

**COUNTY OF MARQUETTE, MICHIGAN**  
**Sawyer International Airport**  
**Airport Advisory Committee**  
**Thursday September 27, 2018 4:00 P.M.**  
**Special Meeting Minutes**

**Members Present:** Ed Glasgow, John LaCourt, Steve Rodgers, Bob Muelle, Frank Rosado, County Commissioner Adamini, and County Commissioner Alholm

**Members Absent:** None

**Staff Present:** Duane DuRay, Airport Manager; Steve Schenden, Director of Operations

**Staff Absent:** None

**Guests Present:** Mike McNeil

**1. Call to Order:**

The meeting was called to order by Chairman Frank Rosado at 4:05 pm.

**2. Approval of the Agenda:**

No agenda was presented; the item open for discussion is Sawyer International Airport Minimum Standards.

**3. Public Comment:** Mr. Michael Mc Neil, the Director of Operations for Boreal Aviation, thanked all of the people on the Advisory Board and Airport staff. He also spoke passionately about the services and investment Boreal continues to provide.

**4. Approval of Minutes September 13, 2018:**

Minutes unavailable.

**5. Items of Discussion:**

A. Minimum Standards: Chairman Rosado opens the discussion with beginning the Minimum Standards draft review. DuRay and Schenden further explained the scope and definition of the Minimum Standards document.

Member LaCourt asked about how detailed the Committee wants to be. Light discussion took place.

Member Muelle had concerns about standards for Specialized Aviation Service Operators (SASOs). His concerns revolved around the potential of certain groups having an advantage over other groups if they only choose to provide certain levels of services. Discussion took place.

Member Muelle asked for clarification regarding the marketing section for the FBO. DuRay provided the requested clarification.

Chairman Rosado asked for clarification on the mobile refueler. Discussion took place; a change in the document was made to reflect the Jet A refueler must have a minimum capacity of 3,000 gallons and the Avgas must have the minimum capacity of 750 gallons.

Member Glasgow questioned the reasoning age of a mobile refueler as long as it was maintained in serviceable condition because the document called for any the mobile refueler to be 5 years or less for a new FBO. Discussion took place on clarification on the age of the mobile refueler. It was agreed to strike the minimum age of the mobile refueler for any new FBO as long as it was maintained in serviceable condition.

Chairman Rosado asked for clarification on the Flying Club. The necessity to require the flying club instructors to be club members and the defined business nature of the club as it related to all of the members? Discussion took place and changes were implemented for the Flying Club.

Member Glasgow looked for clarification on the use of tugs and various other pieces of support equipment. Discussion took place on how the equipment would be utilized and determined who would have ownership of the equipment. Staff will look into possible lease language to accommodate the concerns.

Member Glasgow asked for clarification on the section regarding crates, barrels, and cases as refuse under Section III. (E.), Miscellaneous. DuRay clarified the items as being associated as waste items cannot be stored.

Member Muelle requested a language change under Section IV Flight Training and Sky-Diving relating to the license ratings of the pilot. Discussion took place and the changes were implemented as requested.

Member Glasgow asked for clarification on the fuel farm regulation and who is responsible for the various levels of maintenance and repairs. Schenden provided clarification on the level of responsibility necessary and stated a lease agreement would cover the details on financial responsibilities. Discussion took place.

Member Glasgow looked for clarification on insurance coverages for the FBO and other groups. DuRay stated these items have been forwarded to Marquette County's risk management office for review and guidance.

DuRay will input the agreed upon changes and forward to all of the members for review.

**6. Informational Items & Project Updates:**

A. None addressed

**7. Late Additions:**

A. None

**8. Public Comment:** Mr. McNeil thanked everyone for their hard work on the minimum standards development and RFQ process provided an open invitation to answer any questions regarding Boreal Aviation and the current operation.

**9. Staff and Committee Member Comment:**

Member Glasgow asked if the meeting falls under the Public Meeting Act and if it was properly posted for the public. DuRay confirmed the meeting is a public meeting and it was properly posted.

**10. Adjournment:** Member La Court made a motion, supported by member Muelle to adjourn the meeting. Motion passed unanimously.

Adjourned At 5:10 pm.

Respectfully submitted by Duane R. DuRay, Airport Manager