



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, April 16, 2018- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
 - A. John Campbell
 - B. Tree City USA Designation
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - April 2, 2018
 - B. Purchase Computer Backup System for WTP for \$11,125
 - C. Accounts Payable and Payroll Check Registers
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Ave.
Jonathan Scheel, Zoning Administrator
 - B. Selection of Airport Consultant
Matthew Wyman, Airport Manager
 - C. Electric Green Pricing Program
Don Swem, Electric Superintendent
 - D. Recreation Program Discounts
Kent Knorr, Recreation Director
 - E. Technology Improvements
Mark L. Heydlauff, City Manager
 - F. Purchase of ESRI GIS Software
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

- A. Closed Session- Pending Union Negotiations

10. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Presentations

TITLE: John Campbell

DATE: April 16, 2018

ATTACHMENTS:

- ▣ Mayoral Proclamation



CITY OF CHARLEVOIX

MAYORAL PROCLAMATION

WHEREAS, John Campbell and his wife Mary Lee have raised their five children in Charlevoix, been residents of Dixon Avenue for more than 40 years, and now welcome their growing family of grandchildren back home to Charlevoix; and

WHEREAS, John Campbell founded and operates Site Planning Incorporated in Charlevoix and assisted many customers in building their homes, businesses, and landscapes, both locally and beyond; and

WHEREAS, John Campbell served on the Regional Planning Commission and the Charlevoix City Planning Commission; and

WHEREAS, John Campbell led an effort to enact the Charlevoix Shade Tree Ordinance and the Charlevoix Shade Tree Commission, a body he chaired for many years; and

WHEREAS, John Campbell has been instrumental in efforts to plant trees on Bridge Street downtown, place and replace lights on these trees, increase the planting of trees on the streets of Charlevoix, and to enhance the long term health of City-owned wooded lands.

NOW THEREFORE, I, LUTHER KURTZ, MAYOR OF THE CITY OF CHARLEVOIX, do hereby recognize and thank John Campbell for his contributions to the City of Charlevoix and its trees. I do formally commend and thank him for more than 40 years of service on the Shade Tree Commission and related issues; and

FURTHERMORE, citizen government is based on those who volunteer their time and expertise to the community and John Campbell is exemplary in his dedication to serving and bringing his viewpoint to the public.

Given under my hand this 16th day of April, 2018.

Luther Kurtz, Mayor



CHARLEVOIX CITY COUNCIL

Presentations

TITLE: Tree City USA Designation

DATE: April 16, 2018

BACKGROUND:

Mayoral proclamation in recognition of National Arbor Day and Earth Day and supporting the City's continuing certification as a Tree City USA.

ATTACHMENTS:

- ▣ Mayoral Proclamation



CITY OF CHARLEVOIX

MAYORAL PROCLAMATION

WHEREAS, in 2017 the City planted, pruned and encouraged our citizens to care for our street trees and encouraged citizens to participate in our Adopt-A-Tree program; and

WHEREAS, in 2017 the City was once again certified as a "Tree City USA*" for the twenty-sixth time; and

WHEREAS, the City has met the four standards necessary to become a Tree City USA Community.

BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX, supports the observance and celebration of National Arbor Day on April 27, 2018 and Earth Day on April 22, 2018; and

BE IT FURTHER RESOLVED, that the City of Charlevoix is a Green Community and supports the City's continuing certification as a Tree City USA; and

BE IT FURTHER RESOLVED, residents are encouraged to continue planting and protecting the young City trees adjoining their properties.




Luther Kurtz, Mayor

April 16, 2018

** Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.*

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - April 2, 2018

DATE: April 16, 2018

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Council minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, April 2, 2018 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Shane Cole, Aaron Hagen, Tom Oleksy, Leon Perron
Members Absent: Janet Kalbfell
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – March 19, 2018
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – March 22, 2018
 - b. Regular Accounts Payable Check Register – April 3, 2018
 - c. ACH Payments – March 15, 2018 to March 2, 2018
 - d. Payroll Check Register – March 23, 2018
 - e. Payroll Transmittal – March 23, 2018
 - f. Tax Disbursement – April 3, 2018
- C. Appoint Mayor as Michigan Township Participating Plan Representative – Approve Resolution 2018-04-01

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-04-01

APPOINTMENT OF MEMBER REPRESENTATIVE TO THE MICHIGAN TOWNSHIP PARTICIPATING PLAN

WHEREAS, *the Municipal Board of the Municipality of the City of Charlevoix, County of Charlevoix, State of Michigan has independent power to manage risk and acquire insurance coverage to protect the interests of the residents of the Municipality; and*

WHEREAS, *Section 5 of Chapter 124 of the Michigan Compiled Laws (P.A. No. 38, 1982, Section 2) authorizes local units of government, including townships to contract jointly to provide cooperative action relative to enumerated insurance coverages and risk management services; and*

WHEREAS, *several municipalities of the State of Michigan have joined together to form a risk management and insurance program under the name of "Michigan Township Participating Plan" in accordance with an Agreement entitled "Michigan Township Participating Plan Cooperative Action Agreement" (the "Agreement"), originally dated as of April 1, 1985; and*

WHEREAS, *from time to time it is necessary to appoint an elected official of the municipality to serve as the municipality's Member Representative to the Michigan Township Participating Plan; and*

NOW THEREFORE BE IT RESOLVED, *the Municipality hereby appoints Mayor Luther Kurtz to serve as the municipality's Member Representative. All immunities and privileges of the governmental office held by the municipality's Member Representative shall apply to the decisions of the municipality's Member Representative while acting as a municipal Member Representative to the Michigan township Participating Plan. This designate does not nominate your board member as an official candidate for election. Nominations must be cast on the official nomination form.*

RESOLVED *this 2nd day of April, 2018 A.D.*

Resolution was adopted by the following yeas and nays vote:

Yeas: Bryan, Oleksy, Cole, Hagen, Perron
Nays: None
Absent: Kalbfell

Motion by Cole, second by Oleksy, to approve the Consent Agenda.

Yeas: Bryan, Oleksy, Cole, Hagen, Perron

Nays: None
Absent: Kalbfell

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

A. Fire Suppression Fee Waiver Policy

City Manager Heydlauff recalled that as we evaluated fire safety measures, one item that was recurring is the benefit of fire suppression systems like sprinklers. One way the City can concretely support the installation of sprinkler systems is to waive fees we ordinarily charge when a tap is made on the main line. He stated that while these fees are not a major driver of the cost of a system, waiving them is one thing we can do toward lowering the burden for a property owner who chooses to install them or is required to by virtue of the building code. The actual value of the fee waiver will vary depending on the size of the line installed.

Mayor Kurtz opened the item to public comment. There was no comment and the item was closed.

Motion by Hagen, second by Cole, to adopt Resolution No. 2018-04-02.

CITY OF CHARLEVOIX
RESOLUTION NO. 2018-04-02
WAIVING FEE FOR FIRE SUPPRESSION WATER TAP POLICY

WHEREAS, *the City of Charlevoix is consciously concerned with regards to fire safety for their residents and building owners; and*

WHEREAS, *the City of Charlevoix wishes to encourage property owners to consider installing fire suppression systems in their buildings; and*

WHEREAS, *as an incentive to install such fire suppression systems, the City Manager (or his/her designee) may waive tap fees to the main line that would feed the fire suppression water lines; and*

WHEREAS, *the property owner will still be responsible for the cost of all pipe materials, all excavation costs, and the full cost for routine domestic water taps to complete the fire suppression system installation.*

NOW THEREFORE BE IT RESOLVED, *that it is the policy of the City of Charlevoix to authorize the City Manager (or his/her designee) to evaluate and potentially waive tap fees and other appropriate related fees as a tangible incentive to encourage the installation of a fire suppression systems.*

RESOLVED *this 2nd day of April, 2018 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Bryan, Oleksy, Cole, Hagen, Perron

Nays: None

Absent: Kalbfell

B. Park Avenue Traffic Discussion

Council Members Bryan, Oleksy, and Perron requested that this topic be placed on tonight's agenda. Perron gave a brief history of the situation which included safety concerns and perceived speeding. Oleksy noted the traffic challenges along Park Avenue and recommended restoring the original stop sign on Park Avenue at Antrim. Council spent considerable time discussing how the area could be improved. City Manager encouraged Council to define the actual problem before offering possible solutions. He also suggested that Council take a holistic approach to their solution, noting that making traffic flow changes without thorough consideration of the entire area may cause additional safety concerns.

Mayor Kurtz opened the item to public comment.

- Bob Timms felt the stop sign should be in front of Mason Street and also felt the boulder on the traffic island was a visual hazard.

The item was closed to the public.

The general consensus of Council was to have the City Manager review the situation with Chief Doan and bring recommendations back to Council.

8. Reports & Communications

A. Public Comments

B. City Manager Comments

City Manager Heydlauff reported on the following:

- Army Corps of Engineers (USACE) is attempting to remedy the gap in the pier walkway; USACE has funds available to repaint the pier railing provided they select the color

Motion by Cole, second by Oleksy, to direct the City Manager to work with the Army Corps of Engineers to obtain their monies to paint the railings whatever color they choose.

Yeas: Bryan, Oleksy, Cole, Hagen, Perron

Nays: None

Absent: Kalbfell

- Grant application was submitted for Michigan Beach Park improvements
- Thanks to Stephanie Brown for her employment with the City; she has taken a new position
- With Council's approval, the City Manager will present a proposal for expanding public art memorials throughout town
- Welcome Kent Knorr, new Recreation Director
- Planned power outage for 30 minutes downtown on April 8th to replace a transformer
- Reminded Council that they directed Ferry Beach not be dredged and signs be removed

C. Mayor & Council Comments

- Perron questioned when the fire debris will be cleaned up in the Oleson's plaza; City Manager Heydlauff reported that Brad Oleson indicated that cleanup was scheduled for this week, with July 1 as a re-open date for storefronts not fire damaged

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 6:57 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 03/22/2018			
AT&T	2,809.98	METLIFE SMALL BUSINESS CENTER	721.72
AT&T LONG DISTANCE	88.14	PRIORITY HEALTH	45,826.50
AT&T MOBILITY	89.03	VERIZON WIRELESS	56.72
CHARLEVOIX STATE BANK	8,986.21	VISION SERVICE PLAN	509.51
DELTA DENTAL	3,622.02		
GREAT LAKES ENERGY	242.75	TOTAL	62,952.58
Regular Accounts Payable – 4/03/2018			
a5 Branding & Design	528.84	FISHER SCIENTIFIC	694.94
ACCESS LOCKSMITHING INC	107.50	FOX CHARLEVOIX	27.50
AIRGAS USA LLC	69.08	FREIDINGER, REED	323.00
ARCADIA BENEFITS GROUP INC	25.00	GOLDING, JOYCE M.	594.48
AT YOUR SERVICE PLUS INC	115.00	GOVERNMENT FINANCE	160.00
AVFUEL CORPORATION	1,795.95	GRAINGER	678.39
BIOMEDICAL SOLUTIONS	154.62	GREAT LAKES COCA-COLA	
BOSS JR, DALE E.	159.99	DISTRIBUTION	316.80
BRADLEY, KELLY R.	150.00	GREEN GUARD	104.09
BRADY'S CARPET CLEANING	2,672.08	GREENVIEW DATA INC	137.35
BROWE, KELLY	25.00	GRP ENGINEERING INC.	1,500.00
CCI SOUTH LLC	52.50	HANKINS, SCOTT A.	50.00
CHARLEVOIX COUNTY EQUALIZATION	1,605.77	HART II, DELBERT W.	150.00
CHARLEVOIX GLASS INC.	143.44	HARTFORD, THE	203.49
CHARLEVOIX SCREEN MASTERS INC	195.00	HEID, THOMAS J.	200.00
CHARTER COMMUNICATIONS	890.19	HEYDLAUFF, MARK L	50.00
CHRISTENSEN, SHELIA	155.77	HILLING, NICHOLAS A.	150.00
CINTAS CORPORATION #729	18.50	HOLIDAY COMPANIES	5,568.69
CITY OF CHARLEVOIX - PETTY CASH	631.00	JACKLIN STEEL SUPPLY CO	44.68
CLEAR WATER PLUMBING & HEATING	1,040.00	JOHN E. GREEN COMPANY	5,649.48
CONSUMER OFFICE FURNITURE	475.00	JOHNNY MAC'S SPORTING GOODS	747.71
DeROSIA, PATRICIA E.	50.00	JOHNSON, STEVEN P.	150.00
DETROIT AIR COMPRESSOR	887.88	JONES, ROBERT F.	150.00
DITCH WITCH SALES OF MICHIGAN	353.42	KASSBOHRER ALL TERRAIN VEHICLE	30.48
DOAN, GERARD P.	50.00	KIRINOVIC, THOMAS F.	50.00
DORAN, JUSTIN J.	150.00	KLOOSTER, ALIDA K.	50.00
DOTSON, LINDSEY J.	50.00	KNORR, KENT	1,550.00
DRAVES, MARTIN J.	150.00	KOORSEN FIRE & SECURITY	1,740.92
EATON, BRAD A.	150.00	KSS ENTERPRISES	182.05
EDGEWATER RESOURCES LLC	12,999.07	LAVOIE, RICHARD L.	150.00
ELLIOTT, PATRICK M.	200.00	LEMON, THOMAS	32.00
EMERGENCY MEDICAL PRODUCTS INC	194.88	LOUIS A. HOFFMAN NURSERY INC	49,944.00
ENERGIS HIGH VOLTAGE RESOURCES	7,708.43	LUTTRELL WELL DRILLING INC.	3,565.00
ERDAHL, JUDY	80.00	MAYER, SHELLEY L.	200.00
FARRELL, MITCHELL L.	150.00	McGINN, KELLY A.	50.00
FASTENAL COMPANY	30.22	MCMULLEN, DONALD R	463.65

MDC CONTRACTING LLC	2,919.54	RON'S AUTO & WRECKER	500.00
MEIER III, CHARLES A.	150.00	SCHWARTZFISHER, JOSEPH L.	150.00
MERIT NETWORK INC	3,150.00	SHORELINE POWER SERVICES INC.	8,400.00
MICHIGAN MUNICIPAL LEAGUE	9,717.44	STEVENS, BRANDON C.	150.00
MILLER, WILLIAM S.	50.00	SUPERIOR MECHANICAL	180.00
MILLS, KATHRINE	74.02	SWEM, DONALD L.	200.00
MORRISON, KEVIN P.	150.00	TELEDYNE INSTRUMENTS INC	875.35
MURRAY'S CREATIONS	240.00	TRAVERS, MANUEL J.	50.00
N M A C P	75.00	TRUCK & TRAILER SPECIALTIES	44.84
NEWMAN, MARK J.	150.00	UNIFIRST CORPORATION	487.17
NORTH COUNTRY POWER GENERATION	1,243.50	UP NORTH PROPERTY SERVICES LLC	464.00
NORTHERN LIGHTS FAMILY	318.00	USA BLUE BOOK	189.73
PERSONAL GRAPHICS	1,024.53	WHITLEY, ANDREW T.	173.00
PHYSICIAN'S CLINIC OF CHARLEVOIX	460.00	WHITLEY'S FLOOR COVERING	4,049.86
POLYDYNE INC	514.80	WILMOT ELECTRIC INC	120.00
POWER LINE SUPPLY	7,017.95	WILSON, TIMOTHY J.	150.00
PREMIER SAFETY	1,025.00	WORK & PLAY SHOP	636.63
PRO WEB MARKETING LLC	30.00	WURST, RANDALL W.	200.00
QUICK CARE MEDICAL CENTER	30.00	WYMAN, MATTHEW A.	50.00
RILEY, DANIEL	105.84	ZACHARIAS, STEVEN B.	150.00
ROHRER, CONRAD	95.00	TOTAL	155,634.03

