



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
February 7, 2022 5:30PM**

MINUTES

1. Call to Order

Jason Apol called the meeting to order at 5:54 p.m.

2. Attendance

Members Present: Peter Hanse, Jason Apol, Tim Catherine and Jim Ludema
Members Absent: Andy Millin, Bernie Sosnowski, Jack Ephofen, Richard Guilifoil, and Craig Warren.

Staff Present: Doug Kadzban, DPW Director

3. Approval of Minutes

No minutes provided in the packet. January 2022 meeting was cancelled due to the holidays, and December 2021 meeting had no quorum. Approval for October and November minutes should be provided at the March meeting for action.

4. Election of Chair and Vice Chair.

Decision to delay Cahir nomination until more members are present. Jason Apol indicated his willingness to serve as vice chair. Hearing no other nominations, it was moved by Tim and Second by Jim to nominate Jason as vice chair. Passed unanimously

5. Updates

Kadzban updated members on the MDOT – Aero inspection. DPW needs to replace the windsock and one missing cone on the grass strip. Staff still waiting on more definitive tree locations then will proceed with trimming and removals. Airport is currently operating under a temporary license based on the inspection. Kadzban will work with MDOT – Aero for the tree location information.

Kadzban advised that Hangar 3 was rented out to Plainwell Aviation. Hangar 15 remains vacant.

Discussion regarding the May 21 proposed open house at the Airport by the Credit Union similar to their event in 2019.

6. Airport Rules and Regulations

Motion by Jason, supported by Peter for a recommendation to approve the Rules and Regulations. **Motion Carried 4-0.**

7. Public Comment

Let the record show, no public comment was received.

8. Airport Manager Comments

Comments included: bathroom floor maintenance update, airport maintenance, security cameras, courtesy car, vending machine and discussion regarding solar project.

9. Advisory Board Comments

Comments regarding the October helicopter rides related to the helicopter using the grass area in front of the terminal building for landing and taking off. Suggest they remain inside the fenced area (on the asphalt) for their event.

10. Adjournment:

Motion by Jason , supported by Peter to adjourn the meeting at 6:40 p.m. **4-0.**

**Respectfully submitted by
Doug Kadzban**



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
March 7, 2022, 5:30PM**

MINUTES

1. Call to Order

Andy Millin called the meeting to order at 5:33 p.m.

2. Attendance

Members Present: Andy Millin, Peter Hanse, Jason Apol, Tim Catherine, Jack Ephofen, Jim Ludema, and Craig Warren

Members Absent: Bernie Sosnowski, and Richard Guilfoil

Staff Present: Joel Dye, City Manager, Doug Kadzban, DPW Director, and Jon Van Duinen

3. Approval of Minutes February 7, 2022

Motion by Hanse, supported by Ludema to approve the meeting minutes of the February 7, 2022, meeting. **Motion Carried, 7-0**

4. Election of Chair

Motion by Warren, supported by Ludema to appoint Millan as Chair of the Airport Advisory Board for the 2022 Calendar Year.

5. Allegan Community Credit Union Block Party Update

Kadzban updated the Board of the Allegan Community Credit Union Block Party scheduled for May 14, 2022, from 11:00 AM to 5:00 PM.

6. Airport Capital Improvement Plan

Jon Van Duinen informed the Board that through the Bipartisan Infrastructure Bill passed at the Federal Level, that the City of Allegan will be receiving approximately \$150,000 per year for the next five years. As part of the new funding, the Board is being asked to update their

Five-Year Capital Improvement Plan and to submit an updated plan to the Michigan Department of Transportation AERO Division.

After much discussion, the board directed Jon Van Duinen to add the following items to the Capital Improvement Plan as long as there is available funding for each of the items:

- Weather system
- Site work for a new set of hangars
- New doors on the existing older hangars
- Jet fuel capability
- Extension of water and sewer out to the hangars

Jon Van Duinen informed the Board that he will work on these additions and get something submitted to MDOT Aero in the next day or two and he reminded the Board that this CIP can be amended in the future.

