

# AIRPORT COMMISSION

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## MEMBERS

*Dawn Bales, Jim Goetz, John Lapham*

**MEETING LOCATION**  
via ZOOM

**Minutes:** Monday, May 3, 2021 – 1:30 p.m.

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**Present:** Commissioner Bales, Goetz, and Lapham

**Also Present:** Ashlyn Malak, Thomas Kendziora, Joe Malak, Kim Murphy, Martin Marshall, Eric Rogers, and Rebecca Borton

The meeting was opened with a moment of silence.

Joe introduced a couple of guests.

Ashlyn Malak has been a volunteer at the airport for many years and has been training for Sharon's position; she can operate most equipment on the grounds as well as all office equipment.

Thomas Kendziora has mechanical experience and has been working at the airport, he is becoming involved with the grant process.

## I. Approval of Minutes

*Motion by Goetz, seconded by Lapham, to approve the minutes of the April 5, 2021 meeting.  
Motion carried.*

## II. Manager's Report

Airport Manager, Joe Malak, reviewed the Manager's report.

**Taxiway B and Runway:** The resurfacing of taxiway B is scheduled to start the end of July with a completion date of early August. Bids are being accepted at this time for reconstruction of the runway, with a bid opening set for May 21<sup>st</sup> at 11:00 am at Mead and Hunt.

**Maple Lane Manor Cemetery:** The cemetery is in good condition and has been mowed twice. Tree trimming and weed control will be completed this month.

**New - Used Equipment:** The 2010 one-ton dump truck has been received from the County Maintenance Department. The vehicle needs considerable repair to the cab-floor, dump-bed sides and surface rust. It will be a great project for rainy afternoons or during down times. The small truck will be an asset to the airport when completed, allowing us an additional plow truck, sand spreader and utility vehicle when needed.

**Spring Grounds Maintenance:** The grass runway and grounds have been rolled for the upcoming season. All spring cleanup has been completed and fence line vegetation killer is ready to be applied.

**Other:**

- Corporate Hangar plumbing and heating issues
- Fencing repairs are completed
- An updated airport lay-out plan should be ready in the near future
- Tree trimming issues (240 trees), expect \$25,000 per property for subdivision trees
- Hangar door seals – had 5 split over the winter and need to be repaired

*Motion by Goetz, seconded by Lapham, to approve the Manager's Report and place it on file. Motion carried.*

### III. Finance Report

The financial report was reviewed. To fulfill accounting requirements, depreciation must be budgeted every year and the budget includes 280,000 in revenue to offset that depreciation. Overall, revenues are at 33.5%, while expenses are about 26%.

### IV. New Business

**A. Airport Succession Plan:** Joe has submitted a plan of succession to Marty. He would like to promote both Ashlyn and Thomas to part time positions at \$15/hr.

The Airport Manager position is a unique position and it is critical to have someone that knows how our airport operates. There is anti-nepotism policy and a request to waive the policy will need to be considered.

*Motion by Goetz, seconded by Lapham, to recommend to Personnel/Ways & Means to waive the anti-nepotism policy and move both Ashley Malak and Thomas Kendziora to a \$15/hr part time position. Motion carried.*

**B. Trees:** A violation letter has been received regarding trees that have been identified as encroaching with in the runway airspace. Tree removal will begin this year. Costs for stump removal will be investigated further.

### V. Public Comment

There was no public comment.

### VI. Adjournment

*Motion by Lapham, seconded by Goetz, to adjourn, the meeting at 2:21 p.m. Motion carried.*