ACH Payments – 03/15/2018 to 03/27/2018

DTE ENERGY	9,659.93	VANTAGEPOINT (ROTH IRA)	1,186.53
MI PUBLIC POWER AGENCY	31,965.24	MERS DEFINED BENEFIT PLAN	30,505.33
IRS (PAYROLL TAX DEPOSIT)	30,241.50	MI PUBLIC POWER AGENCY	16,085.76
ALERUS FINANCIAL (HCSP)	400.00	MI PUBLIC POWER AGENCY	201,757.28
STATE OF MI (WITHHOLDING TAX)	4,666.23	MERS DEFINED BENEFIT PLAN	120,000.00
VANTAGEPOINT (401 ICMA PLAN)	742.50		
VANTAGEPOINT (457 ICMA PLAN)	13,628.34	TOTAL	460,838.64

Payroll Net Pay – Pay Period Ending 03/17/2018 (Paid 03/23/2018)

HEYDLAUFF, MARK L.	2,358.07	BOSS, SHERRY M.	648.24
GOLDING, JOYCE M.	1,547.18	BRADLEY, JOHN P.	110.82
DEROSIA, PATRICIA E.	963.87	DIXON, MIKAYA S.	105.72
DOTSON, LINDSEY J.	1,477.97	NIMPHIE, NOAH J.D.	110.82
LOY, EVELYN R.	1,086.31	PORATH, JACOB P.	217.98
KLOOSTER, ALIDA K.	1,623.87	WHITLEY, NICHOLAS J.	88.10
GOLOVICH, KAREN J.	969.62	HAGEN, MADISON L.	129.29
SPENCLEY, PATRICIA L.	916.72	CRANDELL, ZACKARY R.	372.95
MCGINN, KELLY A.	1,653.10	WHITE III, MARCUS W.	96.90
JOLLETTE, MELISSA N.	182.85	SAYWARD, MADISON E.	209.47
DOAN, GERARD P.	1,650.59	BERTINELLI, DAVID P.	264.30
SCHLAPPI, JAMES L.	1,110.80	NIMPHIE, MASON K.D.	105.72
UMULIS, MATTHEW T.	1,483.52	BOSS, BEAU J.	876.72
HANKINS, SCOTT A.	1,557.25	DVORACEK, HAYDEN R.	450.65
ORBAN, BARBARA K.	1,165.16	HEID, THOMAS J.	1,285.80
WILLIAMS, ASHLEY M.	1,231.86	KUSINA, DENNIS W.	132.14
FLICKEMA, ANDREW M.	1,598.87	VANLOO, JOSEPH G.	633.71
MATELSKI, KIMBERLY A.	1,213.17	WYMAN, MATTHEW A.	1,459.48
RILEY, DENISE M.	448.66	BOSS, RYDER S.	227.35
WURST, RANDALL W.	1,190.08	MILLER, WILLIAM S.	1,088.80
MAYER, SHELLEY L.	1,598.08	DOUGLAS, MARK	503.82
HILLING, NICHOLAS A.	1,498.11	HASTINGS, MICHAEL A.	413.65
MEIER III, CHARLES A.	1,350.52	TRAVERS, MANUEL J.	1,951.36
ZACHARIAS, STEVEN B.	1,781.16	STEVENS, JEFFREY W.	741.31
NEWMAN, MARK J.	914.53	BIXBY, JAMES R.	371.54
SWEM, DONALD L.	1,928.82	RILEY, CASEY W.	246.61
EATON, BRAD A.	2,050.99	JONES, LARRY M.	985.70
WILSON, TIMOTHY J.	2,331.90	FLORE, ROBERT A.	569.60
LAVOIE, RICHARD L.	1,928.23	WILLSON, BRENDA R.	912.72
STEVENS, BRANDON C.	2,323.04	BEAN, PETER J.	416.82
DRAVES, MARTIN J.	1,777.11	RILEY, REBECCA J.	334.43
BROWN, STEPHANIE C.	1,040.30	MCCALIB, RACHELLE L.	1,110.72
ANDERSON, ELIZABETH A.	1,132.69	MCMULLEN, DONALD R.	3,331.73
ELLIOTT, PATRICK M.	2,056.97	MCFARLAND, JONATHAN A.	387.46
SCHWARTZFISHER, JOSEPH L.	1,304.40	SILVA, JESSE L.A.	607.72
BRADLEY, KELLY R.	1,273.74	NEWINGTON, BENJAMIN K.	240.07
HART II, DELBERT W.	1,638.71	SEHL, JENNA R.	272.35
JONES, ROBERT F.	1,294.01	RILEY, DANIEL A.	861.50
DORAN, JUSTIN J.	1,241.49	WHEELER, MICHAEL W.	376.62
FARRELL, MITCHELL L.	1,313.74	SNYDER, CORY G.	221.59
KIRINOVIC, THOMAS F.	377.43	TIMMS, ROBERT N	184.70
MILAN, JANE E.	68.57	DIPERT, LEWIS K.	184.70
ANZELL, BETH A.	726.44	GERBER, SAMUEL A.	18.47

WHITLEY, ANDREW T.	1,582.67	MATTER, DAWSON K.	106.61
MORRISON, KEVIN P.	1,043.18	HOLM, ARTHUR R.	976.16
JOHNSON, STEVEN P.	1,018.71		
BOSS JR, DALE E.	1,235.16	TOTAL	88,203.14

Payroll Transmittal – 03/23/2018

4FRONT CREDIT UNION	628.84	CHEMICAL BANK	150.00
4FRONT CREDIT UNION	1,061.00	COMMUNICATION WORKERS OF AMER	541.72
AMERICAN FAMILY LIFE	158.28	MI STATE DISBURSEMENT UNIT	323.45
AMERICAN FAMILY LIFE	380.52	PRIORITY HEALTH	1,739.42
CHAR EM UNITED WAY	52.00		
CHARLEVOIX STATE BANK	1,160.77	TOTAL	6,196.00

Tax Disbursement – 04/03/2018

CHARLEVOIX COUNTY TREASURER	362.50	RECREATIONAL AUTHORITY	25.13
CHARLEVOIX DISTRICT LIBRARY	134.14		
CITY OF CHARLEVOIX - TAXES DUE	80.82	TOTAL	602.59

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Purchase Computer Backup System for WTP for \$11,125

DATE: April 16, 2018

BACKGROUND:

As part of the program logic controller and motor control panel upgrades, it is pertinent that we upgrade the computer system to create a back up for daily operations at the Water Treatment Plant. At this point, we have no back up system, and the computer is now nine years old. This computer system runs all chemicals, turbidity meters, and online chlorine analyzer's which are mandated by the State of Michigan and recorded every 15 minutes. The computer system also operates the water levels in the water tower and its 911 Winn alarm system. The quote provided by Shoreline Power Services, Inc. for \$11,125 includes all hardware and software in addition to configuration.

RECOMMENDATION:

Motion to approve the purchase and setup of computer equipment from Shoreline Power Services for \$11,125 for the Water Treatment Plant.

ATTACHMENTS:

- ▣ Shoreline quote



February 28, 2018

**City of Charlevoix - WTP
210 State Street
Charlevoix, Mi. 49720**

Dear Shelly:

Shoreline Power Services is pleased to offer this pricing for you. This price is based on information supplied by you at the time of request. Any changes in scope, schedule or design may require additional pricing.

Scope of Work (Computer/Wonderware Upgrades)

- Provide (1) Dell Precision desktop computer with monitor
 - Intel Core I7-6700 processor, 16 GB RAM, 2TB SATA HDD, Windows 7 Pro, 16X DVD ROM
- Provide (1) Wonderware Intouch Runtime License, version 2012 500 tag with I/O
- Provide (1) Win 911 Pro 7.17 License
- Provide (1) 1 TB external backup hard drive
- Provide (1) Win911 compatible Telephony Modem
- Provide and configure system restoration software
- Quote includes setup time to install the new computer and test for PLC connectivity/HMI functionality.
- Any additional hardware/software may be quoted separately if needed.

Total Cost of Project (including labor): \$11,125

6724 East Railway Commons | Williamsburg | Michigan | 49690
Phone: 231.267.3267 | Fax: 231.267.3269 | www.shorelinpowerservices.com

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: April 16, 2018

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
04/03/2018		
123183	DCASSESSING SERVICES	4,371.08
Total 04/03/2018:		4,371.08
Grand Totals:		4,371.08

Summary of Check Registers & ACH Payments HUNTINGTON NATIONAL BANK - CHECKS ISSUED

04/03/18 Special Accounts Payable Run	\$	4,371.08
04/06/18 Payroll (net pay)	\$	95,144.51
04/06/18 Payroll Transmittal Checks	\$	5,321.45
04/17/18 Regular Accounts Payable	\$	292,792.50
Checks Sub-Total:	\$	397,629.54

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

04/02/18 MI Public Power Agency	\$	23,614.36
04/06/18 IRS (Payroll Tax Deposit)	\$	33,083.37
04/06/18 Alerus Financial (HCSP)	\$	400.00
04/06/18 State of MI (Withholding Tax)	\$	5,003.74
04/06/18 Vantagepoint (401 ICMA Plan)	\$	742.50
04/06/18 Vantagepoint (457 ICMA Plan)	\$	14,147.84
04/06/18 Vantagepoint (Roth IRA)	\$	1,186.53
04/09/18 MI Public Power Agency	\$	23,872.56
04/10/18 State of MI (Sales Tax)	\$	17,802.16

ACH Sub-Total: \$ 119,853.06

Huntington National Bank Total: \$ 517,482.60

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/17/18 Tax Disbursement	\$	13,344.81
Charlevoix State Bank Total:	\$	13,344.81

Grand Total: \$ 530,827.41

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/31/2018	PC	04/06/2018	25417	PERRON, LEON R.	45		593.12
03/31/2018	PC	04/06/2018	25418	KURTZ, LUTHER J.	54		828.84
03/31/2018	PC	04/06/2018	25419	HAGEN, AARON W.	56		420.19
03/31/2018	PC	04/06/2018	25420	OLEKSY, THOMAS M.	57		367.81
03/31/2018	PC	04/06/2018	25421	KALBFELL, JANET P.	58		570.26
03/31/2018	PC	04/06/2018	25422	BRYAN JR, GREGORY T.	59		334.78
03/31/2018	PC	04/06/2018	25423	HEYDLAUFF, MARK L.	102		2,648.97
03/31/2018	PC	04/06/2018	25424	GOLDING, JOYCE M.	106		2,149.64
03/31/2018	PC	04/06/2018	25425	DEROSIA, PATRICIA E.	107		584.72
03/31/2018	PC	04/06/2018	25426	DOTSON, LINDSEY J.	109		1,477.97
03/31/2018	PC	04/06/2018	25427	LOY, EVELYN R.	117		1,086.31
03/31/2018	PC	04/06/2018	25428	KLOOSTER, ALIDA K.	121		1,985.43
03/31/2018	PC	04/06/2018	25429	GOLOVICH, KAREN J.	122		969.62
03/31/2018	PC	04/06/2018	25430	SPENCLEY, PATRICIA L.	136		858.37
03/31/2018	PC	04/06/2018	25431	MILLER, FAITH G.	142		21.06
03/31/2018	PC	04/06/2018	25432	MCGINN, KELLY A.	146		1,653.10
03/31/2018	PC	04/06/2018	25433	JOLLETTE, MELISSA N.	149		330.24
03/31/2018	PC	04/06/2018	25434	DOAN, GERARD P.	201		1,650.59
03/31/2018	PC	04/06/2018	25435	SCHLAPPI, JAMES L.	204		1,330.83
03/31/2018	PC	04/06/2018	25436	UMULIS, MATTHEW T.	205		1,433.27
03/31/2018	PC	04/06/2018	25437	HANKINS, SCOTT A.	208		1,557.25
03/31/2018	PC	04/06/2018	25438	ORBAN, BARBARA K.	209		1,114.91
03/31/2018	PC	04/06/2018	25439	WILLIAMS, ASHLEY M.	210		1,502.16
03/31/2018	PC	04/06/2018	25440	FLICKEMA, ANDREW M.	211		2,121.54
03/31/2018	PC	04/06/2018	25441	MATELSKI, KIMBERLY A.	212		1,213.18
03/31/2018	PC	04/06/2018	25442	RILEY, DENISE M.	213		448.67
03/31/2018	PC	04/06/2018	25443	WURST, RANDALL W.	411		1,337.19
03/31/2018	PC	04/06/2018	25444	MAYER, SHELLEY L.	412		1,873.34
03/31/2018	PC	04/06/2018	25445	HILLING, NICHOLAS A.	413		1,466.50
03/31/2018	PC	04/06/2018	25446	MEIER III, CHARLES A.	421		1,090.22
03/31/2018	PC	04/06/2018	25447	ZACHARIAS, STEVEN B.	422		1,318.07
03/31/2018	PC	04/06/2018	25448	NEWMAN, MARK J.	424		858.39
03/31/2018	PC	04/06/2018	25449	SWEM, DONALD L.	512		1,928.82
03/31/2018	PC	04/06/2018	25450	EATON, BRAD A.	515		1,755.64
03/31/2018	PC	04/06/2018	25451	WILSON, TIMOTHY J.	516		2,312.89
03/31/2018	PC	04/06/2018	25452	LAVOIE, RICHARD L.	519		1,819.81
03/31/2018	PC	04/06/2018	25453	STEVENS, BRANDON C.	521		2,134.60
03/31/2018	PC	04/06/2018	25454	DRAVES, MARTIN J.	523		1,650.56
03/31/2018	PC	04/06/2018	25455	BROWN, STEPHANIE C.	524		4,094.09
03/31/2018	PC	04/06/2018	25456	ANDERSON, ELIZABETH	526		1,240.04
03/31/2018	PC	04/06/2018	25457	ELLIOTT, PATRICK M.	600		2,056.97
03/31/2018	PC	04/06/2018	25458	SCHWARTZFISHER, JOS	603		1,138.91
03/31/2018	PC	04/06/2018	25459	BRADLEY, KELLY R.	614		1,302.97
03/31/2018	PC	04/06/2018	25460	HART II, DELBERT W.	616		1,258.95
03/31/2018	PC	04/06/2018	25461	JONES, ROBERT F.	618		1,158.71
03/31/2018	PC	04/06/2018	25462	DORAN, JUSTIN J.	621		1,478.92
03/31/2018	PC	04/06/2018	25463	FARRELL, MITCHELL L.	622		1,525.44
03/31/2018	PC	04/06/2018	25464	KIRINOVIC, THOMAS F.	700		239.97
03/31/2018	PC	04/06/2018	25465	MILAN, JANE E.	711		74.81
03/31/2018	PC	04/06/2018	25466	ANZELL, BETH A.	712		732.14
03/31/2018	PC	04/06/2018	25467	BOSS, BEAU J.	788		876.72
03/31/2018	PC	04/06/2018	25468	HEID, THOMAS J	802		1,285.80
03/31/2018	PC	04/06/2018	25469	VANLOO, JOSEPH G.	902		365.27
03/31/2018	PC	04/06/2018	25470	WYMAN, MATTHEW A.	927		1,459.48
03/31/2018	PC	04/06/2018	25471	BOSS, RYDER S.	932		232.29
03/31/2018	PC	04/06/2018	25472	MILLER, WILLIAM S.	933		1,505.31
03/31/2018	PC	04/06/2018	25473	DOUGLAS, MARK	935		528.94

