



# Michigan Aeronautics Commission Meeting Agenda

July 19, 2023 – 10:00 a.m.  
Sawyer International Airport  
125 G Avenue, Gwinn, Michigan 49841  
[Microsoft Teams Meeting Link](#)

## I. OPENING REMARKS, ROLL CALL, and PLEDGE OF ALLEGIANCE

## II. WELCOME

Sawyer International Airport

## III. COMMISSION BUSINESS

A. Minutes of the May 24, 2023, Meeting

B. Request for Approval and Transfer of Appropriated Funds

### **Airport Sponsor Contracts**

1. Battle Creek Executive Airport at Kellogg Field (BTL), Battle Creek
2. Coleman A. Young Municipal Airport (DET), Detroit
3. Detroit Metropolitan Wayne County Airport (DTW), Detroit
4. Gaylord Regional Airport (GLR), Gaylord
5. Capital Region International Airport (LAN), Lansing
6. Mason County Airport (LDM), Ludington
7. Mason County Airport (LDM), Ludington
8. Mason Jewett Field (TEW), Mason
9. Mount Pleasant Municipal Airport (MOP), Mount Pleasant
10. Oscoda-Wurtsmith Airport (OSC), Oscoda
11. Owosso Community Airport (RNP), Owosso
12. Oakland County/Troy Airport (VLL), Troy
13. Romeo State Airport (D98), Romeo
14. West Branch Community Airport (Y31), West Branch

### **Supplemental Transfers >15% of Original Transfer**

1. Mount Pleasant Municipal Airport (MOP), Mount Pleasant

*Supplemental Transfers <15% of original transfer – No Action Required*

1. Custer Airport (TTF), Monroe
2. Romeo State Airport (D98), Romeo

**IV. MAC DIRECTOR’S REPORT**

**V. COMMITTEE UPDATES**

A. (Proposed) Uncrewed Aerial Systems (UAS)/Advanced Air Mobility (AAM) Committee

B. MAC Career Pipeline Committee

**VI. PRESENTATIONS**

A. Air Service

B. Economic Development

**VII. COMMISSIONER COMMENTS**

**VIII. PUBLIC COMMENTS**

**IX. CLOSING**

**X. GUIDED TOUR OF AIRPORT (Commissioners and Invited Guests Only)**

# MICHIGAN AERONAUTICS COMMISSION

## **DRAFT** Minutes of Meeting

Lansing, Michigan

May 24, 2023

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Pursuant to Section 31 of Act 327 of the Public Acts of 1945, the Commissioners of the Michigan Aeronautics Commission (MAC or Commission) met at the Gaylord City Building, 305 East Main Street, Gaylord, Michigan on Wednesday, May 24, 2023.

### **COMMISSION MEMBERS PRESENT**

Kelly Burris, Chair

Dr. Brian Smith, Vice Chair – Virtual attendance, abstained from voting.

Benjamin Carter, Commissioner

Rick Fiddler, Commissioner

Russ Kavalhuna, Commissioner

Laura Mester, Designee MDOT

Kevin Jacobs, Designee MDNR

F/Lt Greg Setla, Designee MSP

Brig. Gen. Bryan Teff, Designee MDMVA

Mike Trout, Director

Bryan Budds, Commission Advisor

Alicia Morrison, Commission Analyst

### **COMMISSION MEMBERS ABSENT**

None

### **I. OPENING REMARKS, ROLL CALL, and PLEDGE OF ALLEGIANCE**

The May 24, 2023, MAC meeting was officially called to order by Chair Kelly Burris at 10:01 am.

Chair Burris welcomed all to the meeting and thanked all in attendance. She gave a special thanks to Aviator Cookies for providing meeting treats and to the Gaylord Regional Airport for hosting. She then asked everyone to join in reciting the Pledge of Allegiance.

Chair Burris asked for a formal roll call. Roll call was taken. It was announced eight (8) Commissioners were present for a quorum.



