

Grand Haven Airport Board Meeting Minutes June 24th, 2025

Chairperson Ben Ennenga called the meeting to order at 5:30 pm

Roll Call: Richard Clapp

Members present: Denny Swartout, Dale Hagenbuch, Richard Clapp, Ben Ennenga, Tricia Harrell

Others Present: Earle Bares- Airport Manager, Tom Mandersheid- Airport Liaison

Guests: Louis Lybrook, Kevin Jarchow, Roland Ashby, Mayor Bob Monetza

Summary:

The airport board meeting on June 24th, 2025, commenced at 5:30 PM. The secretary called the roll, and all the members were present. The Board covered several topics including the approval of previous meeting minutes, airport projects, safety and security issues, and financial updates.

The first item on the agenda was the approval of the regular meeting agenda. An addition was made to the agenda by Tricia Harrell regarding an airport camping event.

Vote: regarding the addition of an airport camping event to the agenda with no opposition.

First Call to the audience:

No comments

Minutes:

- Acceptance of 5/27/2025 meeting minutes:
Motion by Swartout, seconded by Clapp, motion carried with unanimous support

New Business:

Gas Pumps

The first item of new business is a recommendation to the Grand Haven City Council to approve contract 2025-0548 in the amount of \$64,750 for the acquisition of two new gas pumps. The proposal was straightforward and clearly presented. Mr. Tom Mandersheid successfully secured the grant for the new pumps to be installed at the fuel farm. This document from

MDOT outlines the necessary steps for us to recommend approval to the City Council. It will be included in the City Council's meeting agenda for July 7th.

Motion to approve this recommendation. Swartout/Hagenbuch. Motion was unanimously approved by the board.

Land Lease Discussion:

1. City Council Approvals:

- On May 25, the City Council approved additions to the Minimum Standards, establishing clear requirements for individuals wishing to construct private hangars on airport property.
- On June 16, the Land Lease Contract was approved, officially enabling the project to move forward.

2. Pilot and Public Engagement:

- Pilots will be informed promptly, with a focus on spreading awareness to foster interest and assess actual demand.
- Outreach should extend beyond our airport to nearby airports, where pilots may not be aware of the new policies.
- All advertising and promotion should be coordinated through the city.

3. Communication and Promotion:

- A notice at the fuel pump was recommended to alert pilots. This will require city management approval.
- Posting updates on the city website is crucial—similar to how minimum standards and noise abatement policies are shared.
- Recent updates to the Minimum Standards have been provided to the city. Follow-up is in progress to ensure timely posting.
- Trish at city hall has confirmed that she will publish the most up-to-date version upon receipt.

4. Lease Contract Transparency:

- There was discussion about whether the land lease contract should be made publicly available on the city website.
- The initial lease rate is \$0.35 per square foot per year, and while subject to change, including it online would support transparency.

- Posting the full agreement would allow potential tenants to understand the terms before committing.

5. Project Planning and Visuals:

- Work is underway to create a detailed drawing of proposed hangar locations.
- If the current suggested locations are not viable, alternate layouts will be generated for board review.
- The final date for submission or review will be updated and confirmed.
- Starting Point:
The current airport layout plan (ALP) will serve as the base reference, even though it's understood the ALP will need to evolve as new hangars are constructed. This is a standard and expected part of the airport development process.
- Coordination with the City:
A caveat will be added to ensure coordination with the city regarding proposed hangar locations and development cycles. This will be explicitly stated moving forward.
- Next Steps for the Board:
Earl was asked if he can prepare a presentation or proposal for the board. While not committing to having it ready by the next meeting, he acknowledged the request and will try to meet the timeline if possible.
- Hangar Placement Considerations:
 - The originally discussed area (east of Apron) may not be suitable for larger aircraft like King Air, as the current taxi lane is not wide enough.
 - There is an emphasis on identifying areas where hangars can be built without requiring the addition of new pavement.
 - The east side of Apron was specifically mentioned as potentially problematic due to narrow access.
- Future-Proofing the Layout:
 - The current ALP shows hangars facing south on the east side. There was a suggestion to reserve space in this area for larger hangars in case a commercial customer wishes to build.
- Action Item:
Earl may prepare a formal proposal regarding hangar placement of hangars for board review, at the next meeting.