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/31/2018	PC	04/06/2018	25474	HASTINGS, MICHAEL A.	937		422.01
03/31/2018	PC	04/06/2018	25475	TRAVERS, MANUEL J.	1010		2,265.16
03/31/2018	PC	04/06/2018	25476	STEVENS, JEFFREY W.	1028		46.17
03/31/2018	PC	04/06/2018	25477	BIXBY, JAMES R.	1041		268.06
03/31/2018	PC	04/06/2018	25478	RILEY, CASEY W.	1052		344.04
03/31/2018	PC	04/06/2018	25479	JONES, LARRY M.	1057		948.02
03/31/2018	PC	04/06/2018	25480	FLORE, ROBERT A.	1058		240.07
03/31/2018	PC	04/06/2018	25481	WILLSON, BRENDA R.	1059		2,440.94
03/31/2018	PC	04/06/2018	25482	BEAN, PETER J.	1060		384.42
03/31/2018	PC	04/06/2018	25483	MCCALIB, RACHELLE L.	1066		425.82
03/31/2018	PC	04/06/2018	25484	MCMULLEN, DONALD R.	1067		2,227.33
03/31/2018	PC	04/06/2018	25485	MCFARLAND, JONATHAN	1071		235.16
03/31/2018	PC	04/06/2018	25486	SILVA, JESSE L.A.	1073		800.55
03/31/2018	PC	04/06/2018	25487	SEHL, JENNA R.	1101		264.28
03/31/2018	PC	04/06/2018	25488	RILEY, DANIEL A.	1102		944.26
03/31/2018	PC	04/06/2018	25489	WHEELER, MICHAEL W.	1103		1,377.28
03/31/2018	PC	04/06/2018	123184	COLE, SHANE	50		662.61
03/31/2018	PC	04/06/2018	123185	DOAN, GERARD P.	201	License/Certification Stipend	181.89
03/31/2018	PC	04/06/2018	123186	SCHLAPPI, JAMES L.	204	License/Certification Stipend	1,580.38
03/31/2018	PC	04/06/2018	123187	UMULIS, MATTHEW T.	205	License/Certification Stipend	175.84
03/31/2018	PC	04/06/2018	123188	HANKINS, SCOTT A.	208	License/Certification Stipend	175.35
03/31/2018	PC	04/06/2018	123189	ORBAN, BARBARA K.	209	License/Certification Stipend	943.86
03/31/2018	PC	04/06/2018	123190	WILLIAMS, ASHLEY M.	210	License/Certification Stipend	169.30
03/31/2018	PC	04/06/2018	123191	FLICKEMA, ANDREW M.	211	License/Certification Stipend	169.30
03/31/2018	PC	04/06/2018	123192	WHITLEY, ANDREW T.	522		1,798.31
03/31/2018	PC	04/06/2018	123193	MORRISON, KEVIN P.	601		1,068.76
03/31/2018	PC	04/06/2018	123194	JOHNSON, STEVEN P.	617		1,019.43
03/31/2018	PC	04/06/2018	123195	BOSS JR, DALE E.	701		1,235.16
03/31/2018	PC	04/06/2018	123196	HOLM, ARTHUR R.	791		976.16
Grand Totals:			86				95,144.51

Km

Report Criteria:

Computed checks included
 Manual checks included
 Supplemental checks included
 Termination checks included
 Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/31/2018	04/06/2018	123197	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	628.84
03/31/2018	04/06/2018	123198	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.28
03/31/2018	04/06/2018	123198	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	380.52
03/31/2018	04/06/2018	123199	BARRY COUNTY TRIAL C	9029	Wage Assignment: Case 04-6725	20.00
03/31/2018	04/06/2018	123200	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/31/2	52.00
03/31/2018	04/06/2018	123201	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,160.77
03/31/2018	04/06/2018	123202	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
03/31/2018	04/06/2018	123203	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	544.22
03/31/2018	04/06/2018	123204	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	323.45
03/31/2018	04/06/2018	123205	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 3	201.00
03/31/2018	04/06/2018	123206	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,702.37
Grand Totals:		11				5,321.45

dm

Check Number	Payee	Amount
04/17/2018		
123207	ACCESS LOCKSMITHING INC	326.00
123208	ACE HARDWARE	1,521.49
123209	ACME SPORTS INC	2,491.94
123210	ALL-PHASE ELECTRIC SUPPLY CO.	213.58
123211	AMERICAN WASTE INC.	3,062.76
123212	APX INC.	82.72
123213	ARBOR DAY FOUNDATION	20.00
123214	AUTO VALUE	816.18
123215	AVFUEL CORPORATION	17,784.70
123216	B & L SOUND INC	258.90
123217	BAKER COLLEGE OF CADILLAC	45.00
123218	BEAVER ISLAND BOAT CO	4,927.31
123219	BIOMEDICAL SOLUTIONS	1,330.60
123220	BOUND TREE MEDICAL LLC	85.58
123221	BRADFORD'S	39.00
123222	CARQUEST OF CHARLEVOIX	858.25
123223	CCI SOUTH LLC	105.00
123224	CDW GOVERNMENT INC.	1,178.33
123225	CHARLEVOIX AREA CHAMBER OF CO	10,000.00
123226	CHARLEVOIX COUNTY FIRE	78.00
123227	CHARLEVOIX SEWER & DRAIN	225.00
123228	CHARLEVOIX TOWNSHIP	3,703.50
123229	CHARTER COMMUNICATIONS	221.99
123230	CHEMICAL SYSTEMS INC.	3,360.00
123231	CINTAS CORPORATION	105.55
123232	CITY OF CHARLEVOIX - MISC	13,341.60
123233	CITY OF CHARLEVOIX - UTILITIES	33,615.88
123234	CPSM	5,000.00
123235	DELL MARKETING L P	3,394.59
123236	DITCH WITCH GLOBAL ACCOUNTS	16,516.82
123237	DROST, MATTHEW	48.42
123238	E-CONOLIGHT	299.98
123239	EJ USA INC.	1,345.32
123240	ELLSWORTH FARMER'S EXCHANGE	268.77
123241	EMERGENCY MEDICAL PRODUCTS I	642.07
123242	FAMILY FARM & HOME	1,302.35
123243	FASTENAL COMPANY	202.72
123244	FREEDOM MAILING SERVICES INC.	2,274.83
123245	GOLDING, JOYCE M.	174.23
123246	HACH COMPANY	717.45
123247	HERZOG ELECTRIC	183.80
123248	HYDRO CORP	530.00
123249	J. BIGGERSTAFF BUILDER	910.00
123250	JOHNNY MAC'S SPORTING GOODS	222.86
123251	KEVIN'S METER TESTING	2,847.24
123252	KMart	72.75
123253	KOBET, KEITH	150.00
123254	KOORSEN FIRE & SECURITY	185.27

Check Number	Payee	Amount
123255	KSS ENTERPRISES	145.56
123256	LABLANCE, LUKE	30.00
123257	LAVOIE, RICHARD L.	80.00
123258	MCCARDEL CULLIGAN-PETOSKEY	50.00
123259	MCMASTER-CARR	180.46
123260	MEIR, CHRISTIE	466.04
123261	MI-AWWA	330.00
123262	MICHIGAN APPRAISAL CO INC	1,200.00
123263	MICHIGAN ASSN OF MUNICIPAL CLE	525.00
123264	MICHIGAN CAT	258.77
123265	MICHIGAN OFFICEWAYS INC	2,727.94
123266	MODE DETAILING	600.00
123267	MUTT MITT	1,629.51
123268	NORTHERN CREDIT BUREAU	354.15
123269	NORTHERN MICHIGAN REVIEW INC.	8,463.50
123270	NORTHERN PUMP & WELL	10,215.00
123271	NORTHWEST HYDRAULICS & ENGRG	411.77
123272	OHM ADVISORS	10,040.00
123273	OLESON'S FOOD STORES	26.25
123274	OLSON BZDOK & HOWARD	558.00
123275	OMS COMPLIANCE SERVICES INC	78.75
123276	OTEC	294.00
123277	PARASTAR INC.	931.74
123278	PHYSICIAN'S CLINIC OF CHARLEVOIX	115.00
123279	POLLARD WATER	67.80
123280	POWER LINE SUPPLY	7,158.49
123281	POWERPLAN	982.99
123282	PREIN & NEWHOF	48,039.99
123283	PRESTON FEATHER	277.55
123284	PURITY CYLINDER GASES INC	126.84
123285	RANGE TELECOMMUNICATIONS	139.20
123286	RILEY, DANIEL	132.00
123287	RS&H MICHIGAN INC	9,960.00
123288	SCHWARTZFISHER, JOSEPH L.	73.08
123289	SEARS COMMERCIAL ONE	34.99
123290	SHORELINE POWER SERVICES INC.	5,176.50
123291	SPARTAN DISTRIBUTORS INC	145.10
123292	SPAULDING MFG. INC.	1,779.46
123293	SPOK INC	566.85
123294	STANDARD ELECTRIC CO	26.69
123295	STANLEY, MARK	40.00
123296	STATE OF MICHIGAN	345.00
123297	STATE OF MICHIGAN	25.00
123298	STATE OF MICHIGAN	100.00
123299	STEVENS, BRANDON C.	65.00
123300	STONEYCROFT FARMS LLC	3,285.00
123301	STRYKER SALES CORPORATION	2,005.29
123302	TERMINAL SUPPLY CO	350.91
123303	TOP LINE	585.00

Check Number	Payee	Amount
123304	TRAP-IT	160.00
123305	TRAVERSE CITY RECORD EAGLE	957.00
123306	U S BANK	500.00
123307	UP NORTH PROPERTY SERVICES LL	319.00
123308	USA BLUE BOOK	2,304.17
123309	UTILITY FINANCIAL SOLUTIONS	29,800.00
123310	VILLAGE GRAPHICS INC.	381.32
123311	WORK & PLAY SHOP	82.51
Total 04/17/2018:		292,792.50
Grand Totals:		292,792.50

Check Number	Payee	Amount
04/02/2018		
40218001	MICHIGAN PUBLIC POWER AGENCY	23,614.36
Total 04/02/2018:		23,614.36
Grand Totals:		23,614.36

Check Issue Date	Check Number	Payee	Amount
40618001			
04/06/2018	40618001	**EFTPS* Payroll Taxes	8,794.69
04/06/2018	40618001	**EFTPS* Payroll Taxes	8,794.69
04/06/2018	40618001	**EFTPS* Payroll Taxes	2,056.82
04/06/2018	40618001	**EFTPS* Payroll Taxes	2,056.82
04/06/2018	40618001	**EFTPS* Payroll Taxes	11,380.35
Total 40618001:			
	5		33,083.37
40618002			
04/06/2018	40618002	Alerus Financial	400.00
Total 40618002:			
	1		400.00
40618003			
04/06/2018	40618003	STATE OF MICHIGAN	5,003.74
Total 40618003:			
	1		5,003.74
40618004			
04/06/2018	40618004	Vantagepoint - 401 Plan 109153	742.50
Total 40618004:			
	1		742.50
40618005			
04/06/2018	40618005	Vantagepoint - 457 Plan 300959	5,408.59
04/06/2018	40618005	Vantagepoint - 457 Plan 300959	786.20
04/06/2018	40618005	Vantagepoint - 457 Plan 300959	1,915.79
04/06/2018	40618005	Vantagepoint - 457 Plan 300959	6,037.26
Total 40618005:			
	4		14,147.84
40618006			
04/06/2018	40618006	Vantagepoint - Roth IRA 706117	1,186.53
Total 40618006:			
	1		1,186.53
Grand Totals:			
	13		54,563.98



Check Number	Payee	Amount
04/09/2018		
40918001	MICHIGAN PUBLIC POWER AGENCY	23,872.56
Total 04/09/2018:		23,872.56
Grand Totals:		23,872.56

Check Number	Payee	Amount
04/10/2018		
41018001	STATE OF MICHIGAN	.00 V
41018002	STATE OF MICHIGAN	17,802.16
Total 04/10/2018:		17,802.16
Grand Totals:		17,802.16

Check Number	Payee	Amount
04/17/2018		
3061	CHARLEVOIX COUNTY TREASURER	2,378.38
3062	CHARLEVOIX COUNTY TREASURER	1.92
3063	CHARLEVOIX DISTRICT LIBRARY	457.52
3064	CHARLEVOIX PUBLIC SCHOOLS	642.56
3065	CHARLEVOIX PUBLIC SCHOOLS	128.51
3066	CHARLEVOIX PUBLIC SCHOOLS	128.51
3067	CITY OF CHARLEVOIX - TAXES DUE	3,365.09
3068	RECREATIONAL AUTHORITY	85.80
3069	STATE OF MICHIGAN	6,156.52
Total 04/17/2018:		13,344.81
Grand Totals:		13,344.81

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Site Plan Review: Silva Property Management (The Lodge) 120 Michigan Ave.

DATE: April 16, 2018

PRESENTED BY: Jonathan Scheel, Zoning Administrator

BACKGROUND:

The Planning Commission conducted a site plan review on a request from Shoreline Architecture and Design on behalf of Lodge Development Co. LLC. The request is to add a third story to the building at 120 Michigan Ave. The third story would create a net increase of sixteen motel units, and the footprint of the building will remain the same.

The Planning Commission found that the submitted site plan meets the standards of the zoning ordinance and is recommending approval with two modifications:

1. Zoning Administrator will work with applicant to install landscaping to minimize site and sound to the adjacent property owner on the east side of the project. This will include both deciduous and non-deciduous trees of varying heights.
2. The entrance to the inner parking lot will be a minimum of 20 feet wide per the request of the Charlevoix Township Fire Department.

RECOMMENDATION:

Motion to approve the site plan for Silva Property Management (The Lodge) 120 Michigan Avenue as recommended by the Planning Commission which includes the Commission's two conditions of approval.

ATTACHMENTS:

- ❑ Notice sent to property owners
- ❑ Application for site plan review and communication from other departments
- ❑ Zoning Administrator Report
- ❑ Aerial of site
- ❑ Site Plan
- ❑ Site Plan existing site
- ❑ Site Plan proposed
- ❑ Site Plan elevations
- ❑ Original survey document
- ❑ Proposed plan drawing 1
- ❑ Proposed plan drawing 2
- ❑ Proposed plan drawing 3
- ❑ Public Comment 3-5-18



Office of Planning and Zoning
210 State Street, Charlevoix, MI 49720
planner@charlevoixmi.gov
Phone: (231)547-3265
Fax: (231)237-0329

NOTICE OF PUBLIC MEETINGS

Charlevoix City Hall – Council Chambers 2nd Floor
210 State Street
Charlevoix, MI 49720

City Planning Commission

April 9, 2018 6:00PM

City Council

April 16, 2018 6:00 PM
Tentative upon PC approval

CASE NUMBER: 2018-8 SP
APPLICANT: Shoreline Architect and Design
SUBJECT PROPERTY: 120 Michigan Avenue
PROPERTY TAX NO.: 15-052-199-000-00

Dear Property Owner/Tenant:

You are receiving this notice because you are located within 300 feet the above identified property for which a Site Plan Review will take place before the Planning Commission and the City Council on the respective dates indicated above. The specific request is to add a third story for a net increase of 16 motel units. The footprint of the building will remain the same. You are not required to respond to this notice.

