

NORTHWESTERN REGIONAL AIRPORT COMMISSION
CHERRY CAPITAL AIRPORT
REGULAR MEETING
MINUTES
June 25, 2019
3:00 P.M.

A. Pledge of Allegiance

B. Roll Call:

Present	Chairman	Tom Kern (acting)
	Commissioners	Dan Ahrns, Lee Foerster, Rob Hentschel, Debra Rushton
	Secretary	Kevin Klein
	Counsel	Karrie Zeits
Absent	Others	Dan Sal, Luanne Zak, Heather Sexton, Krin Perreault, Susan Olson, Kat Paye, Alexa Zoellner, Stephanie Green, Margo Marks, Ron Lemcool, Bill Birch, Linda Pepper, Sylvia McCullough
		Mike Coco (excused), Doug DeYoung (excused)

In the absence of Chairman DeYoung, Vice Chairman Kern called the meeting to order at 3:00 p.m. The Secretary called the roll and advised the Chairman a quorum was present.

C. Review and Approval of the Agenda:

It was moved by Commissioner Rushton and supported by Commissioner Ahrns to approve the agenda as presented. MOTION PASSED.

D. Public Comment:

Airport Director Klein read the Public Comment policy statement.

Kat Paye – thanked the Board for their support of the Cherry Festival Airshow.

E. Reading and Approving Previous Meeting Minutes:

1. It was moved by Commissioner Ahrns and supported by Commissioner Foerster to approve the regular meeting minutes of May 28, 2019 as presented. MOTION PASSED.

F. Reading of Communications:

1. The MDOT Passenger Statistics Report for May 2019 was received and filed.

G. Reports of Standing Committees:

1. Commissioner Rushton gave a report of the Finance Committee meeting of June 20, 2019.

Krin Perreault of Dennis, Gartland & Niergarth presented the audit report for the year ending December 31, 2018.

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to accept the report of the Finance Committee meeting of June 20, 2019 and to accept the 2018 audit report. MOTION PASSED.

It was moved by Commissioner Hentschel and supported by Commissioner Rushton to have staff apply for and seek more information on the USDA financing programs. MOTION PASSED.

H. Reports of Special Committees:

1. Airport Director Klein gave a report of the Airport Governance Advisory Committee meeting of May 28, 2019.

It was moved by Commissioner Foerster and supported by Commissioner Rushton to accept the report of the Airport Governance Advisory Committee meeting of May 28, 2019. MOTION PASSED.

I. Unfinished Business: None

J. New Business:

1. Operating Agreement – Edward Shipman

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to approve a License and Operating Agreement for Edward Shipman, Designated Pilot Examiner, on a month-to-month basis; subject to review and acceptance of substance by the Airport Director and review and acceptance as to form by Airport Counsel. MOTION PASSED.

2. Bid Award – Airfield Sign Rehabilitation

It was moved by Commissioner Rushton and supported by Commissioner Foerster to accept Prein & Newhof's recommendation to award the contract for airfield sign rehabilitation to County Line Power, LLC in the amount of \$242,927.00. MOTION PASSED.

3. Bid Award – Security Equipment

It was moved by Commissioner Ahrns and supported by Commissioner Foerster to accept Prein & Newhof's recommendation to award the contract for security equipment to RadioNorth in the amount of \$5,000.00. MOTION PASSED.

4. Bid Award – West T-Hangar Area Taxilanes and Apron Reconstruction

It was moved by Commissioner Ahrns and supported by Commissioner Rushton to accept Prein & Newhof's recommendation to award the contract for west t-hangar area taxilanes and apron reconstruction to Elmer's Crane and Dozer, Inc. in the amount of \$1,098,810.00. MOTION PASSED.

5. Contract Award – Task No. 2: Energy Assessment and Renewable Energy Roadmap – Phase 2

It was moved by Commissioner Ahrns and supported by Commissioner Foerster to approve C & S Engineers, Inc.'s proposal for Task No. 2: Energy Assessment and Renewable Energy Roadmap-Phase 2 in the amount of \$77,435 to be paid out of cash reserves until possible reimbursement from FAA grant funds. MOTION PASSED.

6. Lease Documents – Air Services, Inc.

It was moved by Commissioner Rushton and supported by Commissioner Hentschel to approve a Consent to Mortgage contingent upon release of the note and discharge of the mortgage between Roy Nichols and 1100 Holdings, LLC; Amended and Restated Airport Ground Lease; and Airport Fueling Agreement to dispense aviation fuels and oils within the immediate vicinity of Air Services, Inc.'s hangar only to aircraft owned by, leased by, or subject to an aviation management contract with Air Services, Inc.; subject to review and acceptance as to substance by the Airport Director and review and acceptance as to form by Airport Counsel. MOTION PASSED.

7. License Agreement – Grand Traverse Container

It was moved by Commissioner Ahrns and supported by Commissioner Hentschel to approve a License Agreement for a fire lane with Grand Traverse Container on a month-to-month basis; subject to review and acceptance as to substance by the Airport Director and review and acceptance as to form by Airport Counsel. MOTION PASSED.

K. Reports of the Airport Director:

1. The Airport Director reviewed the Activity Report for the Commission.
2. The Airport Director reviewed the Operations Report for the Commission.

3. The Airport Director reviewed the Accounts Receivable Report for the Commission.

4. The Airport Director reviewed the Budget Report for the Commission.

L. Public Comment: None

M. Commissioner Comment: None

N. Adjournment:

There being no further business to come before the Commission, the Chairman adjourned the meeting at 3:52 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Kevin C. Klein', written in a cursive style.

Kevin C. Klein, A.A.E.
Airport Director