7. Airport Manager Comments

Kadzban informed the Board that we have been granted a provisional license through February 2023 to allow the airport time to remove tree obstructions in the flight path.

8. Advisory Board Comments

The board discussed the idea of hosting a fly in during 2022 but no decision was made.

9. Adjournment:

Motion by Warren, supported by Ephofen to adjourn the meeting at 6:30 p.m. 7-0.

**Respectfully submitted by
Joel Dye, City Manager**



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
June 6, 2022 5:30PM**

MINUTES

1. Call to Order

Andy M called the meeting to order at 5:34 p.m.

2. Attendance

Members Present: Andy Millin, Jason Apol, Peter Hanse, Bernie Sosnowski, Jack Ephofen, and Jim Ludema

Members Absent: Tim Catherine, Richard Guilifoil, and Craig Warren.

Staff Present: Joel Dye, City Manager and Doug Kadzban, DPW Director

3. Approval of Minutes from March 2022 meeting.

Motion by Bernie Second by Jack to approve March 7, 2022 meeting minutes, passed unanimously.

4. New Business.

Discussion of Allegan Credit Union (ACU) block party, reports from ACU was it was successful, good turnout, sky-dives occurred. ACU looking forward to 2023 event.

Airport Tree update – Joel presented tree location maps provided by Prein & Newhof (PN). Majority of trees are on west end of airport, City has majority of easements, need to pursue easements on west side of Eastern Avenue. Next step, meet PN on site to physically locate trees, work with property owners to remove trees. Question on if MDOT tree survey included trees that will be encroaching on the airspace in the next few years or just the trees that are currently too tall. Staff will pursue.

MDOT should be receiving bids for crack seal and painting project this summer, work expected in the fall. Discussion on striping yellow lines into the hangars. 2021 project replicated lines that existed prior to the resurface project. Will ask PN about including balance of hangar lines in 2022 project.

5. Updates

None.

6. Public Comment

Let the record show, no public comment was received.

7. Airport Manager Comments

None

8. Advisory Board Comments

None.

9. Adjournment:

Motion by Jason , supported by Jim to adjourn the meeting at 5:50 p.m. Passed 6-0.

**Respectfully submitted by
Doug Kadzban**



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
August 1, 2022 5:30PM**

MINUTES

1. Call to Order

Andy M called the meeting to order at 5:34 p.m.

2. Attendance

Members Present: Andy Millin, Jason Apol, Peter Hanse, Bernie Sosnowski, Jack Ephofen, and Richard Guilifoil

Members Absent: Jim Ludema and Craig Warren.

Staff Present: Doug Kadzban, DPW Director

3. Approval of Minutes from June 2022 meeting.

Motion by Jason Second by Bernie to approve June 2022 meeting minutes, passed unanimously.

4. Business

- A. Airport Capital Improvement Plan update – Jon VanDuinen, P.E. reviewed the current Airport Capital Improvement Plan (ACIP) and the need to move either the 2024 Hangar Door project or the AWOS to a following year. ***Motion by Andy to move AWOS to 2025 lacked support and failed. Motion by Bernie, Support by Rich*** to keep AWOS in 2024 and move the Hangar Door replacement project to a subsequent fiscal year. ***PASSED 6-0.*** Jon will modify the ACIP and resubmit to MDOT after he updates the estimated project costs.
- B. Airport tree update. Jon VanDuinen, P.E. indicated the City has the easements for tree removal/trimming as needed. Next step is to send notices to residents indicating the situation and timeline of tree removals in winter months. Discussion ensued as to being a good neighbor and trim where possible, but strongly recommend tree removals.
- C. MDOT crack seal and painting update. Project is finished, though not all cracks were sealed and not all painted lines were restriped due to lesser unit quantities on the bid sheet when compared to actual amount in field. Jon mentioned that MDOT – AERO has this program annually. Consensus is to get the balance of the airport complete next year to

preserve the runway. Jon will revisit the quantities and review the recently completed work.