The City of Charlevoix Planning Commission will hold a public meeting on **Monday April 9, 2018 at 6:00 p.m.** in the Charlevoix City Hall Council Chambers to evaluate a site plan application submitted by Shoreline Architecture and Design on behalf of Lodge Development Co. LLC. The Planning Commission will forward a recommendation to City Council who will review the proposal on **Monday, April 16, 2018 at 6:00 p.m.**, unless the Planning Commission tables or postpones the decision. The Planning Commission may recommend approval of the Site Plan, recommend approval with modifications, recommend denial of the Site Plan or table action on the Site Plan.

Written and oral comments from the public are welcome. Oral comments may be presented at the hearing. Written comments may be mailed, emailed, faxed or hand delivered to the City Planning Department no later than 4:00 PM on the evening of the hearings at the above address. The case file and plans may be viewed at the City Planning Office at City Hall. Please call or email with any questions or concerns you may have.

Jonathan D. Scheel
Zoning Administrator

Received 3-20-18



CITY OF CHARLEVOIX

LEVEL B SITE PLAN APPLICATION

SHORELINE ARCHITECTURE & DESIGN
Applicant

120 Michigan Ave.
Address of subject property

8 PENNSYLVANIA AVE, PETOSKEY, MI 49770
Address (City/State/Zip)

SILVA PROPERTY MANAGEMENT
Property Owner Name (If different than applicant)

Lodge Development CO LLC

1005 N. STEVENSON HWY. ROYAL OAK, MI 48067
Property Owner Address (City/State/Zip) (If different than address of subject property)

Property Owner Phone
(248) 399-1292

Email
PAUL@SPMLIVING.COM

Agent Phone
(231) 348-3303

Email
MIKE@SHORELINEARCHITECTURE.COM

Zoning of subject property: CM

Tax ID: 15-052-199-000-00

Current use of property (example: single family, apartments, commercial, industrial, etc.):
HOTEL

Proposed use: HOTEL

Dimensions of parcel: 198' x 200'

Parcel size: 39,600^{sq} .91 ACRES
Square feet Acres

Please describe the type of construction (example: 20' x 20' addition to the rear of the building for storage.):

REMODEL / REFRESH TWO EXISTING FLOORS OF HOTEL. ADDITION
OF THIRD FLOOR (ON TOP OF EXISTING STRUCTURE) OF HOTEL SUMMS

REPLACE EXISTING DOORS, WINDOWS, & SIDING. RECONFIGURE
PARKING LOT & PROVIDE NEW LANDSCAPING

Dimensions of proposed construction, excluding eaves: 186' x 146'

Total square footage of proposed construction: 15,580 SF REMODEL - 10,681 SF NEW CONST.

Height of proposed construction to the top of the roof: 30'

Height of proposed construction to the midpoint of the roof, for gabled roof: N/A

Roof type (example: gable, hip, flat, etc.): FLAT

Square footage of all impervious surfaces (please show all on site plan: paved driveways, sidewalks, patios, etc.): _____

Requested date to begin construction if known: SEPT 2018

AFFIDAVIT

I the undersigned, do hereby make application to the City of Charlevoix for approval of the attached Site Plan which has been drawn in accordance with the City of Charlevoix Zoning Ordinance. I certify that the property owner has authorized the proposed work, and that I have been empowered by the owner to make this application as his/her selected agent. I agree the statements made in the above application and associated documents are true, and if found not to be true, the approval of the site plan may be void. I also agree to comply with the conditions and regulations required by the approved development plan. Further, I agree that if the site plan is approved, it is approved with the understanding that the individual(s) or organization(s) applying for that site plan (or those individual(s) or organization(s) represented by the applicant) will comply with all applicable sections of the City of Charlevoix Zoning Ordinance. For purposes of site inspection, I also agree to notify the City of Charlevoix Zoning Administrator when locations of lot lines and proposed structures are located and staked on the ground. I also agree to give permission for officials of the City of Charlevoix, the County, and the State of Michigan to enter the property subject to this permit application for purposes of inspection. I understand that the City may impose conditions of approval and that the conditions must be met by the specific times as defined in the Decision and Order. Finally, I understand that this is a site plan application, and if approved, cannot be implemented until applicant has applied for and the City has issued a zoning permit.

Property Owner Signature or Authorized Agent: _____

Date: 3/19/18

Lodge Utilities

From : Pat Elliott <pate@charlevoixmi.gov>

Tue, Mar 20, 2018 01:58 PM

Subject : Lodge Utilities**To :** City of Charlevoix Planner
<planner@charlevoixmi.gov>

Johnathan,

In regards to the Lodge and adding units there should be no issue with regards to water or sanitary service upgrades if they are needed. There is a 12" and a 6" water main that run down East Dixon along with an 18" sanitary sewer line. I think the existing water service is a 2" and if that is determined to be undersized we could tap either main to upgrade that line. Typically the sanitary service would be 4" or 6", also if that is determined to be undersized a larger service line could be installed. The cost to upgrade either one would be at the expense of the property owner.

Please note my new email address.

Pat Elliott
Supervisor, Department of Public Works
Pate@charlevoixmi.gov
231.547.3276



PLANNING COMMISSION AGENDA ITEM

AGENDA TITLE:	<u>Level B Site Plan Review 2018-8 SP: Lodge Motel</u>	
PUBLIC MEETING DATE:	April 9, 2018	6:00PM
EXHIBITS:	1. Site Plan Review application. 2. Site Plan provided by applicant. 3. Department Head statements 4. City of Charlevoix Zoning Ordinance.	

I. GENERAL INFORMATION:

Applicant:	Shoreline Architecture & Design
Property Owner:	Silva Property Management 1005 N. Stevenson Hwy Royal Oak, MI 48067
Requested Action:	Level B Site Plan Approval for Expansion of Facility
Zoning:	CM, Commercial Mixed Use
Project Location:	120 Michigan Avenue
Project Site Size:	39,436 Square feet
Existing Land Use:	Motel/Hotel
Adjacent Land Uses:	The property across Michigan Ave to the west are a bed and breakfast and residential. The property to the east is residential while the property to the north (across East Dixon Ave) adjacent to Michigan Ave is a bed and breakfast and in the North side Professional Office Overlay District. The other two properties to the north are residential.
Adjacent Zoning:	Residential Low density to the north, Residential Medium Density to the west and Commercial Mixed Use to the west and south.

PROJECT DESCRIPTION/LOCATION:

The applicant is requesting a Zoning Permit to expand an existing motel which requires a Level B Site Plan Review. The applicant is proposing adding an 18 unit third floor, removing 2 units from the first floor for a net 16 unit increase. Ten additional parking spaces are proposed to be made to the property including four disabled parking spots. Two existing driveways are to remain, changing slightly. The drive to the dumpster moves to the west slightly. The existing building is non-conforming, not meeting setback requirements on the east, west and south sides.

Aerial photo from 2016.



Source: Charlevoix County Website, property boundary lines are approximate.

Photo taken 3/19/2018



MASTER PLAN CONSIDERATIONS: *Please note that Site Plan Review is not based on consistency with the City Master Plan, this section is included only for general reference.

The 2016 Land Use Master Plan identifies this area of Charlevoix as being Hospitality Commercial

II. SITE PLAN REQUIREMENTS:

The Zoning Administrator has been granted the authority to waive portions of the information that is typically required in a site plan by the Zoning Ordinance. The table below Section 5.119 (1) indicates what items are included on the site plan as submitted and what items the Zoning Administrator has waived. The key for the responses on the right hand side of the Table 5.119(1) are noted below.

X	Information Provided on Site Plan
SA	See Attached Information
PI	Partial Information Provided on Site Plan
NA	Not Applicable, Requirement Waived by Zoning Administrator
M	Missing

5.115. Submittal Requirements

(1) Required Content. Each site plan submitted shall contain the information detailed in Table 5.119(1), as applicable:

Table 5.119(1): Required Site Plan Content

<u>Required Information</u>	<u>Level “B”</u>
------------------------------------	-------------------------

General Information

<u>Date, north arrow and scale</u>	X
<u>Name and firm address of the professional individual responsible for preparing the site plan</u>	X
<u>Name and address of the property owner or petitioner</u>	X
<u>Location sketch</u>	X
<u>Legal description of the subject property</u>	X
<u>Size of subject property in acres or square feet</u>	X
<u>Boundary survey</u>	X
<u>Preparer’s professional seal</u>	
<u>Revision block (month, day and year)</u>	X

Existing Conditions

Existing zoning classification of subject property	X
Property lines and required setbacks (dimensioned)	X
Location, width and purpose of all existing easements	X
Location and dimension of all existing structures on the subject property	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X
Abutting street right-of-way width	X
Location of all existing structures, driveways and parking areas Within three hundred (300) feet of the subject property's boundary	PI
Existing water bodies (rivers, creeks, wetlands, etc.)	NA
Existing landscaping and vegetation on the subject property	PI
Size and location of existing utilities	X
Location of all existing surface water drainage facilities	X

Proposed Development

Location and dimensions of all proposed buildings	X
Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided) and unloading areas	X
Setbacks for all buildings and structures	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use	NA
Flood plain areas and basement and finished floor elevations of all buildings	X
Landscape plan (showing location of proposed materials, size and type)	X
Layout and typical dimensions of proposed parcels and lots	NA
Number of proposed dwelling units (by type), including typical floor plans for each type of unit	X
Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units	NA
All deed restrictions or covenants	
Brief narrative description of the project including proposed use, existing floor area (sq. ft.), size of proposed expansion (sq. ft.) and any change in the number of parking spaces	X

Engineering

Proposed method of handling sanitary sewage and providing potable Water	X
Location and size of proposed utilities, including connections to public sewer and water supply systems and/or size and location of on-site systems	X
Location and spacing of fire hydrants	X

Location and type of all proposed surface water drainage facilities	X
Grading plan at no more than two (2) foot contour intervals	NA
Proposed streets (including pavement width, materials and easement or right-of-way dimensions)	NA

Building Details

Typical elevation views of all sides of each building	X
Gross and usable floor area	X
Elevation views of building additions	X
Building height	X

5.32 Area, Height and Placement Requirements

Maximum building height	35 feet.	Proposed building roof is at 32 feet
Minimum Yard setbacks	front 15 feet	Proposed building is at 10 feet
Minimum Yard setbacks	front side 15 feet	Proposed building is at 26.4 feet *
Minimum Yard setbacks	front side 15 feet	Proposed building is at 9 feet**
Minimum Yard setbacks	rear 20 feet	Proposed building is at 10 feet***

* Dumpster enclosure is at 18 feet from front north side lot line

** Existing first floor decks (3) are at 4.8 feet and large deck is at zero setback

***Existing deck on first floor is at zero setback

, * Section 5.153 (1) (a) No nonconforming building or structure may be enlarged or altered in a way that increases its nonconformity, except in cases in which the setback of a building or structure is nonconforming by fifty (50) percent or less of the distance required by this ordinance. Only in these cases may the nonconforming setback be extended along the same plane as the existing nonconforming setback, provided that in doing so the setback itself is not further reduced.

(2) Information Waiver. Specific requirements of either a Level “A” or “B” site plan may be waived by the Zoning Administrator where it is determined that such information is not applicable to the request.

(3) Additional Reports/Study: The Zoning Administrator or Planning Commission may require additional studies, reports or written opinions from qualified consultants to determine compliance with this ordinance or to ensure negative impacts to public health, safety and welfare are avoided or mitigated. These reports/studies may include, but are not limited to, traffic studies, transportation plans, geotechnical reports, flood hazard evaluations or environmental assessments. The Zoning Administrator or Planning Commission shall have the authority to choose the individual consultant, firm or company. The costs of additional study shall be paid for by the applicant.

The Zoning Administrator believes there is no need to require additional information in regard to this site plan.

III. SITE PLAN REVIEW:

The following section is taken directly from the Section 5.120 (pg. 130) of the Zoning Ordinance. The Planning Commission must make findings of fact to determine if the proposal meets each of the following standards. The Planning Commission must find that this proposal meets all of the following standards based on findings of fact before considering a motion to approve or deny. Staff has written the following recommended findings of fact as a starting point. The Planning Commission may add, modify, or delete any of the following draft findings at the meeting. The draft findings are in *italics*.

5.120. Standards for Site Plan Approval: A site plan shall be approved only upon a finding of compliance with the following standards:

- (1) The site plan must comply with all standards of this Article and all applicable requirements of this ordinance, as well as with all other applicable city, county, state and federal laws and regulations.

Section 5.30.(3) (pg. 29)The Planning Commission finds that the site plan proposal complies with the Zoning Ordinance, which states that CM, Commercial mixed Use Districts is intended to be a transitional area between the CBD and R1 districts north of the Bridge.

Section 5.77 (pg. 86)The Planning Commission finds that the water supply and sewage disposal facilities needed for this project has been reviewed by Charlevoix Public works and are sufficient to meet the proposed new units, so the requirements of are met.

- (2) The site must be designed in a manner that is harmonious, to the greatest extent possible, with the character of the surrounding area.

The Planning Commission finds that the proposed development is harmonious with the character of the existing neighborhood. The use proposed is for transient use of a motel. The motel is located in an area that is already largely occupied by similar transient units with the exception of the use on the east side of the property, which is a large single family residence, so the design is generally harmonious and not out of place.

- (3) The site must be designed to minimize hazards to adjacent property and to reduce the negative effects of traffic, noise, smoke, fumes and glare to the greatest extent possible.

The Planning Commission finds adequate measures have been taken to limit hazards to adjacent properties. The proposal allows for sufficient parking, as required by the Zoning Ordinance. A right turns only sign will remain in place on the main driveway to E. Dixon Ave. which solves a potential traffic safety hazard.

- (4) Unless a more specific design standard is required by the city through a different ordinance or regulation, all uses and structures subject to site plan review shall comply with the following design standards:

Traffic Circulation

The number, location and size of access and entry points, and internal vehicular and pedestrian circulation routes shall be designed to promote safe and efficient access to and from the site, as well as circulation within the site. In reviewing traffic features, the number, spacing and alignment of existing and proposed access points shall be considered relative to their impact on traffic movement on abutting streets and adjacent properties.

5.91 Off-Street Parking, Loading, Access and Circulation.

Applicability 5.91(2) If the intensity of the use of any building or site is increased by adding floor area,..., or by any other means, additional off-street parking shall be provided to the extent required by this Article.

Table 5.92(8) of the Zoning Ordinance addresses the number of Off-Street Parking spaces needed and access requirements. One-half (.05) space per unit, plus one (1) per employee during largest shift. In addition, spaces required for ancillary uses such as lounges, restaurants or places of assembly shall be provided and determined on the basis of the individual requirements for that use.

The Planning Commission finds that the proposed development will have 56 units needing 28 parking spots and have 4 employees on its largest shift needing another 4 parking spots for a total of 32 parking spots. Furthermore, the Planning Commission finds the proposed meeting rooms and lobby area is minor to the parking needs of the proposed development. At most this would require one additional parking spot. The proposal is for the development to have 33 parking spots. The parking requirement has been met

5.93 Parking Alternatives

Section 5.93(2) (a) (1) and (2) Sidewalks shall be maintained or established between the uses. Pedestrian connections, both within and to the site, shall provide safe and convenient access to building entrances.

