



City of Battle Creek, Michigan

Airport Advisory Board

Battle Creek Executive Airport

Date – Thursday, June 23, 2022

Time – 1:00 PM – 2:00 PM

Location – Virtually by Zoom

Zoom Link:

<https://us06web.zoom.us/j/82690612766?pwd=RGRLdEFtb3NQcmIqQ3RwU2M5aWtJZz09>



AGENDA ITEMS

- A. Roll Call
- B. Review and Approval of the Agenda
- C. Reading and Approving of Previous Meeting Minutes
 - 1. Minutes of the February 25, 2022 Regular Meeting
- D. Old Business
 - 1. Steve Baldwin Associates presentation of Final Governance Review
- E. New Business
 - 1. Update from City Staff
 - i. Airport Planning Update
 - ii. Airport Development Update
 - 2. Update from Centennial Committee
 - i. Book and Events
 - ii. Community Engagement
 - 3. Discussion on next Meeting Date & Time
 - i. September 22, 2022 at 1 PM
 - ii. September 29, 2022 at 1 PM
- F. Public Comment
- G. Member Comments
- H. Adjournment

Airport Advisory Board
Battle Creek Executive Airport at Kellogg Field
15551 South Airport Road
Virtual/Zoom
Friday, February 25, 2022
1:00 P.M.

Members Present: Jim Lance, COBC Commissioner; TR Shaw, Resident; Kelli Scott, Calhoun County Administrator; Ted Dearing, Assistant City Manager; Kara Beer, BC Chamber of Commerce; Alana White, BC TIFA Chair; Kaytee Faris, COB Vice Mayor; Joe Sobieralski, BC Unlimited; Vester Davis, Jr., City of Springfield, City Manager; Amy Marciano-Ratliff, Resident

Members Absent: Tim Osterhouse, Aviation Industry Representative & WACO General Manager; Col. Shawn Holtz, Air National Guard;

Stakeholder Technical Advisory Subcommittee Present: Tim Brutsche, GA Hangar Tenant; Raymond Thompson, Interim Dean, College of Aviation W.M.U.; Bud Dunn, Local Pilot, Atlas Sales; Ben Hammond, Duncan Aviation, Manager FBO Services

Stakeholder Technical Advisory Subcommittee Absent: Barb Haluszka, Director, BC Field of Flight; Andy Richards, CEO, Duncan Aviation;

Others Present: Steve Bush and Spencer Gillette, Steven Baldwin Associates; Cassandra Cooper, Communications Department City of Battle Creek;

Staff: Phil Kroll, Assistant Aviation Director; Miles Weaver, Airport Operations Manager; Penny Seume, Airport Administrative Coordinator; Chad Frein, IT Department

Call to Order: The meeting was called to order by Jim Lance, Chair, at 1:00 P.M.

Chair Lance asked if all had a chance to review agenda items. No additions.

Motion to approve minutes of the December 16, 2021 meeting made by Kaytee Faris, supported by Kelli Scott. All yes, none opposed. Motion approved.

Old Business:

Update from City Staff:

Ted Dearing, Assistant City Manager spoke on the memo provided to Board in packet prior to the meeting on some highlights to consider for discussion at today's meeting.

Governance Review:

Spencer Gillette, SBA: Completed their presentation on survey results and a governance transfer process. Continuing where SBA left off from December 2021 meeting presentation. Survey ranked the governance models as 1. Regional Authority, 2. Operating Board, 3. Community Airport Authority and 4. Current Model.

Process to change the governance model would include the Board making a recommendation to the City Commission with a supporting resolution to move forward with a change in governance model. Plans for orderly transition would follow including airport sponsor. Transition committee would be set up to navigate the process. FAA coordination would come from Detroit ADO, Great Lakes Regions FAA office, and Washington Headquarters. Key documentation taking place at local, state and federal levels.

New Business:

Discussion on Governance Models:

Chair Lance would like Ted Dearing and Phil Kroll to address the Board with their perspectives on governance models for the airport.

Ted Dearing, Assistant City Manager, commented that he thought it is important for the Board to have a change to read the memo that was sent in the Board packet ahead of the meeting. City has had conversations with the TIFA to split the operating costs with the TIFA covering capital projects for the next few years with the City covering the operating costs. The Airport might need to be closer to self-sufficiency prior to a change to an Authority or any governance change taking place. City would like to restructure the airport organization chart to let the Director position to work more closely with BCU for Economic Development at the Airport.

Members with comments for discussion:

Alana White, BC TIFA Chair, asks how we can utilize all of the great information that SBA has put together for us. Airport Master Plan should be a priority for the airport and what a transition process would look like to becoming more self-sufficient. Let's engage our community now and get people involved.

Phil Kroll, Assistant Aviation Director, commented that conversations and meeting are coming for BIL grant money and how it can be used for capital improvement projects and where the Master Plan falls on our ACIP list.

Ted Dearing, Assistant City Manager: Recommendation is the Authority is the long term goal and asking that the City put together a plan from how we go from here to there.

Board consensus is to pause the change in governance for now and implement some of the City changes. Next meeting will be a few months from now.

West Side Development:

Joe Sobieralski, BCU, comments on continuing to push forward with marketing and development of west side of the field. Battle Creek was not awarded the grant for Build Back Better.

Board Schedule:

Chair Lance asked about scheduling considering meeting quarterly for updates. Next scheduled meeting is TBA.

Public Comment:

None

Member Comments:

Adjournment: Meeting adjourned at 1:56 PM.