

**City of Grand Haven Airport Advisory Board Meeting (Virtual)**  
**April 27, 2021**

**Meeting Minutes:**

**Meeting Called to Order – Ben Ennenga, Board Chair:** Meeting called to order at 5:32 pm.

**Roll Call – Chris Kostamo, Board Secretary:**

Board Members Present:	Ben Ennenga	(Grand Haven, MI)
	Dale Hagenbuch	(Grand Haven, MI)
	Chris Kostamo	(Grand Haven, MI)
	Richard Clapp	(Grand Haven, MI)
	Earle Bares, Airport Mgr	(Grand Haven, MI)
	Tom Manderscheid, Liason	(Grand Haven Chtr Twp, MI)
Guests:	Pat McGinnis, City Manager and Zoom Meeting Host	
	Bob Monetza, Grand Haven Mayor	
	Dennis Scott, Grand Haven City Council	
	Mike Dora, Grand Haven City Council	

**First Call to Audience – Ben Ennenga/Pat McGinnis:** Board Chair, Ben Ennenga, restated the rules for audience participation in a virtual board meeting and that the audience can participate by telephone call or via Facebook Live. There were no calls or questions from the audience. Airport Manager, Earle Bares then reported that the April Grand Haven Aviation Association meeting was held via Zoom and had 20 members participate. The date for the annual Airport Fly-in/Open House is August 21, 2021, the start time still TBD. Earle also reported that the EAA, Chapter 211 again met at the Zeeland Airport in April and heard a presentation by aviation safety expert, Dan Gryder.

**Acceptance of January 26,2021 Board Meeting Minutes – Ben Ennenga:** Richard Clapp moved to accept and Dale Hagenbuch seconded acceptance of the January Board minutes. Minutes were accepted unanimously with a minor typo amendment (changed the first bullet point under Administrative Liaison Report to properly read “30-60-90 day receivables at a low \$165.00.”).

**New Business:**

**Introduction of the Minimum Standards for General Aviation and Commercial Aeronautical Activities – Pat McGinnis:** Mr. McGinnis made a brief presentation to offer for the Board’s consideration and future discussion a draft document titled “City of Grand Haven Minimum Standards for General Aviation and Commercial Aeronautical Activities”. The purpose of the document is to provide clear and concise guidelines that will apply to any entity wishing to utilize the airport property for private or commercial

purposes going forward. MDOT/Aero notified the City that the establishment of such guidelines is a common practice for airports receiving federal funds and that they insure that every airport user is treated fairly within a defined set of policies. Paragraph 1.1 Statement of Purpose and Policy says,

“ The purpose of these Minimum Standards is to define acceptable standards for the conduct of commercial aviation and other specified activities at the Airport. This document describes the privileges and restrictions associated with different categories of activity at the Airport and sets forth mandatory Minimum Standards for operations, land area, Improvements, and/or services required and/or permitted. The overall intent of these Minimum Standards is to:

- Assist in protecting the public from unsafe, inadequate, or substandard Aeronautical products, services, and Facilities; and help avoid airport tenants and occupants from exposure to unfair competition;
- Establish minimum entry qualifications for entities seeking to engage in commercial Aeronautical Activities and/or services at the Airport, including but not limited to, the provision of Aeronautical products, services and/or Facilities to the public;
- Promote that aviation activities are conducted in a safe and equitable manner, in accordance with federal, state, and local rules and regulations; Airport policies and procedures; and applicable industry standards and best practices as may be amended from time to time;
- Promote the development of quality capital Improvements;
- Promote the orderly and compatible development of Airport property;
- Promote the financial self-sufficiency of the Airport. ”

Pat McGinnis, Earl Bares and Tom Manderscheid worked together to draw up the draft document and to tailor it specifically to the Grand Haven Memorial Airpark. The intention is that the Board will review the document and recommend modifications/edits as necessary so that it can be voted upon for recommendation to City Council at the May Advisory Board meeting. Once recommended to City Council, the Council will then consider acceptance of the standards. It was made clear that there will be no new commercial operations allowed at the airport until these standards are in place.

#### **Old Business: None**

**Airport Manager Report – Earl Bares:** Airport Manager Earl Bares reviewed his April 2021 report. Some of the highlights as follows:

- The first quarter has seen an overall decrease in activity and fuel sales due to COVID restrictions and weather though signs of increased activity are beginning to show. In addition, wholesale fuel prices are “dramatically increasing”.

- The Mary Creason memorial will take place on June 5 at 2pm at the Airpark. Mary "was a pioneer in aviation and, in particular, for women in aviation". In addition to her many accomplishments as a general aviation pilot, she was the first female airport manager in Michigan (at 3GM) and the first woman to head the Michigan Aeronautics Commission.
- Skydive hangar and maintenance hangar roof repair should start the first week of May as well as the completion of the Jet A fuel tank.
- Due to COVID restrictions, all on-airport meetings/events are cancelled through at least May 23.
- The wait-list for hangar space is currently at 30 interested parties. Richard Clapp asked if the City has given any thought to increasing the lease terms to encourage possible private investment in new hangars. Mayor Monetza explained the ten-year limit refers to contracts but not to land-leases specifically.
- The number of aircraft worked on (maintenance) continues to increase.
- The airport's fuel price remains very competitive, as will the proposed price for Jet A.

**Administrative Liaison Report – Tom Manderscheid:** Mr. Manderscheid reviewed his April 27, 2021 financial report. Of note:

- + 30-60-90 day receivables at only \$5.00 in arrears. As of 4/20/2021, current receivables are at \$3,390.00.
- + Airport cash fund balance (as of 4/20/2021) is \$94,146.04. We are still expecting a \$165,858 MDOT reimbursement for the Parcels E62 and E63 purchase in October once the FAA has distributed block grant monies. Looking at current cash balance and adjusting for near future reimbursements and project cost commitments, the expected cash balance will be approximately \$203,000.
- + As stated last month, hangar roof repair (costing about \$45,000) may not happen this summer unless the city would consider loaning the airport fund that money in anticipation of the MDOT reimbursement.

**Second Call to Audience – Ben Ennenga/Pat McGinnis:** Ben Ennenga restated the rules for call-in/Facebook Live comments. Mr. McGinnis noted there were six people watching via FB Live but there were no comments or phone calls.

**Adjournment – Ben Ennenga:** the meeting was moved for adjournment at 6:17pm by Chris Kostamo and seconded by Dale Hagenbuch. Unanimously agreed upon, the meeting was adjourned by Ben Ennenga.

Respectfully submitted,

Chris Kostamo, Secretary