The Planning Commission finds that the proposed development meets this requirement.

5.94. Off Street Parking Facility Design

Section 5.94(1b) Off-Street Parking shall meet the side and yard setback requirements and not be closer than fifteen (15) feet to the rear lot line.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(2) Parking Construction and Development. The construction of a parking lot shall require an approved site plan, in accordance with Article 12. Construction shall be completed and approved by the Zoning Administrator.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(3) ...all parking lots ... shall be hard surfaced using asphalt, concrete, or concrete or brick pavers and shall be appropriately graded and drained.

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94(4) Curbs. A Parking lot shall be surrounded by a six (6) inch curb...

The Planning Commission finds that the proposed development meets this requirement.

Section 5.94 (5) Dimensions. Table 5.94(6) specifies applicable parking space and aisle dimension requirements.

The proposed development shows two types of parking patterns. The first is 90 degree parking which requires 8 foot width and 18 foot length and a maneuvering width of 24 feet. The proposal shows 8 foot, 18 foot, and 24 foot respectively. Parking adjacent to E. Dixon has 4 spaces at 9 foot, 18 foot and 42 feet respectively, The existing driveway to this area does move slightly to the west on the proposed plan. The second pattern is 50 degree parking which requires a 9 foot width, a 20 foot length and a maneuvering width of 12 feet. The proposal shows 9 foot, 24 foot and 14 foot respectively. The Planning Commission finds that the proposed development meets this requirement.

Section 5.94 (7) Ingress and Egress. Clearly defined and limited driveways shall provide adequate vehicular access to a parking lot. Interior access and circulation aisles for all parking spaces shall be provided. A public street shall not be used as a maneuvering space for a vehicle to get into or out of an off-street parking space.

The Planning Commission finds there would be sufficient vehicular access to the property, as well as maneuvering area on the parcel.

(10) Barrier Free Parking. Signed and marked barrier free parking spaces shall be provided at convenient locations in a parking lot in accordance with the State of Michigan barrier free parking requirements. Barrier free spaces shall be located as close as possible to building entrances.

The Planning Commission finds that the proposed development meets this requirement.

Stormwater

Storm water retention and drainage systems shall be designed so the removal of surface water will not adversely affect neighboring properties or public storm water drainage systems. Unless impractical, storm water shall be removed from all roofs, canopies and paved areas by an underground surface drainage system. Low impact design solutions such as rain gardens and green roofs are encouraged.

The Planning Commission finds that there are no known drainage issues affecting this parcel or adjoining parcels. The proposed plan also removes 6,073 square feet of impervious surface and adds a parking lot drain; therefore, this standard has been met.

Landscaping

The landscape shall be preserved in its natural state, insofar as practical, by minimizing unnecessary tree and soil removal. Any grade changes shall be in keeping with the general appearance of neighboring developed areas. Provisions for preservation of landscaping, buffers or greenbelts may be required to ensure the proposed uses will be adequately buffered from one another and from surrounding property.

5.81 Landscaping.

To improve the appearance of off-street parking and storage areas and property abutting public rights-of-way. To protect and preserve the appearance, character and value of the neighborhoods, which abut non-residential areas, parking lots and other potentially obtrusive uses.

5.81 2(a-q) General Requirements

The proposed development includes new planting areas around the interior parking area and adding addition plantings in the existing exterior street side beds. All existing mature trees are to stay. The proposed landscape plantings meet or exceed the minimum requirements of the ordinance. The Planning Commission finds that the development meets these requirements.

5.81 8(b) (1, 2) Parking Lot Landscaping

To provide shade and to break up the visual appearance of large paved areas, parking lots with more than ten (10) spaces shall be landscaped based on the following requirements:

1. One (1) canopy tree for every twelve (12) parking spaces shall be provided within a parking lot island or peninsula.
2. Parking lot islands and peninsulas shall meet the following requirements:
 - a. All islands and peninsulas shall be protected by raised grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.
 - b. An island or peninsula shall be at least nine (9) feet wide.
 - c. Islands or peninsulas may be combined for greater visual effect.
 - d. Trees shall be planted at least three (3) feet from the edge of the curb or pavement.

The proposed landscape plantings meet or exceed the minimum requirements of the ordinance. The proposed parking islands meet or exceed the ordinance standards. The Planning Commission finds that the development meets these requirements

Screening

Where non-residential uses abut residential uses, appropriate (d) screening shall be provided in accordance with *Section 5.81(9)* to shield residential properties from noise, headlights and glare

5.81 9(a) Screening)

Screening shall be required around all trash dumpsters in all zoning districts. *The Planning Commission finds that the proposal includes a screened dumpster. No other screening will be necessary. The Planning Commission finds that existing mature vegetation is sufficient on the eastern side to screen the single family residential home, so no additional screening of adjoining residences is necessary. The Planning Commission finds that the proposed development meets this requirement.*

Lighting

Lighting shall be designed to minimize glare on adjacent properties and public streets. As a condition of site plan approval, reduction of lighting during non-business hours may be required.

5.82 Lighting

5.82(3) Shielding and Glare.

All outdoor lighting shall be designed or shielded to reduce glare and shall be placed so a nuisance is not created for motorists, adjacent uses or residential dwellings.

All outdoor lighting, with the exception of those ground-based lights for the purpose of illuminating government flags, shall be directed toward the ground or the article being illuminated and shall not impair the safe movement of automobile traffic on any street.

Flag lighting shall be directed to illuminate the flag only and shall be placed so lighting or glare is not directed toward streets or adjacent properties.

The Planning Commission finds that all additional lighting that is proposed for the property will be fully shielded down lighting, thus the development meets this requirement.

5.82(4) General requirements

Lighting shall be provided throughout all non-residential parking lots. Lights to illuminate parking lots shall not be attached to any building.

The Planning Commission finds that the proposed development meets this requirement.

Utility Service

All utility service shall be underground, unless impractical due to engineering difficulties

The Planning Commission finds that the any new utilities that are being proposed will be underground therefore this item the development meets this requirement.

Exterior uses

Exposed storage areas, machinery, heating and cooling units, service areas, loading areas, utility buildings and structures, and similar accessory areas shall be located to have a minimum negative effect on adjacent properties and shall be screened, if reasonably necessary, to ensure compatibility with surrounding properties.

5.83 Trash Receptacles

Trash receptacle enclosures shall be required for all uses except single family detached and two family dwellings, where an outdoor trash receptacle is stored. Trash receptacle enclosure locations and construction details meeting the requirements of this section shall be shown on site plans.

5.83(1)(a) **Location.** Trash receptacle enclosures shall be located in the rear yard or non-required side yard, unless otherwise approved by the site plan reviewing authority. Trash receptacle enclosures for commercial and industrial sites shall be as far as practical from an adjoining residential district boundary.

5.83(1)(b) **Access.** Access to the trash receptacles by refuse vehicles shall be designed to (b)prevent damage to automobiles in designated parking spaces; provided the enclosure doors shall not be highly visible from traffic entering the site from a public road.

5.83(1)(c) **Base.** The trash receptacle base shall be at least nine (9) feet by nine (9) feet, constructed of six (6) inches of reinforced concrete pavement. The base shall extend six (6) feet beyond the dumpster pad or gate to support the front axle of a refuse vehicle.

5.83(1)(d) **Screening.** Trash receptacles shall have a lid or cover and be enclosed by a wall on three sides with a wood gate on the fourth side. The enclosure shall be constructed of wood, plastic, vinyl, brick or split face block that matches the building color with a height of six (6) feet or at least one (1) foot higher than the dumpster, whichever is greater. Other decorative masonry material may be approved if it matches the material used on the principal building. Poured concrete with false brick design or plain concrete slag blocks are not permitted.

The Planning Commission finds that the proposed location of the trash enclosure meets the intent of the ordinance and the proposed development meets the requirements from Section 5.83.

Emergency Access

All building and structures shall be readily accessible to emergency vehicles.

The Planning Commission finds that the site plan has been reviewed and preliminarily approved by the Police Chief and Charlevoix Township Fire Chief. They have stated public safety vehicles have adequate access to the development.

Water and Sewer

Water and sewer installation shall comply with all city specifications and requirements.

City of Charlevoix Public works has reviewed the proposed development and finds that the City has sufficient capacity for any additional water or sewer needs based upon the current and proposed uses.. The Planning Commission finds that the proposed development meets these requirements.

Signs

Permitted signs shall be located to avoid creating distractions, visual clutter and obstructions for traffic entering or exiting a site.

The Planning Commission finds that there is no signage being proposed for the property nor is none necessary on the property or on the building.

IV. CONDITIONS OF APPROVAL

The following section is taken directly from the Section 5.121 (pg. 131) of the Zoning Ordinance. The PC may impose conditions of approval on the site plan based on the following criteria.

5.121. Conditions of Site Plan Approval.

Conditions which are designed to ensure compliance with the intent of this ordinance and other regulations of the City of Charlevoix may be imposed on site plan approval.

Conditions imposed shall be based on the following criteria:

- (1) Ensure that public services and facilities affected by the proposed land use and site plan will not be adversely affected.
- (2) Ensure that the Use is compatible with adjacent land uses and activities.
- (3) Protect natural resources, the health, safety, welfare and social and economic well-being of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.
- (4) Ensure compatibility between the proposed use or activity and the rights of the city to perform its governmental functions.
- (5) Meet the intent and purpose of the zoning ordinance, be related to the regulations and standards established in the ordinance for the land use or activity under consideration and be necessary to ensure compliance with those standards.
- (6) Ensure compliance with the intent of other city ordinances that are applicable to the site plan.
- (7) Ensure compatibility with other uses of land in the vicinity.

V. Planning Commission Recommendation to City Council: (choose one)

- A. **Approve** Project 2018-8 SP **without conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120;
- B. **Approve** Project 2018-10 SP **with conditions**, based on specific findings of fact that prove the project does meet the review standards in Section 5.120.
- C. **Deny** Project 2018-18 SP based on specific findings of fact that prove the project does not meet the review standards in Section 5.120,
- D. **Table** the decision on Project 2018-8 SP. (Usually this option is only used when additional information is needed to assist the Planning Commission in making the decision.)

Nicholls St

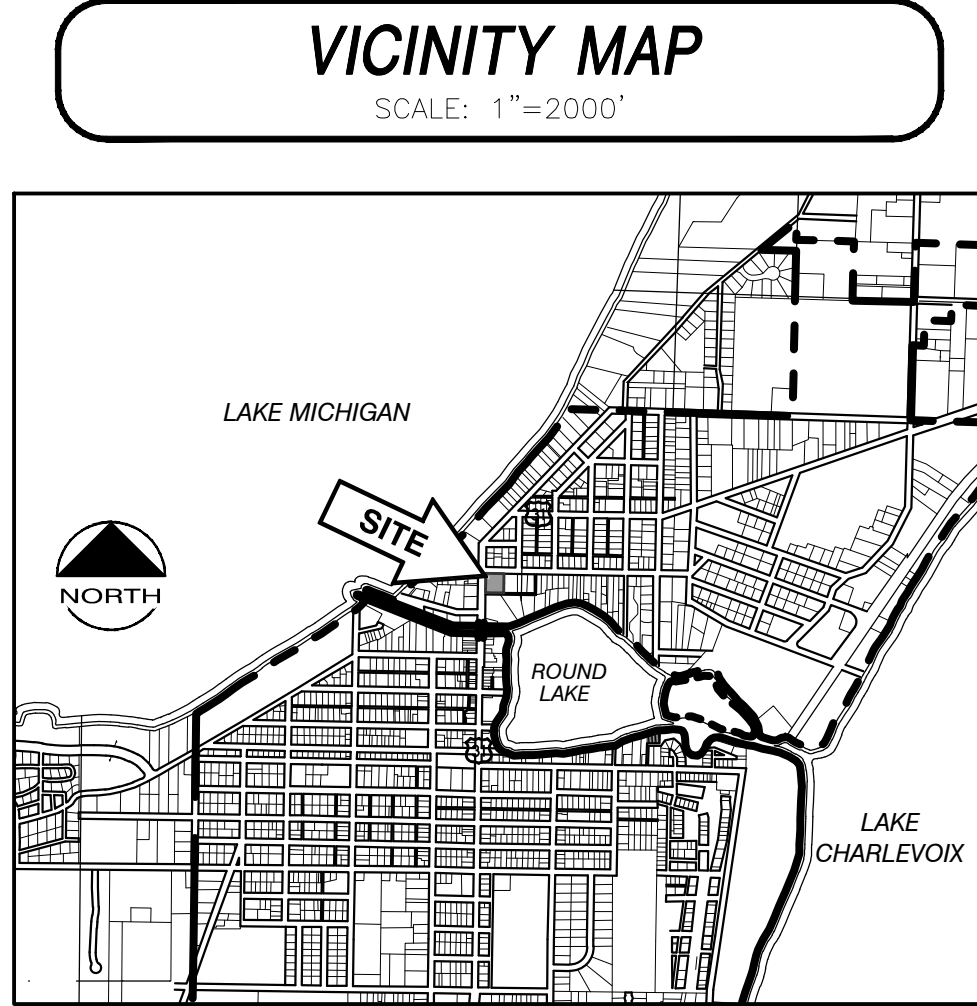
E Dixon

31

Michigan Ave

Thistledowns Dr

K:\PROJECTS\5072\DRAWINGS\5072SITE.DWG - C1 COVER - PLOTTED 3/28/2018 11:43 AM BY AARON NORDMAN



SITE ZONING NOTES

EXISTING ZONING	CM - COMMERCIAL MIXED USE
TOTAL PROPERTY AREA	0.905 ACRES 39,436 SQ.FT.
EXISTING HARD SURFACE AREA	32,290 SQ.FT.
PROPOSED HARD SURFACE AREA	26,217 SQ.FT.
NET REDUCTION SURFACE AREA	6,073 SQ.FT.
LOT COVERAGE (26,217 sq.ft. / 39,436 sq.ft.)	66.5%
SETBACKS	
FRONT	15 FEET
REAR	20 FEET
SIDE STREET	15 FEET
MAX. BUILDING HEIGHT	35 FEET
PARKING	
EXISTING PARKING	22
REQUIRED POST RENOVATION PARKING ONE-HALF (0.5) SPACE PER UNIT, PLUS 1 PER EMPLOYEE DURING LARGEST SHIFT (0.5x56 UNITS) + 4	32
PROPOSED PARKING	
RENTAL UNITS	29
EMPLOYEE	4
TOTAL	33

UNIT COUNTS	EXISTING	PROPOSED
1ST FLOOR	18	16
2ND FLOOR	22	22
3RD FLOOR	0	18
TOTAL	40	56

BUILDING AREA	GROSS	USABLE
1ST FLOOR	12,837	9,555
2ND FLOOR	12,811	9,141
3RD FLOOR	13,385	9,845
TOTAL	38,833	28,541

LANDSCAPING

EXISTING LANDSCAPING TO REMAIN, WITH ADDITIONAL ENHANCEMENTS, AS DEPICTED.

SITE LIGHTING

ALL LIGHTING TO BE SHIELDED DARK SKY COMPLIANT TO MINIMIZE LIGHT POLLUTION TO SURROUNDING NEIGHBORS.

