
MEMORANDUM



TO: Airport Advisory Board
FROM: M McPherson, City Administrator
SUBJECT: **Manager's Report**
DATE: June 3, 2022

21st Avenue

The project is almost complete. The final lift should be in place soon if not already. I do not have a schedule for installation of the fence that will be installed adjacent to the airport.

5010 Inspection

The report has not been submitted.

City Hall Personnel Update

The Finance Director position is still open. With outside help, the audit prep has been completed and the audit will be conducted next week.

Joint Planning Board

The attached letter was sent to Baldwin Township with no subsequent response. I am now ready to proceed with scheduling meetings for the Board. I anticipate the following meetings:

1. Initial meet, greet, organizational meeting.
2. Meeting to review the proposed change to the ordinance.
3. Meeting to hold the public hearing and recommend to the various entities the change.

I need to collect contact information for Mr. Persing from Princeton Township. Once I receive that, I can look at scheduling the meetings. To avoid City Council meetings, they will be scheduled on either a Monday, Tuesday or Wednesday avoiding City and Township Planning Commission and Township Board meetings.

The process requires that notice of the hearing be published three times prior to the meeting and that we notify adjacent land owners that may be impacted.

Sale of City Hangar

The City Council authorized sale of its 36 x 40 hangar (the yellow one) located on the east side of 21st Avenue. We will be taking sealed offers for the hangar. Ads will be posted in the Town & Country Shopper, on the City's website and on Facebook. The schedule is:

1. Hangar inspection June 24 from 10 am to 11 am.
2. Sealed offers due 10 am July 8.
3. Offers reviewed and once accepted by Council July 14.
4. Hangar to be removed, at the purchaser's expense by November 1, 2022.

Financial Information

Financial information for April and May will be provided via email once reconciliation is completed.

April is not yet reconciled as I ran into some issues. Once that is done, I can immediately reconcile May, hopefully without issues.