/2020	7/16/2020	9/16/2020	9/16/2020	11/2/2020	12/7/2020	12/7/2020	2/12/2021	2/12/2021	4/22/2021	4/22/2021	4/22/2021	

-ANGAR #7 - Mark Cosgrove

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/6/2020	8/6/2020	9/4/2020	10/5/2020	11/6/2020	12/4/2020	1/7/2021	2/4/2021	3/4/2021	4/5/2021			

-ANGAR #8 - Patrick Maltby

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,200.00
6/22/2020	7/24/2020	8/24/2020	9/21/2020	10/23/2020	11/23/2020	12/28/2020	1/25/2021	2/23/2021	3/24/2021	4/26/2021		

-ANGAR #9 - Flying Machines, LLC - Lutheran Financial

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/6/2020	8/6/2020	9/8/2020	10/7/2020	11/6/2020	12/4/2020	1/7/2021	2/4/2021	3/3/2021	4/5/2021			

-ANGAR #10 - Patrick McCarty

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 225.00	\$225.00	\$ 225.00	\$225.00	\$ 225.00	\$225.00	\$225.00	\$208.40					\$ 1,783.40
9/29/2020	9/29/2020	9/29/2020	11/19/2020	3/5/2021	3/5/2021	3/5/2021	4/14/2021					

-ANGAR #11 - Ledge Aero

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,400.00
4/13/2020	7/27/2020	7/27/2020	7/27/2020	10/23/2020	10/23/2020	10/23/2020	1/19/2021	1/19/2021	1/19/2021	4/14/2021	4/14/2021	

-ANGAR #12 - Mid-Michigan Aviation Club

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,400.00
7/6/2020	8/6/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	8/20/2020	

-ANGAR #13 - Thomas Smith

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 2,000.00
6/30/2020	7/20/2020	7/20/2020	10/1/2020	10/29/2020	12/1/2020	12/28/2020	2/2/2021	3/5/2021	3/26/2021			

-HANGAR #14 - Bravo Charlie, LLC

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
6/29/2020	7/31/2020	8/31/2020	9/29/2020	11/2/2020	11/30/2020	1/4/2021	2/2/2021	3/1/2021	3/29/2021			

-HANGAR #15 - Bobby Prater

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/2/2020	7/31/2020	9/3/2020	10/2/2020	10/30/2020	11/30/2020	1/4/2021	2/1/2021	3/4/2021	4/1/2021			

-HANGAR #16 - Steve Gutschow

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 1,800.00
8/6/2020	8/6/2020	9/11/2020	10/2/2020	11/13/2020	12/11/2020	1/11/2021	2/19/2021	3/11/2021				

-HANGAR #17 - GrandAir Aviation

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/2/2020	7/28/2020	9/2/2020	10/6/2020	10/27/2020	12/1/2020	12/29/2020	1/26/2021	3/2/2021	3/29/2021			

-HANGAR #18 - Netz Aviation, LLC -ARMG

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/8/2020	8/17/2020	9/8/2020	10/5/2020	11/2/2020	12/9/2020	2/1/2021	2/17/2021	3/25/2021	4/12/2021			

-HANGAR #19 - GrandAir Aviation

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,000.00
7/2/2020	7/28/2020	9/2/2020	10/6/2020	10/27/2020	12/1/2020	12/29/2020	1/26/2021	3/2/2021	3/29/2021			

-HANGAR #20 - Beacon Aviation

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,200.00
6/29/2020	7/30/2020	8/31/2020	9/29/2020	10/30/2020	11/24/2020	12/30/2020	1/26/2021	2/26/2021	3/29/2021	4/27/2021		

-ANGAR #20A - Beacon Aviation (Storage)

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00		\$ 1,100.00
6/29/2020	7/30/2020	8/31/2020	9/29/2020	10/30/2020	11/24/2020	12/30/2020	1/26/2021	2/26/2021	3/29/2021	4/27/2021		

-ANGAR #21 - Beacon Aviation

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY total
\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00		\$ 2,200.00
6/29/2020	7/30/2020	8/31/2020	9/29/2020	10/30/2020	11/24/2020	12/30/2020	1/26/2021	2/26/2021	3/29/2021	4/27/2021		