## II. WELCOME PRESENTATION

Chair Burris welcomed, Sheri Rivest, from Gaylord Regional Airport who gave a brief introduction to the airport and its mission. Sheri discussed the various community outreach efforts the airport participates in, highlighting the veterans coffee hour which hosts thousands of area veterans each year. Sheri concluded by thanking the Commission and inviting them for a tour of the airport once the meeting business had concluded.

## III. COMMISSION BUSINESS

### A. Minutes of the March 22, 2023, Meeting

Chair Burris asked if there were any revisions to the minutes of the meeting held on March 22, 2023. There were none. She entertained a motion to approve the minutes. The motion was moved by Commissioner Russ Kavalhuna and seconded by Commissioner Ben Carter to approve the minutes as presented. **All voted in favor. Chair Burris announced the motion is carried.**

### B. Request for Approval and Transfer of Appropriated Funds

Chair Burris called on Alissa VanHoof, who then presented the transfers.

#### Airport Sponsor Contracts

1. Huron County Memorial Airport (BAX), Bad Axe
2. **Battle Creek Executive Airport at Kellogg Field (BTL), Battle Creek**
3. James Clements Municipal Airport (3CM), Bay City
4. Beaver Island Airport (SJX), Beaver Island
5. Southwest Michigan Regional Airport (BEH), Benton Harbor
6. Southwest Michigan Regional Airport (BEH), Benton Harbor
7. **Southwest Michigan Regional Airport (BEH), Benton Harbor**
8. Roben-Hood Airport (RQB), Big Rapids
9. Roben-Hood Airport (RQB), Big Rapids
10. Bois Blanc Island Airport (6Y1), Bois Blanc Island
11. Fitch H. Beach Municipal Airport (FPK), Charlotte
12. Clare Municipal Airport (48D), Clare
13. **Clare Municipal Airport (48D), Clare**
14. Coleman A. Young Municipal Airport (DET), Detroit
15. Coleman A. Young Municipal Airport (DET), Detroit
16. Dowagiac Municipal Airport (C91), Dowagiac
17. Dowagiac Municipal Airport (C91), Dowagiac
18. Dowagiac Municipal Airport (C91), Dowagiac
19. Abrams Municipal Airport (4D0), Grand Ledge
20. Houghton County Memorial Airport (CMX), Hancock



21. Hastings Airport (9D9), Hastings
22. Hillsdale Municipal Airport (JYM), Hillsdale
- 23. Jackson County Reynolds Field (JXN), Jackson**
- 24. Jackson County Reynolds Field (JXN), Jackson**
- 25. Jackson County Reynolds Field (JXN), Jackson**
26. Lakeview Airport Griffith Field (13C), Lakeview
27. Lakeview Airport Griffith Field (13C), Lakeview
28. Capital Regional International Airport (LAN), Lansing
29. Menominee Regional Airport (MNM), Menominee
30. Menominee Regional Airport (MNM), Menominee
31. Menominee Regional Airport (MNM), Menominee
32. Menominee Regional Airport (MNM), Menominee
33. Oakland County Southwest (Y47), New Hudson
34. Ontonagon County Schuster Field (OGM), Ontonagon
- 35. Oakland County International Airport (PTK), Pontiac**
- 36. Oakland County International Airport (PTK), Pontiac**
- 37. Oakland County International Airport (PTK), Pontiac**
38. St Clair County International Airport (PHN), Port Huron
39. Cherry Capital Airport (TVC), Traverse City
40. Statewide Pavement Condition Index Survey Program

**\*Bold indicates planned BIL funding**

*Supplemental Transfers <15% of original transfer – No Action Required*

1. Huron County Memorial Airport (BAX), Bad Axe
2. Grosse Ile Airport (ONZ), Grosse Ile
3. Houghton County Memorial Airport (CMX), Hancock
4. Romeo State Airport (D98), Romeo

Commissioner Jacobs asked if there was only one vendor for the statewide Pavement Condition Index Survey Program. Alissa VanHoof answered yes there is one vendor for all participating airports, which has a three-year contract. Chair Burris asked how many airports were participating in the program in total this year. Alissa VanHoof answered 38.