5. New Business.

- A. Board Member Resignation. Mr. Catherine has resigned his position on the board. Consensus is to keep the number at nine. Doug will reach out to Dennis Bennet to see if Dennis is interested in joining the board. New member will need to be appointed by City Council, per airport board by-laws.

6. Updates

None.

7. Public Comment

Let the record show, no public comment was received.

8. Airport Manager Comments

There will be no meeting on Monday September 5, 2022 due to Labor Day.

9. Advisory Board Comments

Discussion of correspondence from Mr. Staton of 8 Weeks Street concerning noise from helicopter tours and airplanes taking off and landing. City has talked to helicopter operator in the past and plans to again this year in October when they arrive. Relating to airplanes noise, airplanes need higher throttle to achieve safe flight elevations. Not possible to change propellers or mufflers as mentioned by Mr. Staton, as these are regulated by FAA. Airspace is regulated by the FAA, not the City. Therefore, the board or City has very little control. Questioned the number of residents complaining, as mentioned in the email.

Rich asked about updated emergency contact list. Doug will pursue updates and make available to hangar tenants.

Jason asked if the Airport information is on the city web page.

Jon mentioned the need to advertise for airport engineer. Doug to contact Amanda at MDOT-AERO.

10. Adjournment:

Motion by Peter, supported by Jason to adjourn the meeting at 6:47 p.m. Passed 6-0.

**Respectfully submitted by
Doug Kadzban**



**City of Allegan
Airport Advisory Board
740 Grand Street
Allegan MI 49010
November 7, 2022 at 5:30PM**

MINUTES

I. Call to Order:

Meeting called to order by Chair Andy M at 5:37 p.m..

II. Attendance:

Members Present: Andy Millin, Jason Apol, Peter Hanse, Bernie Sosnowski, Jack Ephofen, Jim Ludema, Dennis Bennett and Craig Warren

Members Absent: Richard Guilfoil.

III. Approval of minutes from August 2022 meeting. (September and October meetings were cancelled).

Motion by Jack, second by Bernie to approve minutes. Motion passed unanimously.

IV. Old Business:

- a. MDOT crack seal and painting update. Kadzban indicated that MDOT – AERO will bid out the project for completion in 2023.
- b. Airport tree update. Kadzban indicated that the bid packets were made available by Prein & Newhof with the bid opening scheduled for 11/10/2022. Work is to be completed in early 2023 per contract. Residents were notified in advance of bidding.
- c. Deer update. Kadzban has sent text messages and left voicemails to local MDNR game biologist seeking input on culling deer. Jason provided a contact of another airport to contact for information on their process.

Copies of the minutes of the Airport Advisory Board may be obtained at City Hall, 231 Trowbridge Street, Allegan, Michigan 49010. (269) 673-5511

V. New Business:

- a. Board Member Update: Dennis Bennett appointed to the board, term expires December 2024. Bernie Sosnowski, Craig Warren and Richard Guilfoil have been reappointed by the Mayor, with their terms expiring December 2024. The following terms expire December 2023: Jason, Andy, Jack, and Jim. The appointments keep the board number at nine (9).

VI. Airport Manager Comments:

- a. Next meeting scheduled for Monday December 5, 2022.
- b. We currently have two (2) hangar vacancies. Have potential lessees contact either Kadzban or Danielle Bird at City hall for information.
- c. Kadzban asked if taxiway can be used for touch and goes. Andy clarified it is.

VII. Advisory Board Comments:

Dennis mentioned the recent (2021) crack seal and micro surfacing project has a couple of areas where the material is bubbling up. Will follow up with that issue.

Andy asked if Mr. Stanton has mentioned airport noise. Mr. Stanton lives near the westerly end of the airport and sent correspondence earlier this year asking for noise reduction at the airport.

Conversation relating to fuel purchase limited to \$250.00 or 37 gallons by visa and mastercard. Kadzban will check with our credit card company for imposed restrictions. Software currently limits transactions to 200 gallons.

VIII. Adjournment:

Motion by Craig, second by Jim to adjourn the meeting at 6:07 p.m.

**Respectfully submitted by
Doug Kadzban**