ABBREVIATIONS

ASPH	- ASPHALT	HDPE	- HIGH DENSITY POLYETHYLENE
BF	- BARRIER FREE	LF	- LINEAL FEET
BLDG	- BUILDING	PVC	- POLYVINYLCHLORIDE PIPE
C.L.	- CHAIN LINK	RCP	- REINFORCED CONC. PIPE
C/C	- CENTER TO CENTER	RR	- RAILROAD
CMP	- CORRUGATED METAL PIPE	STL	- STEEL
CONC	- CONCRETE	STM	- STORM
DIP	- DUCTILE IRON PIPE	T/C	- TOP OF CURB
F.G.	- FINISH GRADE	T/W	- TOP OF WALK
FDN	- FOUNDATION	T/WALL	- TOP OF WALL
FFE	- FINISH FLOOR ELEVATION	TE	- TOP ELEVATION
IE	- INVERT ELEVATION	TYP	- TYPICAL

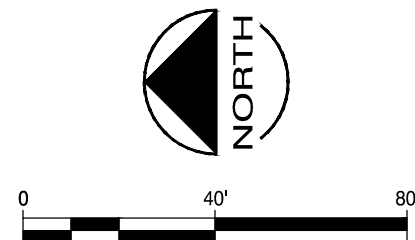


LEGAL DESCRIPTION

PART OF GOVT LOT 8, SECTION 26, T34N, R8W
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MI

OWNER

SILVA PROPERTY MANAGEMENT
1005 N. STEVENSON HWY
ROYAL OAK, MI 48067



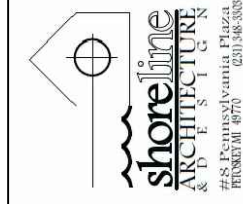
SHEET INDEX

C-1.0	COVER SHEET
C-1.1	EX. CONDITIONS & DEMO PLAN
C-1.2	SITE PLAN
A-1.0	MAIN LEVEL FLOOR PLAN
A-1.1	SECOND LEVEL FLOOR PLAN
A-1.2	THIRD LEVEL FLOOR PLAN
A-2.0	EAST & NORTH ELEVATIONS
A-2.1	WEST & SOUTH ELEVATIONS

Performance Engineers, Inc.

Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
103 W. UPRIGHT STREET
CHARLEVOIX, MI 49720
(231) 547-6882 FAX (231) 547-0021
Email: jph@fergusoneng.com



ARCHITECT:
SHORELINE ARCHITECTURE
#8 Pennsylvania Plaza
Petoskey, MI 49770
(231) 348-3303

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS

120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720

OWNER
SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION
1	3-28-18	MINOR ZONING PLAN REVISIONS

PROJECT NO.: 18-5072

CAD DWG FILE: 5072SITE.DWG

DRAWN BY: PEI

DESIGNED BY: C. STEIN

CHECKED BY:

SEAL

SHEET TITLE

COVER SHEET

C-1.0

SHEET 1 OF 8

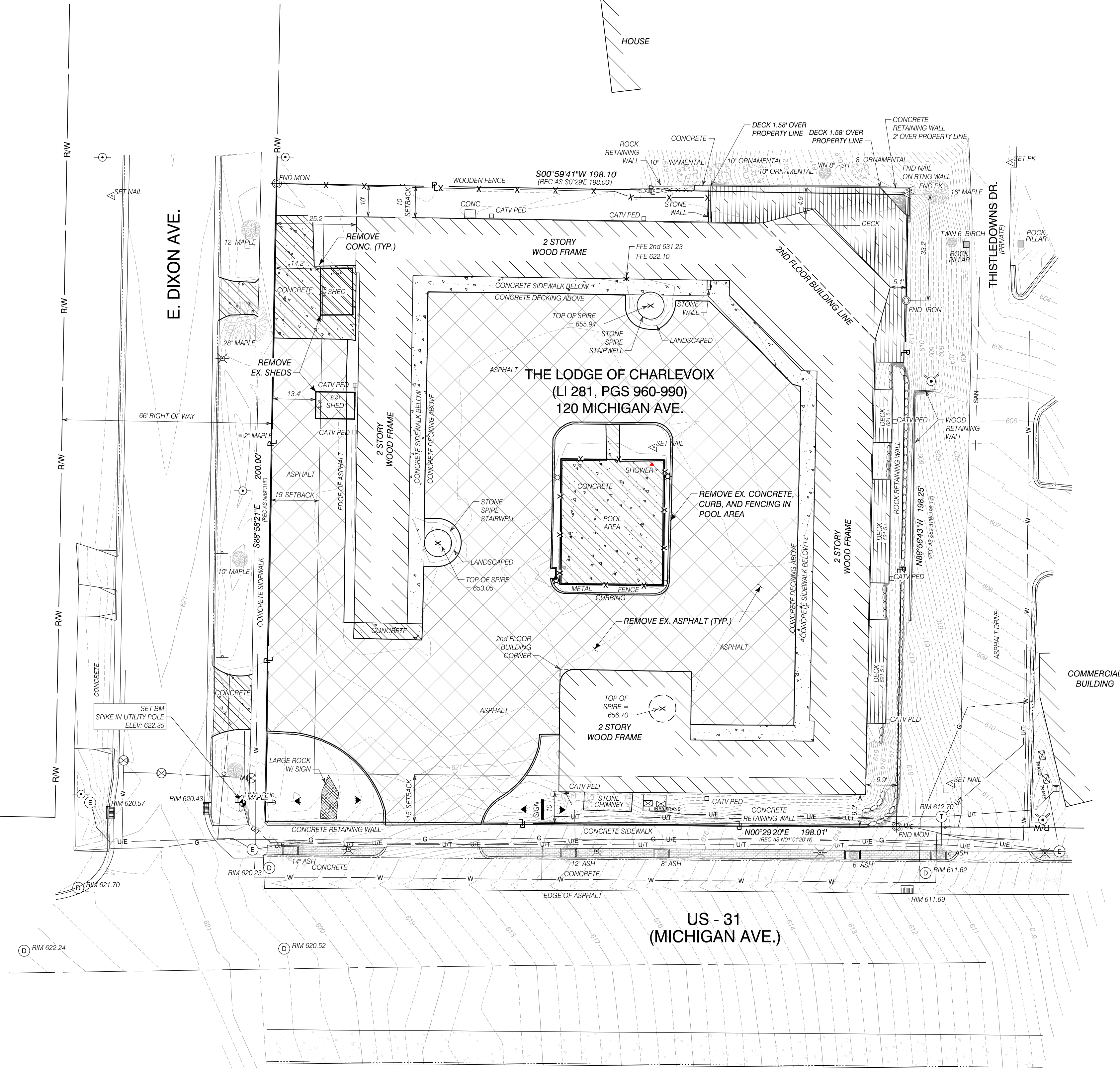
K:\PROJECTS\5072\DRAWINGS\5072BASE.DWG - C-01 - PLOTTED 3/16/2018 3:23 PM BY AARON NORDMAN

UTILITY LEGEND:

	POWER POLE		STREET SIGN
	GUY ANCHOR		TELEPHONE MANHOLE
	TELEPHONE RISER		ELECTRIC MANHOLE
	CATV RISER		SANITARY MANHOLE
	UTILITY POLE		STORM MANHOLE
	ELECT. TRANSFORMER		CATCH BASIN
	GAS METER		FIRE HYDRANT
	GROUND LIGHT		WATER VALVE
	CROOK STREET LAMP		
	POST STREET LAMP		
	GAS LINE		
	ELECTRIC LINE		
	TELEPHONE LINE		
	WATER LINE		
	SANITARY LINE		

SURVEY NOTES:

- ALL DIMENSIONS ARE IN FEET.
- "@" INDICATES IRON/ROD FOUND IN PLACE.
- 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "M".
- BEARINGS ARE IN RELATIONSHIP TO CITY OF CHARLEVOIX COORDINATE SYSTEM (BASED ON THE MICHIGAN COORDINATE SYSTEM (LAMBERT, CENTRAL ZONE 2112)).
- CONTOURS AS SHOWN ARE EXISTING GROUND ELEVATIONS. MAJOR CONTOUR INTERVALS ARE ONE (1) FOOT. ELEVATIONS ARE BASED ON THE CITY OF CHARLEVOIX ELEVATION DATUM, N.A.Y. DATUM OF 1988.
- UNDERGROUND UTILITIES LOCATED WHERE MARKED IN FIELD BY MISS DIG.
- TREE SIZES & DESCRIPTIONS AS SHOWN ARE EXISTING.
- SNOW CONDITIONS AT THE TIME OF SURVEY MAY HAVE OBSCURED ITEMS THAT WOULD HAVE OTHERWISE BEEN VISIBLE.
- LOT CONTAINS 0.905 ACRES (39,436.26 SFT).



Performance Engineers, Inc.

Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
103 W. UPRIGHT STREET
CHARLEVOIX, MI 49720
(231) 547-6882 FAX
Email: jph@csurveying.com



ARCHITECT:
SHORELINE ARCHITECTURE

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS

120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720

OWNER
SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION

PROJECT NO:	18-5072
CAD DWG FILE:	5072SITE.DWG
DRAWN BY:	PEI
DESIGNED BY:	C. STEIN
CHECKED BY:	

SEAL

SHEET TITLE
EXISTING CONDITIONS
& DEMOLITION PLAN

C-1.0

SHEET 1 OF 7

SITE DEVELOPMENT NARRATIVE

THE EXISTING HOTEL WILL BE RENOVATED WITH A NEW FACADE AND THE ADDITION OF A THIRD FLOOR OVER MOST THE EXISTING 2-STORY BUILDING.

TO ACCOMMODATE THE ADDITIONAL ROOMS, THE INTERIOR POOL AREA WILL BE FILLED IN AND CONVERTED TO PARKING. THE EXISTING INTERIOR PERIMETER WALKWAY WILL BE ENCLOSED AND THEN A NEW LANDSCAPED BUFFER WILL BE INSTALLED BETWEEN THE PARKING AND THE BUILDING.

ON THE NORTH SIDE, FACING DIXON, THE EXISTING ASPHALT WILL BE PULLED BACK OFF THE BUILDING AND LANDSCAPED, LEAVING AN AREA FOR THE SCREENED DUMPSTER RECEPTACLE AND EMPLOYEE PARKING.

THERE WILL BE NO NEW ENTRANCES, THE HOTEL WILL RECONFIGURE, BUT CONTINUE TO USE THE EXISTING SITE ENTRANCES, WHICH CONSISTS OF ONE ONTO MICHIGAN AVE. AND TWO ONTO DIXON AVE.

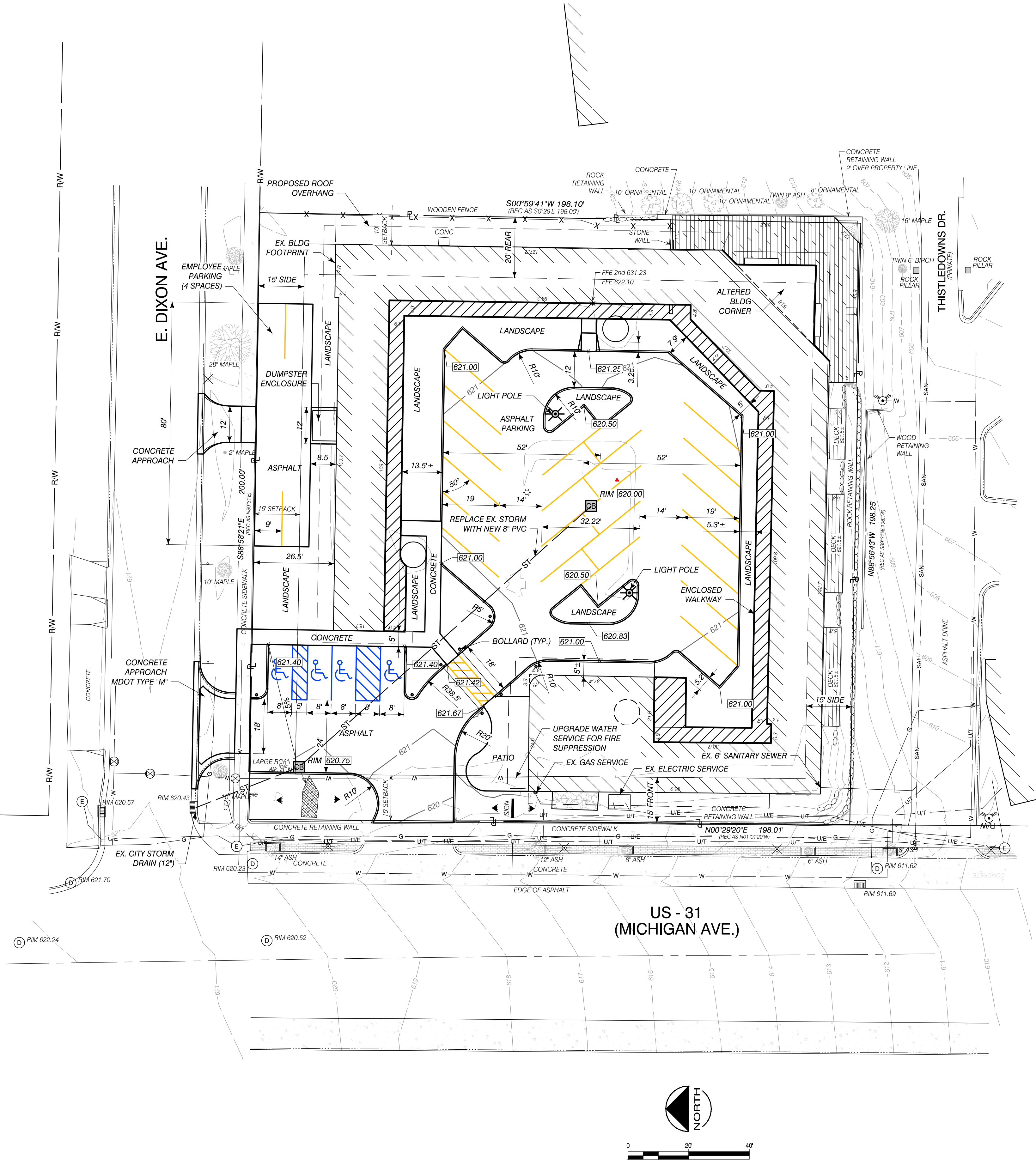
SITE UTILITY NOTES

1. THE EXISTING CITY WATER SUPPLY WILL BE UPGRADED TO 4" TO BE ABLE TO SUPPLY WATER FOR FIRE SUPPRESSION.
2. THE EXISTING CITY SEWER SUPPLY WILL BE USED FOR THE ADDITION (LOCATION ASSUMED).
3. THERE ARE EXISTING CITY FIRE HYDRANTS ON MICHIGAN AVE AND DIXON AVE. AND ONE ADJACENT TO THE SITE ON THISTLEDOWN.
4. STORMWATER WILL BE HANDLED THROUGH REPLACEMENT AND IMPROVEMENT OF THE EXISTING SITE STORM DRAIN, OUTLETTING TO THE CITY STORM SEWER ON DIXON AVE., AS DEPICTED.

SITE LIGHTING

ALL LIGHTING TO BE SHIELDED DARK SKY COMPLIANT TO MINIMIZE LIGHT POLLUTION TO SURROUNDING NEIGHBORS.

PARKING LOT LIGHTS SHALL BE MOUNTED TO 12' POLES AT LOCATIONS INDICATED (TWO TOTAL).

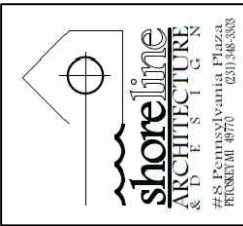


Know what's below.
Call before you dig.