Chair Burris asked for a motion to approve the transfers as presented. The motion was moved by Commissioner Rick Fiddler and seconded by Commissioner Ben Carter to approve the transfers as presented. **All voted in favor. Chair Burris announced the motion is carried.**



A complete list of contract descriptions can be viewed at [www.michigan.gov/aero](http://www.michigan.gov/aero) under the Commission tab.

#### **IV. DIRECTORS REPORT**

##### **A. MAC Director's Report**

Chair Burris called on Director Trout who presented his Director's Report.

Director Trout began by sharing information on the Gaylord Airport's contributions to the local economy. This includes over 3,600 statewide jobs and over \$466,000,000 in economic output. He thanked the airport for all they do with the limited staffing and resources they employ.

Director Trout reported the latest fuel tax information. The excise tax revenue showed a slight decrease of 1.68% over FY 2022. The sales tax revenue showed a 22.28% increase over FY 2022.

Director Trout provided a state legislative update discussing the draft FY 2024 budget. MDOT Aero highlights include \$8M for Aeronautics Services, \$2M for State/Local Program and \$5M for Air Service Program in both the House and Senate versions. The House version has \$180M for AIP and \$20M for UAS; the Senate version has \$281M for AIP and \$100,000 for UAS. The final budget is expected by the July MAC meeting. He also noted Senate Bill 22 was passed modifying state statute on airport security to match TSA regulations. Lastly, Director Trout noted the first women of color, Rita Brown, and Rhonda Welburn, were appointed to the State Transportation Commission.

Director Trout next discussed uncrewed aerial systems (UAS) and advanced air mobility (AAM) initiatives occurring in Michigan. He noted MDOT has 30+ drones and over 50 UAS pilots being used for aerial survey, vegetation management, construction management, and photo collection. He discussed how Aero is working with the FAA on a framework for AAM across the nation which requires a new perspective on the aviation system. Currently, Aero is forming partnerships with OFME, MDOT Research, state agencies, industry partners, NASAO and others to lead efforts for safely integrate advanced UAS and AAM in Michigan. Potential establishment of committees under the MAC umbrella to seek additional perspectives is being explored.

White Cloud Airport (42C) was highlighted by Director Trout for their Runway 18-36 Rehab Project. The project amount was \$976,181.50 and was completed by



contractor Reith-Riley. The Aero Project Manager was Wendi Chen, and the job was completed under budget.

Director Trout updated on Aero staffing, welcoming new employees Ashley Lucas, Aviation Services Section Manager; Chris Herrera, Intern; Paige Luft, Engineer/Project Manager; and Natalie Westrate, Analyst. Director Trout then shared kudos received for several Aero staff from external customers. Aero currently has a Financial Analyst position open.

Director Trout provided information on aviation education and workforce development initiatives occurring including the [FAA Airport Design Challenge](#), the [Henry Ogrodzinski Scholarship](#), as well as an online assessment tool [Assessing Airport Programs for Travelers with Disabilities and Older Adults](#).

Director Trout highlighted recent news stories including [Strengthen Black Representation in Aerospace Careers](#) featuring MAC Vice Chair Brian Smith and [Determined Mom in Labor Walks for College Graduation](#) featuring Commissioner Russ Kavalhuna. Other headlines announced [WMU replacing its aircraft fleet](#), [a man guiding a young pilot through emergency landing](#), [Alpena receiving runway repair funding](#), and [firefighting training hosted by FAA in Traverse City](#).

Director Trout shared a recent trip to Selfridge Air National Guard Base in support of the grand opening of a new hangar and continued support of the military aviation community. Chair Burris, Vice Chair Smith, Commissioner Kavalhuna and Director Trout all spent time listening to House and Senate members advocate for the base and the statewide economic and safety benefits it brings to Michigan.

Director Trout highlighted some upcoming aviation events across the state including Jackson County Airport Aviation Day on June 24, Wings Over Muskegon on July 8-9 and the MAAE-MDOT Fall Conference on September 11-14. A full list of events, fly-ins and aviation happenings can be found at [www.michigan.gov/aero](http://www.michigan.gov/aero).

Director Trout concluded by celebrating May as Military Appreciation Month. He thanked all military members and their families throughout Michigan for their service, sacrifice, and successes.



