

Airport Advisory Board
Battle Creek Executive Airport at Kellogg Field
15551 South Airport Road
Virtual/Zoom
Thursday, June 23, 2022
1:00 P.M.

Members Present: Alana White, BC TIFA Chair; TR Shaw, Resident; Kelli Scott, Calhoun County Administrator; Ted Dearing, Assistant City Manager; Kara Beer, BC Chamber of Commerce; Joe Sobieralski, BC Unlimited; Vester Davis, Jr., City of Springfield, City Manager; Amy Marciano-Ratliff, Resident; Col. Daniel Kramer, Air National Guard

Members Absent: Jim Lance, COBC Commissioner; Tim Osterhouse, Aviation Industry Representative & WACO General Manager

Stakeholder Technical Advisory Subcommittee Present: Andy Richards, CEO, Duncan Aviation;

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

Others Present: Spencer Gillette and Alex Hopson, Steven Baldwin Associates

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 Alana White, Vice Chair, at 1:00 P.M.

Vice Chair White noted that Chair Lance would not be attending today and asked to do Roll Call. Ted Dearing called off board member names and noted that Kaytee Faris, Vice Mayor, has stepped down. Quorum is established.

Motion to approve the agenda as presented made by Kelli Scott. Supported by Kara Beer. All yes, none opposed. Motion approved.

Motion to approve minutes of the February 25, 2022 meeting made by Vester Davis, Jr., supported by Kelli Scott. All yes, none opposed. Motion approved.

Old Business:

Spencer Gillette, SBA: Presentation of Final Governance Review. Recommending that the City of Battle Creek, Battle Creek Executive Airport remain with its current model of governance until a time at which the City and Airport department feel more financially stable and self-sufficient to make a transition to Regional Airport Authority model.

Kelli Scott, Calhoun County Administrator, asked about timeline in which this might take place for the City to accomplish these goals.

Ted Dearing, Assistant City Manager, responded that the City has organizational chart at the airport has been budgeted in for FY23.

New Business:

Update from City Staff:

Phil Kroll, Interim Aviation Director: Presented Airport update discussing plans for a new Airport Layout Plan. Currently working with SBA to include what scope is needed for these documents, we are anticipating it to take 18 months. The AAB will receive an update twice during the process. ALP will capture important planning pieces of a masterplan update and will allow us to complete faster, while still satisfying airport goals and FAA requirements.

Consultants have recommended to review organizational structure and aligning it to our goals and objectives. We are in process of hiring an additional operations maintenance technician. Changes come from having had a Transportation Director in the past, which has since been changed to Transit Director and Aviation Director. The Aviation Director works with Operations Manager who is responsible for day to day operations and maintenance staff supervision.

Continuing to examine possible revenue opportunities and partners on west side development to include advanced air mobility opportunities.

Introduction from Col. Daniel Kramer of 110th Wing. He is excited to be back in Battle Creek ANG.

Update from Centennial Committee:

Chair T.R. Shaw: Updated the Board on progress of the subcommittees work on 100th anniversary. Hoping to get the Art Exhibit/ contest with youth engagement. Penny Seume, Airport Admin has hosted a lot of field trip groups visit the airport to learn about aviation. Committee is working on marketing, Centennial Book and other activities that will be celebrated throughout 2024, with anniversary date of September 24, 2024.

Penny Seume, Airport Admin: Working on getting school groups in, partnered with Starbase at ANG, and also work with WMU. Teach kids about airport wildlife, lighting, field management, tower tours, and activities. Getting our community involved by showing them what we do at the airport.

Ted Dearing, Assistant City Manager: Thanks the Centennial committee for all their hard work on this project and documentation on the airports history.

Board Schedule:

Vice Chair White asked about scheduling next quarterly meeting for September 2022. Next scheduled meeting is to be held virtually on September 22, 2022 at 1PM. Calendar hold will be sent as soon as meeting is complete by airport admin.

Public Comment:

None

Member Comments:

None

Adjournment: Motion to adjourn made by T.R. Shaw, supported by Joe Sobieralski. Motion passed.
Meeting adjourned at 1:37 PM.