Airport Camping Event Proposal (presented by Tricia Harrell)

- A pilot fly-in with optional aircraft camping is being proposed at Grand Haven Airport.

- The event is tentatively scheduled for Friday, August 1st through Sunday, August 3rd, to coincide with the final weekend of the Coast Guard Festival.
- The event intentionally avoids overlap with EAA AirVenture Oshkosh to maximize participation.

Goals:

- Provide a social, family-friendly aviation event for Michigan's close-knit general aviation community.
- Increase visibility and usage of Grand Haven Airport.
- Promote airport services like fuel and maintenance.
- Foster interest in future events like Pancake Breakfasts, Young Eagles flights, and Trick-or-Treat Fly-ins.

Key Features:

- Open to pilots and passengers, but not a general public camping event.
- Tent camping only, adjacent to aircraft in grass parking areas.
- No amplified sound, alcohol, pyrotechnics, or formal entertainment.
- Informal food options (grilling allowed on provided propane grill).
- Coffee and donuts provided in the morning.
- Pilots expected to bring tie-downs; limited parking is available.
- Cleanup by 2 PM on Sunday, August 3rd.

Facilities & Logistics:

- Restrooms: Terminal building; Skydive facility available as backup.
- Trash: Existing dumpsters will be used; additional bags available.
- Water & Shelter: The Terminal building provides water fountains and storm shelter; no showers.
- Transportation: No courtesy car, but FBO has bikes and local bike rentals.
- Fire Pit: Allowed only at designated, pre-approved location with extinguisher on hand.

Safety & Compliance:

- Fire marshal inspection required.

- FAA safety considerations noted due to potential fireworks/drone shows during the Coast Guard Festival.
- Aircraft camping areas carefully chosen to avoid soft ground and unsafe taxi conditions.
- Pilots will be advised of voluntary noise abatement procedures and published traffic patterns.
- No parking allowed in areas deemed unsafe due to terrain or clearance issues.

Advertising & Registration:

- To be promoted via:
 - Michigan Pilots and Michigan Flying Facebook groups.
 - City website
 - Fuel pump signage (pending city approval)
- Registration books and information packets will be available in the terminal.
- Emergency contacts, tie-down expectations, local businesses, and contact sheets will be included.

Next Steps & Requests:

1. City Management Approval for:
 - Signage at the fuel pump
 - Propane grill usage
 - Formal posting on the city website
 - Insurance requirements clarification (standard policies are proving difficult)
2. Airport Board Review of:
 - Proposed layout and parking plan (subject to ground conditions)
 - Fire pit location and procedures.
 - Advertising content (to reinforce pilot-specific nature)
3. Coordination with Fire Marshal for inspection before approval.

“If you would like, I can help turn this into a formal event proposal PDF, a one-page flyer for pilots, or talking points for city council presentation. Let me know what you’d like next.” -Tricia Harrell

Motion:

To recommend to the Grand Haven City Council the approval of a fly-in camping event, titled the “Grand Haven Airport Summer Fly-In,” to be held from August 1–3, 2025, at the Grand Haven Memorial Airport. The event will allow pilots to fly in and tent camp adjacent to their aircraft.

Conditions:

1. Sponsor Pilot Requirement: Each event of this nature must be scheduled by a Grand Haven-based sponsor pilot and approved individually by the City Council, per the city’s existing ordinances and policies.
2. Insurance: Final approval will be contingent upon securing adequate liability insurance coverage, as required by the city’s special event permitting process.
3. City Ordinance Compliance: Camping will be permitted under the special event exception in the municipal code, subject to City Council authorization.
4. City Event Process: This event must go through the City’s standard special event process, which includes:
 - Fire Marshal inspection (due to camping and fire pit use)
 - Administrative review for restroom access, site logistics, parking, and impact on fuel and runway projects
 - Confirmation of insurance and permit fee payment (currently estimated at ~\$1,500, subject to quotes)

Discussion Notes:

- The airport manager expressed concerns about overlapping projects (runway reconstruction and potential fuel system maintenance) that could affect event logistics.
- Organizers acknowledged fuel may not be available but noted this would be clearly communicated, and pilots are responsible for flight planning.
- Alternatives for liability insurance (e.g., through EAA) are being explored.
- The event is seen as a valuable aviation outreach effort similar in spirit to the Young Eagles and may support future aviation events and community engagement.