## **V. AWARD PRESENTATION**

Chair Burris and Director Trout presented the Office of Aeronautics Employee of the Year awards, which were scheduled to be given at the cancelled Michigan Airport Conference. Nikki Moore, Senior Analyst, Finance and Operations Unit and Paul Bruder, Aircraft Mechanic, Air Transport Unit were selected by their peers to receive these honors.

Director Trout spoke a few words on each recipient, noting how each go above and beyond in servicing both Aero's internal and external customers. He gave each of them a special engraved award. Both Nikki and Paul took a few minutes to thank the Commission and Director Trout for being recognized and gave thanks to their peers at Aero for the continued teamwork and appreciation.

## **VI. COMMISSIONER COMMENTS**

Chair Burris asked if any Commissioners would like to make a comment.

Commissioner Russ Kavalhuna thanked host Gaylord Regional Airport for their hospitality and welcomed the airport managers in attendance, including Brian Ewalt, new manager for Charlevoix Airport. He thanked Commissioner Brig. General Teff for the invitation to Selfridge Base. He "bragged" about the great, diverse team of Commissioners currently serving. Commissioner Kavalhuna ended his comments by congratulating Chair Burris on her nomination to the Western Michigan University Board of Trustees.

Commissioner Kevin Jacobs noted May 24 is Aviation Maintenance Technician Day, designated to honor Charles Edward Taylor who build the engine for the Wright Brothers famous flight. He offered thanks and appreciation to all aviation technicians. He also expressed his thanks to Gaylord Regional Airport, noting the super friendly staff interactions throughout his visit.

Commissioner Ben Carter offered his thanks and appreciation to Gaylord Airport staff as well. He also noted his congratulations to the Aero staff on their awards and hopes to continue to see future recognitions. Commissioner Carter circled back to the Director's Report discussing the UAS budget request and questioned where the money would come from and what would it be used for? Bryan Budds answered future UAS/AAM investment would be a combination of research, private and state funds. He stated the budgeted funds could be used to roll out a statewide overall program, deployment of UAS infrastructure with use cases driven by industry need and interest. Commissioner Mester clarified the current budget ask is for General Fund monies as a one-time appropriation to Aero. She stated the final budget is expected in July.





Commissioner Brig. General Bryan Teff thanked the Commission for their attendance and support at Selfridge for the hangar opening. He highlighted the event for those who were not in attendance, noting the importance of a replacement mission for Michigan's A10.

Chair Burris also have her thanks to Commissioner Teff for the invitation to Selfridge and noted the MAC's continued support of the base, the community it serves and its mission.

## **VII. PUBLIC COMMENTS**

Chair Burris asked if anyone would like to make a public comment.

Kevin Klein, Manager, Cherry Capital Airport, Traverse City also noted it was Aviation Maintenance Technician Day and offered his thanks to all the aviation techs across Michigan. He also offered his congratulations to TVC employee William Burch who received his 50-year service award from the FAA recently. Kevin Klein continued by stating Senate Bill 22 has passed, clarifying sterile areas at airports. He then asked for Commission support on House Bill 4618 requiring a change in the Aeronautics Code to correct healthcare offerings to currently excluded airport employees.

General Grant, Manager, North Fox Island Airstrip, thanked the Office of Aeronautics for their assistance in getting a zero-turn mower. This was a big accomplishment for a small airport and General Grant was happy to report the equipment was secured.

Sarah Pagano, Manager, Jack Barstow Airport, Midland, reported the Michigan Association of Airport Executives held their GA Roundtable, rescheduled from the cancelled February conference. She thanked MDOT Aero for its continued support of general aviation airports in the state and specifically noted appreciated for the PCI Program.

## **VIII. CLOSING**

The next MAC meeting is scheduled for 10:00am on Wednesday, July 19, 2023, at Sawyer International Airport, Marquette, Michigan.

Chair Burris thanked the Commissioners, Office of Aeronautics staff, and the public for their participation today, reminding everyone that information presented today could be found at [www.michigan.gov/aero](http://www.michigan.gov/aero) or by calling 517-335-9568.



