

**Grand Haven Airport Board Meeting Minutes,
February 24th, 2026**

Chairperson Pro-Tem Dennis Swartout called the meeting to order at 5:30 pm

Roll Call: Richard Clapp, (board secretary)

Members present: Dennis Swartout, Dale Hagenbuch, Richard Clapp, Tricia Harrell

Others Present: Earle Bares- Airport Manager

Guests: Mayor Bob Monetza, Jennifer Bares, Mike Dora (city council member), Rex Slingerland

Approval of the regular agenda

Motion to approve- Clapp, Seconded Harrell

Approved unanimously

Approval of 1/27/26 & 2/05/26 Minutes

Motion to approve minutes from January 27th and February 5th meetings

Motion to approve- Clapp, Seconded Harrell

Approved Unanimously

First call to the audience: (None)

New Business:

Recommendation for to city council to approve the MDOT 20260298 grant of \$53,491 for crack sealing and remarking of pavements. This amount will be fully funded by the state of Michigan.

To provide context, last year we applied for and received a state grant. As required by city policy, we solicited bids for both crack sealing and pavement painting. Initially, no bids

were received for crack sealing, and only one bid was submitted for the painting. We continued outreach to vendors, and additional bids for crack sealing were eventually obtained; however, these were submitted too late for inclusion in this year's process. Consequently, our grant request was updated with the current figure of \$53,491.

Approximately a month ago, we were notified that the state of Michigan had approved and granted the full amount of \$53,491. Six months after our initial vendor contact, we requested an updated quote from vendors, who confirmed the same pricing.

Both contractors are prepared to proceed with the work in the spring, making timely action on this matter essential to comply with state grant deadlines.

Motion to approve- Clapp, Seconded Harrell

Approved Unanimously

Election of officers

This process is taking place because a member has resigned from the airport board, which was unexpected for many of us.

On behalf of everyone, I would like to express sincere appreciation to Ben Ennenga for the time, effort, and years he dedicated to this airport. Many worked closely with him over a long period, and it is clear that he cared deeply for this facility and demonstrated commitment in many ways. We regret his departure and wish him well. The resignation creates an open seat on the board.

If you are aware of qualified individuals who may be interested in filling this vacancy, please encourage them to apply. The mayor will conduct due diligence and make an appointment as promptly as possible.

Tricia Harrell nominated for Board Secretary

Motion to approve- Clapp, Seconded Hagenbuch

Approved Unanimously

Tricia Harrell elected Board Secretary

Denny Swartout nominated for Vice Chair

Motion to approve- Clapp, Seconded Harrell

Denny Swartout is elected as Vice Chair

Clapp nominated for chairman

Motion to approve- Harrell, Seconded Hagenbuch

Richard Clapp elected Chairman

Old business-None

Airport Manager Report

Airport Operations and Activity

For January, we sold 325 gallons of fuel, which is notably strong for this time of year.

We did experience an issue with the QT card reader being inoperative for one day; given that it was a favorable weather day, it is possible we lost potential fuel sales as a result.

Current fuel prices stand at \$5.45 and \$4.45 per gallon.

We anticipate the possibility of lowering our 100 low lead prices in the near future, as we recently secured a favorable rate on our last fuel delivery.

As previously mentioned last month, fuel prices have fluctuated—with some increasing and others decreasing—so the situation continues to be dynamic.

The current number of aircraft on site remains at 58, unchanged from the previous month. No aircraft were serviced last month, although work is presently underway on several aircraft.

Telephone calls to the airport have decreased. All airport facilities, including the terminal building, are fully operational, with no reported issues. Discussions

regarding furnace replacement have taken place, and all hangars are currently leased. There are ongoing concerns about one of the doors which are under review.

The installation of heaters in the maintenance hangar has been completed, including the extension of ductwork into two offices. The system is currently fully functional and operating efficiently.

Three individuals have been added to the waiting list, while four have been removed. Additional adjustments to the waiting list will be made as new requests are processed.

Runway and airport grounds maintenance is up to date, except for pending repairs or replacements of some runway edge lights. An intermittent issue persists where runway lights may turn off when weather information is accessed; this is being investigated further.

The fuel farm pump and dispenser system are functioning efficiently. We have received recent software updates from QTPod, with one update occurring last Friday evening. The QT Pod reader processes fuel transactions through their centralized system, used by approximately 80% of airports nationwide. As a result, any downtime with the terminal affects our operations and those of other airports.

Routine light maintenance and ground operations continued, with no additional aircraft maintenance performed in the past month. Flight instruction is ongoing, serving both students and conducting flight reviews.

Fuel prices remain stable overall, though Jet A fuel costs are increasing, unlike 100LL which remains steady. Our local pricing at Grand Haven is competitive within a 30-mile radius.

The aircraft inventory stands at 58, as reflected in our current hangar map.