Performance Engineers, Inc.

Civil / Structural Engineering
406 Petoskey Avenue
Charlevoix, Michigan 49720
Phone: (231) 547-2121
Fax: (231) 547-0084
www.performanceeng.com

SURVEY INFORMATION BY:
FERGUSON & CHAMBERLAIN AND ASSOC.
103 W. UPRIGHT STREET
CHARLEVOIX, MI 49720
(231) 547-6882 FAX (231) 547-0021
Email: jph@fergusoneng.com



ARCHITECT:
SHORELINE ARCHITECTURE
#8 Pennsylvania Plaza
Petoskey, MI 49770
(231) 348-3303

THE LODGE OF CHARLEVOIX
2018 BUILDING & SITE RENOVATIONS

120 MICHIGAN AVENUE
CHARLEVOIX, MI 49720

OWNER
SILVA PROPERTY MANAGEMENT

MARK	DATE	DESCRIPTION
0	3-16-18	ZONING PERMIT APPLICATION
1	3-28-18	MINOR ZONING REVISIONS

PROJECT NO:	18-5072
CAD DWG FILE:	5072SITE.DWG
DRAWN BY:	PEJ
DESIGNED BY:	C. STEIN
CHECKED BY:	

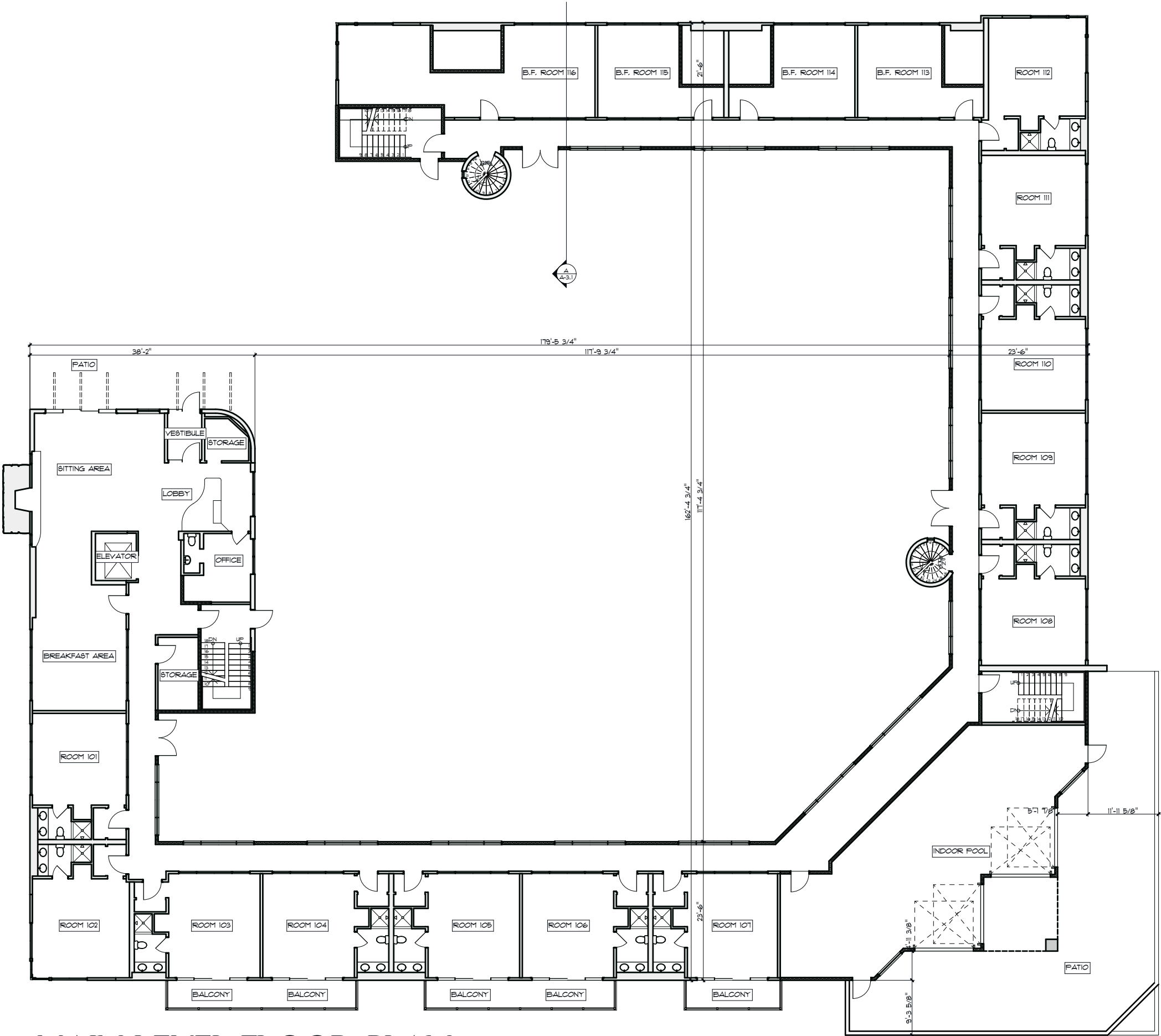
SEAL

SHEET TITLE
SITE PLAN

C-1.2
SHEET 2 OF 8

Copyright © 2018 By Shoreline Architecture & Design Inc. This document is an instrument pertinent only to the project named hereon, and it is intended for the sole use of the client named hereon. It is not intended that this document be reused or reproduced without permission from Shoreline Architecture & Design Inc., nor that it be used in the preparation of derivative works based on its content.

NOT FOR CONSTRUCTION

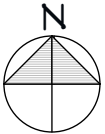


MAIN LEVEL FLOOR PLAN

N.T.S.



GROSS AREA = 12,637 s.f.
USEABLE AREA = 9,555 s.f.

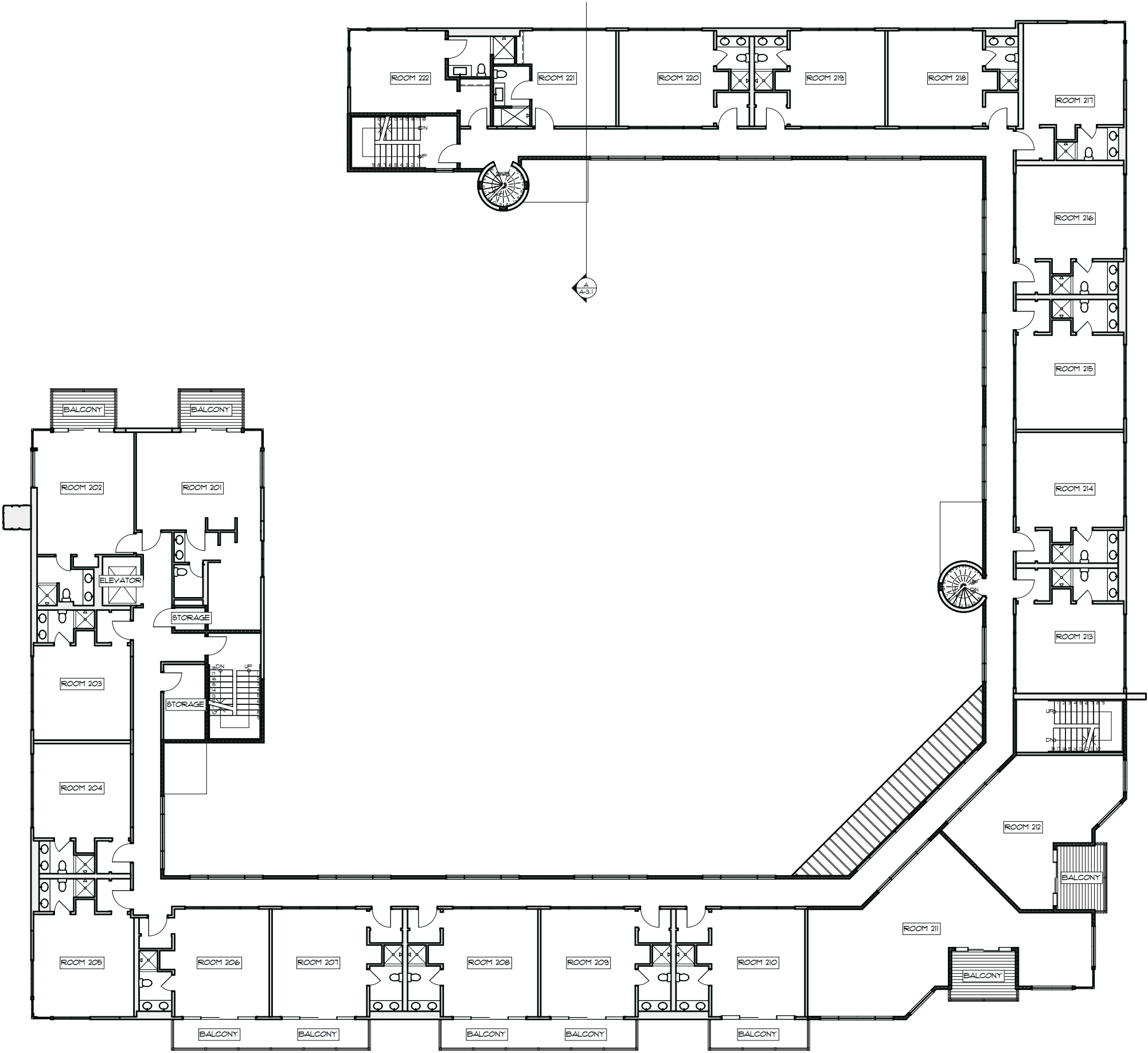


shoreline
ARCHITECTURE
& DESIGN
#8 Pennsylvania Plaza
PETERSBURG MI 49770 (231) 548-3303

CLIENT	The Lodge Charlevoix
SHEET TITLE	Main Level Floor Plan
LOCATION	120 Michigan Ave., Charlevoix, MI 49720
ISSUED	
SEAL	
DRAWN BY:	CRH
CHECKED BY:	MHP
A-1.0	
PRINTED:	3/28/2018

Copyright © 2018 By Shoreline Architecture & Design Inc. This document is an instrument pertinent only to the project named hereon, and it is intended for the sole use of the client named hereon. It is not intended that this document be reused or reproduced without permission from Shoreline Architecture & Design Inc., nor that it be used in the preparation of derivative works based on its content.

NOT FOR CONSTRUCTION

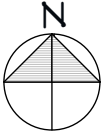


SECOND LEVEL FLOOR PLAN

N.T.S.



GROSS AREA = 12,811 s.f.
USEABLE AREA = 9,141 s.f.

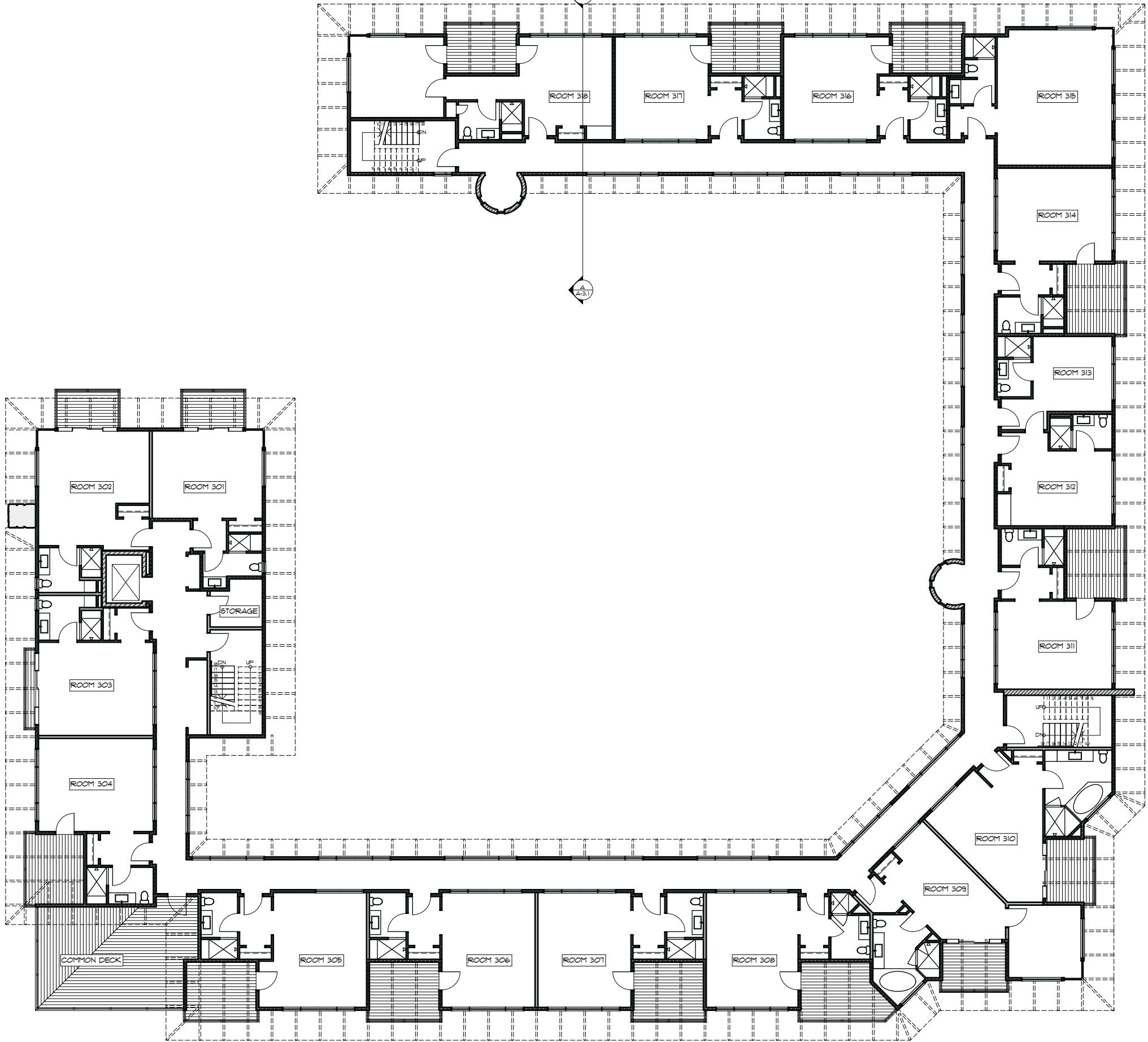


shoreline
ARCHITECTURE
& DESIGN
#8 Pennsylvania Plaza
PETOSKEY MI 49770 (231) 348-3303

CLIENT	The Lodge Charlevoix
SHEET TITLE	Second Level Floor Plan
LOCATION	120 Michigan Ave., Charlevoix, MI 49720
ISSUED	
SEAL	
DRAWN BY:	CRH
CHECKED BY:	MHP
A-1.1	
PRINTED:	3/28/2018

Copyright © 2018 By Shoreline Architecture & Design Inc. This document is an instrument pertinent only to the project named hereon, and it is intended for the sole use of the client named hereon. It is not intended that this document be reused or reproduced without permission from Shoreline Architecture & Design Inc., nor that it be used in the preparation of derivative works based on its content.