The meeting was adjourned at 11:10 a.m.



Kelly Burris, Chair



Michael G. Trout, Director



**MICHIGAN AERONAUTICS COMMISSION**

**July 19, 2023**

**REQUEST FOR APPROVAL AND TRANSFER OF APPROPRIATED  
FUNDS UNDER THE AIRPORT DEVELOPMENT PROGRAM**

| <b>Airport</b>                                  | <b>Concept #</b> | <b>Project Description</b>   | <b>Federal</b> | <b>State</b> | <b>Local</b> | <b>Total</b> |
|---|------------------|--|----------------|--------------|--------------|--------------|
| Battle Creek<br>Battle Creek Executive          | 218976           | Rehabilitate Contract Tower-Replace Generator -<br>N/A                                     | \$435,944      |              |              | \$435,944    |
| Detroit<br>Coleman A. Young Muni                | 219217           | Conduct/Update MP study-ALP & narrative report -<br>Reimbursement #3 -Planning             | \$261,870      | \$14,548     | \$14,549     | \$290,967    |
| Detroit<br>Detroit Metropolitan Wayne<br>County | 219219           | Reconstruct Taxiway-Reconstruct Taxiway-Y (from<br>Taxiway R to Y3) Ph 3 -Construction     | \$10,378,199   |              | \$3,459,399  | \$13,837,598 |
| Gaylord<br>Gaylord Rgnl                         | 131901           | Rehabilitate Runway-9/27-Construction  | \$4,729,000    | \$262,722    | \$262,723    | \$5,254,445  |
| Lansing<br>Capital Region International         | 219251           | Expand Apron-Cargo Phase 2 & 3-Construction  | \$8,183,000    | \$454,611    | \$1,989,244  | \$10,626,855 |
| Ludington<br>Mason County                       | 128236           | Rehabilitate Runway-8/26 -Construction   | \$1,449,105    | \$67,674     | \$67,675     | \$1,584,454  |
| Ludington<br>Mason County                       | 208727           | Install Rwy Vert/Visual Guide System-Rwy 8 PAPI-<br>Construction                           | \$54,315       | \$3,017      | \$3,018      | \$60,350     |
| Mason<br>Mason Jewett Field                     | 209599           | Rehabilitate Taxilane-1, 2, 4, 6 & 7-Construction  | \$410,646      | \$4,295      | \$423,610    | \$838,551    |
| Mount Pleasant<br>Mount Pleasant Muni           | 125621           | Reconstruct Taxiway Lighting-A (Parallel to<br>Runway 9/27)-Design                         | \$40,190       | \$2,233      | \$2,233      | \$44,656     |
| Oscoda<br>Oscoda-Wurtsmith                      | 201649           | Conduct/Update MP study-ALP Update-Planning  | \$304,000      | \$16,889     | \$52,223     | \$373,112    |
| Owosso<br>Owosso Community                      | 218437           | Obstruction Marking/Lighting/Removal (Non-<br>Hazard)-Runway 11 (Phase 2 - 16 parcels)-N/A | \$95,755       | \$5,320      | \$5,320      | \$106,395    |

**MICHIGAN AERONAUTICS COMMISSION**  
**July 19, 2023**  
**REQUEST FOR APPROVAL AND TRANSFER OF APPROPRIATED**  
**FUNDS UNDER THE AIRPORT DEVELOPMENT PROGRAM**

| <b>Airport</b>                       | <b>Concept #</b> | <b>Project Description</b>            | <b>Federal</b>      | <b>State</b>     | <b>Local</b>       | <b>Total</b>        |
|--------------------------------------|------------------|---------------------------------------|---------------------|------------------|--------------------|---------------------|
| Troy<br>Oakland Troy                 | 209334           | Reconstruct Rwy Lighting-10/28-Design | \$51,418            |                  |                    | \$51,418            |
| Romeo State*<br>Romeo                | TBD              | Rehabilitate Runway                   |                     |                  |                    |                     |
| West Branch<br>West Branch Community | 128488           | Rehabilitate Runway-9/27-Design       | \$172,079           | \$6,780          | \$6,781            | \$185,640           |
| <b>Grand Total:</b>                  |                  |                                       | <b>\$26,565,521</b> | <b>\$838,089</b> | <b>\$6,286,775</b> | <b>\$33,690,385</b> |