Major airport projects

Tree Trimming

- Tree trimming for the approach area has been delayed due to snow cover, restricting access. Runway 18/36 is under review regarding land removal, which will likely be required as indicated by MDOT Aero. Previous inquiries about this topic have been addressed with the relevant parties, and it appears that removal

- will be necessary regardless of further action. I will initiate the process, and hand processing has already begun. The procedure will proceed through the FAA.
- Regarding tree trimming, the North approach has been completed. Work on the South approach is ongoing, and all trees are being trimmed to meet Part 77 surface requirements, including the threshold setting. Compliance with both FAA and state regulations is being maintained across all approaches.
 - For the West approach, our focus includes not only the identified trees requiring trimming under Part 77 but also any additional top trees observed during horizon scanning. Tree removal is conducted by acreage rather than individual trees. This work is located at the approach end, specifically in the runway 9 area.
 - The Western approach will be monitored to determine if further clearing is necessary. Regardless, we are proceeding with required actions at our own expense to ensure state compliance.
 - Actions for the East approach are progressing as planned, with priority given to meeting state compliance surface requirements. There are 38 parcels involved; we are currently awaiting a letter from the city authorizing tree trimming on these parcels. Preparations for surveying and marking the trees are underway.

North-South runway rehabilitation

Scheduled to begin in the spring. Although an official timeline has not been provided, the latest information suggests that work may commence in April.

Hangar construction

Regarding tenant notification, tenants have not yet been informed about the need to vacate their premises due to the planned conversion of the area into hangar storage.

For the C Row hangar, the design phase contract has been approved; however, progress is currently delayed pending resolution of tree-related issues on the East approach. This delay does not impact on the overall project timeline, as actual construction is expected to begin next fiscal year. It is prudent to postpone further actions until the financial aspects of the tree situation are clarified, given that the C Row hangar is funded by a grant.

Crack sealing and pavement remarking

The vendor has agreed to last year's pricing, and has accepted the amount of \$53,491, which will be fully covered by the state. Upon contract execution, a 50% down payment will be provided.

Hangar Doors

- We continue to experience issues with the hangar doors. Some of these problems may stem from the accumulation of snow on the roof and possibly ground heat. Both factors seem to contribute to the situation.
- Upon reviewing our records regarding preventative maintenance on the hangars, I noted the following: our roll hangar is 77 years old, with others aged 74, 70, 69, and the most recent at 25 years old. Over the years, we have performed minimal preventative maintenance, aside from regularly repairing doors—particularly on the two newest hangars, where door repairs are almost a monthly occurrence.
- For the oldest hangar, "A Row," which recently encountered significant issues, eight out of twelve doors were replaced approximately 40 years ago. The remaining four are original flip-up doors. The roof has been painted three times, most recently about three years ago. Beyond these efforts, little additional preventative work has been completed.
- There is an evident need to secure funding for consistent preventative maintenance. For example, a thorough inspection and adjustment of all doors in the roll hangar is required. Regarding the newer hangars (such as Rows G and H), it would be prudent to engage a professional specializing in doors to replace rollers, check tracks, and perform necessary maintenance.
- It would be beneficial to establish a systematic program that addresses ongoing maintenance, including periodic professional inspections to identify priority repairs. Developing both an immediate action plan for urgent repairs and a long-term preventative maintenance schedule is essential.
- Our current practices include annual hangar inspections to review rollers, tracks, and other components, along with maintaining an inventory of replacement parts. However, some parts, particularly certain rollers, are no longer manufactured and require substitutions.
- Maintenance, predominantly, has been conducted internally over the past decade, with the city assisting only occasionally. While we address hangar door repairs on a weekly basis, it is apparent that a more structured approach is needed. This may involve external professionals for tasks such as climbing ladders to perform high-level repairs

Future airport-funded projects

Currently on hold, except for heaters, pending final determination of costs associated with the trees.

Safety/Security

Measures are in place to ensure safety, and there have been no noise complaints.

Regarding deer sightings, none have been observed in the past month; however, the situation remains under review.

Currently, two NOTAMs have been issued for the airport.

Airport Liaison Report – None

Second Call to the Audience

Rex Slingerland:

I'm in hangar row A. I've told Earl there are often bolts on the floor from general wear, and I might have a can for them. No bird issues this spring after I cleaned, but I still need to install plastic around the hangar with a ladder to keep birds out.

The door and fuel pump both worked well last week. Using ladders is inconvenient with my high-wing since reaching the tank is tough and the shut-off doesn't always seal. I also dislike having fuel on the wing.

I spoke at the downtown meeting and am saddened by Ben's departure. Preserving the airport is vital; when I first flew here, it covered 339 acres, and I mowed 155 acres. Some property sales were valid, others questionable. I've served twice on the airport safety committee, most recently with AOPA to ensure it remains an airport. After over 30 years of flying here, I want it dedicated solely to aviation.

Adjournment

There being no further business, the meeting was adjourned at 6:01 pm.

Respectfully submitted,

Richard Clapp

Airport Board secretary