Vote:

Recommendation was approved by the board 4-1 to advance this request to the city council.

Old Business:

(None)

Airport Manager's Report:

- Successful dawn patrol event on June 7th. Over 500 breakfasts served, and money raised, including an impressive \$5000 in donations.

Projects

- Construction of new hangars and future airport-funded projects are ongoing, with quotes received for painting of the A row hangars.
- Runway 18/36 rehabilitation project: Work expected to begin late this summer.
- Tall structure in regulatory review 1100 feet SE of the airport.
- Crack sealing, pavement and repainting, (not inclusive of runway 18/36), 41,000 feet of crack seal; 26,000 square feet of white paint, 21,000 square feet of yellow paint, and 500 square feet of black paint. This **will not** be funded by MDOT.
- Jet A and 100LL fuel pump replacement project: Low bidding contractor selected for pump replacement.

Safety & Security

- No noise complaints, report of two deer
- 2 Powerline Orange balls STILL not installed by BLP. Additional markings on power lines are needed for safety compliance.
- 3 Notams

Airport Operations & Activity

- 290 Log Entries
- Fuel Sales were 1238 Gal. 100LL, 1301 Gal. Jet A
- 58 Aircraft home based on the field.
- Worked on four aircraft, no flight instruction.
- Hangars are fully occupied.

Airport Facilities

- Terminal Building: Adjustment to two South doors.
- Tractor water pump failure

Airport Liaison Report:

Summary:

Currently, we have \$409,156 in cash. However, this amount will decrease below \$400,000 due to recent fuel purchases. The fuel farm budget appears satisfactory. The fuel sales figure was unexpected; initially budgeted at \$150,000 in revenue, it was reduced to \$140,000, and as of the 19th with two weeks remaining in the fiscal year, we are at \$120,000. Recent purchases are not included in this revenue figure. In terms of expenses, everything looks within budget.

We have spent \$99,000 on fuel, with another \$10,000 likely to be spent, totaling around \$120,000. Our July meeting is scheduled for July 15th, the third Tuesday of the month, due to the EAA Oshkosh event. Please mark your calendars accordingly.

Accounts receivable over 30 days: \$420

Airport Cash balance: \$409,156

Second Call to audience:

Kevin Jarchow, representing brokers and professional business services located at 201 S. Beacon Blvd., stated that last month he addressed the board regarding the non-resident fee charged on annual leases. His company has an airplane in hangar H11, which is owned by Summit. Summit, which has an address at 201 S. Beacon Blvd., pays approximately \$5000 in taxes to the city of Grand Haven for various purposes. Mr. Jarchow's company is a separate entity with distinct tax IDs. Mr. Jarchow requested that the board add an agenda item for the next meeting to propose the removal of the non-resident fee for tenants and determine if the extra charge complies with state regulations.

The board chair responded that the board has no direct influence over city policies concerning hangar leasing, suggesting that concerns should be brought to a city meeting. The board's role is to relay such issues to the city.

Roland Ashby from 15003 River Bluff Place, commented on the weather reporting system. He mentioned that another airport in Michigan has recently added a similar system, which has been beneficial for pilots. Mr. Ashby emphasized the importance of having accurate weather information for safety reasons.

Mr. Ashby also highlighted two community events hosted at the airport: the open house in June and the "Trunk or Treat" event in the fall. These events focus on engaging the community, which helps garner support for the airport. The Young Eagles program at the open house had 400 kids registered to fly, but only about 100 were able to participate. Another event is planned for July to accommodate more children.

Lastly, Mr. Ashby noted the significant fuel sales of \$120,000, initially projected to be higher. He stressed the need to attract more pilots to support aviation activities and increase fuel sales,

which are crucial for the financial stability of the airport. He appreciated the board's support in these efforts and encouraged further initiatives to enhance pilot engagement.

Motion to adjourn, seconded: Clapp, Swartout

Adjournment 6:35 pm

Minutes submitted by board secretary, Richard Clapp