\*Project currently being bid, will provide cost at meeting

MICHIGAN AERONAUTICS COMMISSION

July 19, 2023

REQUEST FOR APPROVAL AND TRANSFER OF APPROPRIATED  
FUNDS UNDER THE AIRPORT DEVELOPMENT PROGRAM

| Airport  | Concept # | Project Description                               | Federal         | State          | Local          | Total           |
|--|-----------|---|-----------------|----------------|----------------|-----------------|
| <b>Supplemental Transfers (&gt;15% of Original Transfer)</b> |           |   |                 |                |                |                 |
| Mount Pleasant   | 125615    | Rehabilitate Taxiway-A (Parallel to Runway 9/27)- | \$54,323        | \$3,018        | \$3,018        | \$60,359        |
| Mount Pleasant Muni  |           | Design  |                 |                |                |                 |
|  |           | <b>Grand Total:</b>                               | <b>\$54,323</b> | <b>\$3,018</b> | <b>\$3,018</b> | <b>\$60,359</b> |



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# OFFICE MEMORANDUM

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**DATE:** June 6, 2023

**TO:** Kelly Burris, Chairman  
Michigan Aeronautics Commission

**FROM:** Mike Trout, Director  
Michigan Aeronautics Commission

**SUBJECT:** Supplemental Transfer  
Custer Airport  
Monroe, Michigan

Pursuant to Guidance Document 10108 regarding Supplemental Transfers effective January 26, 2001, the following supplemental transfer to adjust the total transfer amount by 0.00% is approved as indicated.

The original description is presented as follows:

Rehabilitate Taxiway A (Parallel to Runway 3/21) - design

|                          | Federal    | State      | Local      | Total      |
|--------------------------|------------|------------|------------|------------|
| <b>Increase in Funds</b> | \$ 4,204   | \$ (2,102) | \$ (2,102) | \$ 0       |
| <b>Original Funds</b>    | \$ 144,609 | \$ 8,034   | \$ 8,034   | \$ 160,677 |
| <b>Total Transfer</b>    | \$ 148,813 | \$ 5,932   | \$ 5,932   | \$ 160,677 |

The adjustment in funds is supplemental to the original transfer approved by the Michigan Aeronautics Commission at its meeting of November 16, 2022. Removed unspent FY 19 NPEs (90% federal participation) that couldn't be incurred by expiration date. Replaced with FY 21 NPEs at 100% federal participation.

Submitted by: \_\_\_\_\_  
Manager, Airport Development Section Date

Approved by: \_\_\_\_\_  
Director, Michigan Aeronautics Commission Date

cc: Alicia Morrison (original) Sue Payne  
Betsy Steudle Laura Wise  
Elyse Lower  
Paul Nicastrì



OFFICE MEMORANDUM

DATE: May 17, 2023
TO: Kelly Burris, Chairman
Michigan Aeronautics Commission
FROM: Mike Trout, Director
Michigan Aeronautics Commission
SUBJECT: Supplemental Transfer
Romeo State Airport
Romeo, Michigan

Pursuant to Guidance Document 10108 regarding Supplemental Transfers effective January 26, 2001, the following supplemental transfer increases the project budget by 13.44%.

The original description is presented as follows:

Rehabilitate Runway 18/36 – Design

Add: Reconstruct Runway Lighting 18/36 - Design

Table with 5 columns: Federal, State, Local, Total. Rows include Increase in Funds, Original Funds, and Total Transfer.

The increase in funds is supplemental to the original transfer approved by the Michigan Aeronautics Commission at its meeting of July 20, 2022 and participation adjustment of November 14, 2022.

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_
Manager, Airport Development Section

Approved by: \_\_\_\_\_ Date \_\_\_\_\_
Director, Michigan Aeronautics Commission

cc: Alicia Morrison (original) Sue Payne
Betsy Steudle Amanda Hopper
Barb Diou