NOT FOR CONSTRUCTION

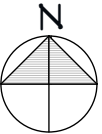


THIRD LEVEL FLOOR

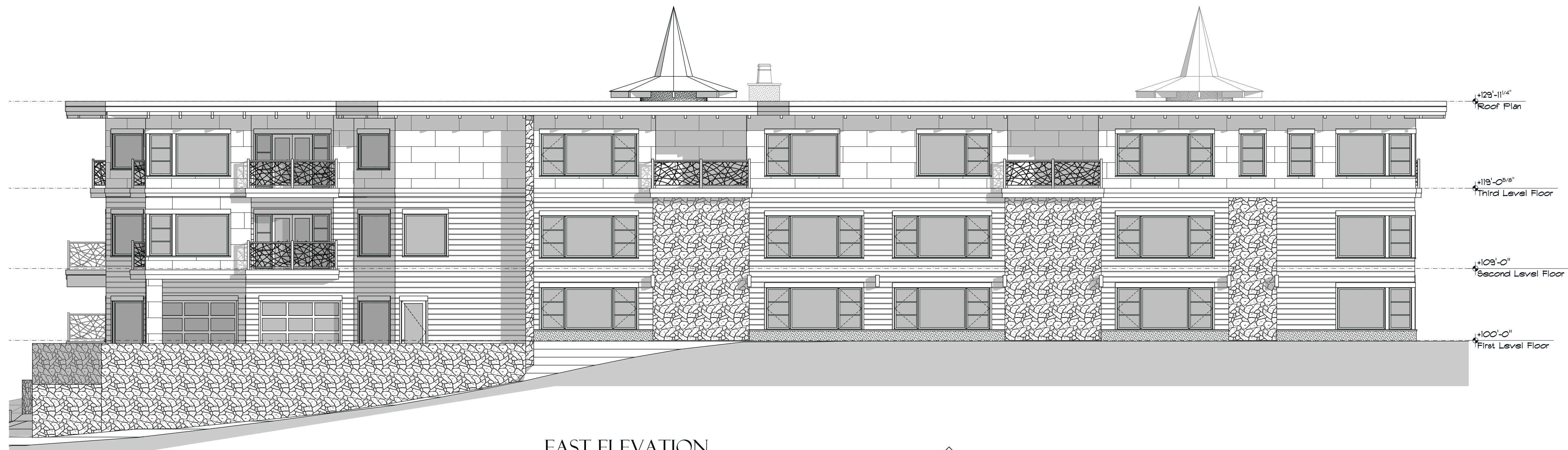
N.T.S.



GROSS AREA = 13,385 s.f.
USEABLE AREA = 9,845 s.f.

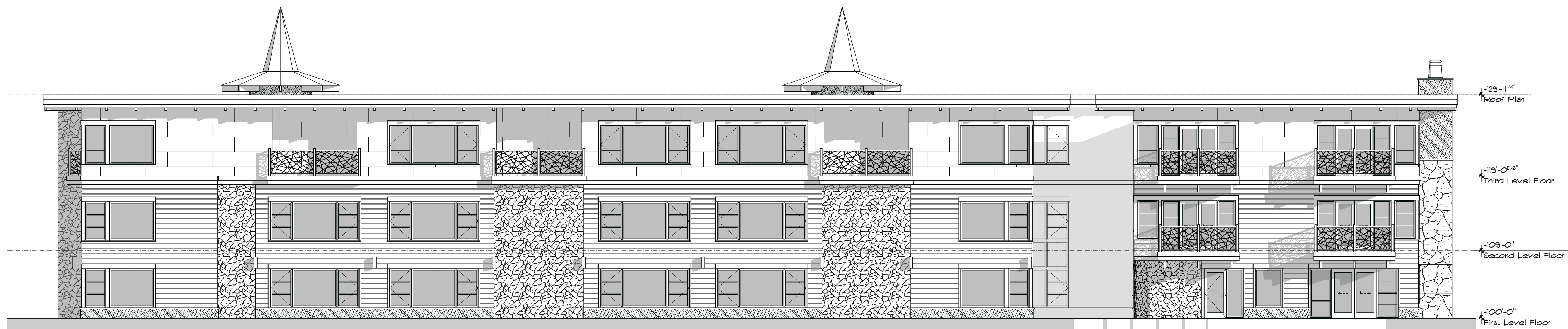


CLIENT	The Lodge Charlevoix
SHEET TITLE	Third Level Floor Plan
LOCATION	120 Michigan Ave., Charlevoix, MI 49720
ISSUED	
SEAL	
DRAWN BY:	CRH
CHECKED BY:	MHP
A-1.2	
PRINTED:	3/28/2018



EAST ELEVATION

1/8" = 1'-0"

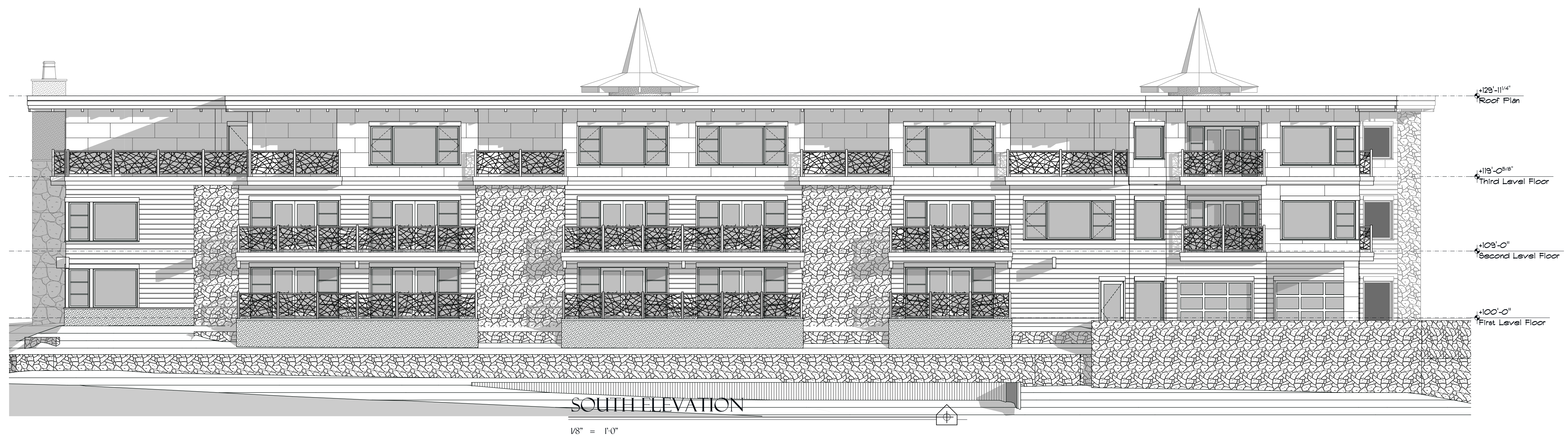
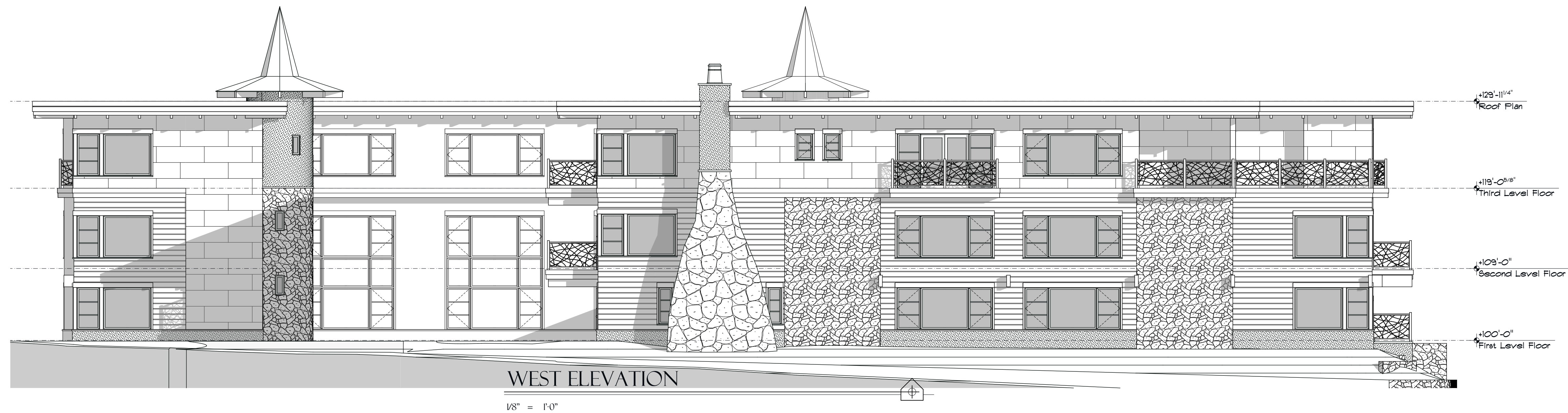


NORTH ELEVATION

1/8" = 1'-0"



CLIENT	The Lodge Charlevoix
SHEET TITLE	East & North Elevations
LOCATION	120 Michigan Ave., Charlevoix, MI 49720
ISSUED	ZONING - 34618
SEAL	
DRAWN BY:	CRH
CHECKED BY:	MHP
A-2.0	
PRINTED: 3/28/2018	



ATTENTION COUNTY REGISTRAR OF DEEDS
THE CONDOMINIUM SUBDIVISION PLAN
NUMBER MUST BE ASSIGNED IN CONSECUTIVE
SEQUENCE. WHEN A NUMBER HAS BEEN
ASSIGNED TO THIS PROJECT, IT MUST BE
PROPERLY SHOWN IN THE TITLE, SHEET 1,
AND THE SURVEYOR'S CERTIFICATE, SHEET 2.

CHARLEVOIX COUNTY CONDOMINIUM
SUBDIVISION PLAN NO. _____

EXHIBIT B TO THE MASTER DEED OF

THE LODGE OF CHARLEVOIX
A CONDOMINIUM
CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

DEVELOPER

THE LODGE OF CHARLEVOIX, INC.
U.S. 31 NORTH
CHARLEVOIX, MICHIGAN 49720

SURVEYOR

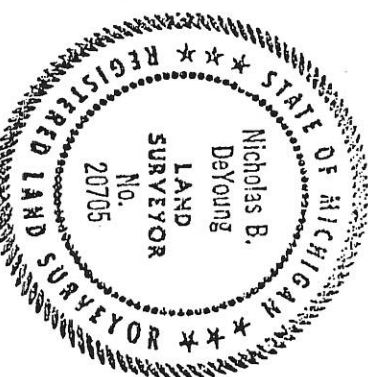
NICHOLAS B. DEYOUNG
REGISTERED LAND SURVEYOR
1107 S. BRIDGE STREET
CHARLEVOIX, MICHIGAN 49720

PROPERTY DESCRIPTION

IN THE CITY OF CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN;
COMMENCING AT THE NORTH 1/4 CORNER OF SECTION 26, TOWN 34 NORTH,
RANGE 8 WEST; THENCE SOUTH 688.19 FEET TO THE SOUTH LINE OF DIXON
AVENUE; THENCE SOUTH 89°31' WEST ALONG SAID AVENUE 1848.14 FEET TO
THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE SOUTH 0°29' EAST
198. FEET; THENCE SOUTH 89°31' WEST 198.14 FEET TO THE EAST LINE OF
HIGHWAY U.S. 31; THENCE NORTH 1°01'20" WEST ALONG SAID HIGHWAY 198.01
FEET TO THE SOUTH LINE OF DIXON AVENUE; THENCE NORTH 89°31' EAST 200.
FEET TO THE POINT OF BEGINNING; BEING A PART OF GOVERNMENT LOT 2,
SECTION 26, TOWN 34 NORTH, RANGE 8 WEST.

SHEET INDEX

1. TITLE
2. SURVEY PLAN
3. SITE AND UTILITY PLAN
4. FIRST FLOOR PLAN
5. SECOND FLOOR PLAN
6. SECTION PLANS
7. THIRD FLOOR PLAN



SURVEY PLAN OF THE LODGE OF CHARLEVOIX A CONDOMINIUM

DIXON'S ADDITION, L.I., P. 26.

DIXON AVENUE (PUBLIC)

NORTH 1/4 CORNER,
SECTION 26, T34N, R8W.

688.19'

NORTH

SCALE
1" = 20'
0 10 20 40 60 80

S 89° 31' W 1848.14'

N 89° 31' E 200'

POINT OF BEGINNING

66'

BRIDGE STREET (PUBLIC)
(U. S. 31)

DIXON'S ADDITION
L. I., P. 26

FORMER RIGHT OF WAY
HIGHWAY EASEMENT, LIBER 120, PAGE 561

N 1° 01' 20" W 198.01'

S 89° 31' W 198.14'

UNPLATTED

BENCH MARK
TOP OF CONCRETE MONUMENT AT
SOUTHWEST PROPERTY CORNER
ELEVATION = 612.22', INTERNATIONAL
GREAT LAKES DATUM.

PROPOSED
FOR
FUTURE
DEVELOPMENT
(NEED NOT
BE BUILT)

S 0° 29' E 198'

S 0° 29' E 198'

UNPLATTED

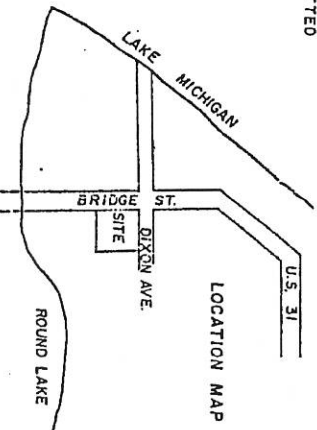
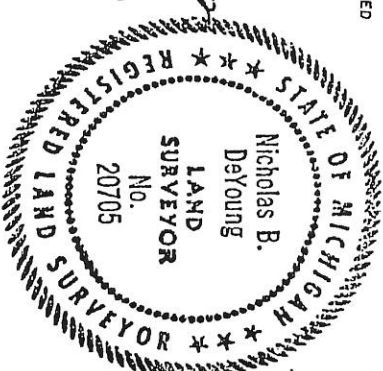
• P.K. NAIL SET IN CONCRETE
• CONCRETE MONUMENT
BEARINGS ARE IN RELATION WITH THE
RECORDED PLAT OF "DIXON'S ADDITION
TO THE VILLAGE OF CHARLEVOIX"
RECORDED IN LIBER 1, PAGE 26.

SURVEYOR'S CERTIFICATE

I, NICHOLAS B. DEYOUNG, REGISTERED LAND SURVEYOR OF THE
STATE OF MICHIGAN, HEREBY CERTIFY:
THAT THE SUBDIVISION PLAN KNOWN AS CHARLEVOIX COUNTY CONDOMINIUM
SUBDIVISION PLAN NO. _____, AS SHOWN ON THE ACCOMPANYING
DRAWINGS, REPRESENTS A SURVEY ON THE GROUND MADE UNDER
MY DIRECTION, THAT THERE ARE NO EXISTING ENCROACHMENTS
UPON THE LANDS AND PROPERTY HEREIN DESCRIBED.
THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE
BEEN LOCATED IN THE GROUND AS REQUIRED BY RULES PROMULGATED
UNDER SECTION 142 OF ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.
THAT THE ACCURACY OF THIS SURVEY IS WITHIN THE LIMITS REQUIRED
BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NUMBER
59 OF THE PUBLIC ACTS OF 1978.
THAT THE BEARINGS AS SHOWN, ARE NOTED ON SURVEY PLAN AS
REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF
ACT NUMBER 59 OF THE PUBLIC ACTS OF 1978.

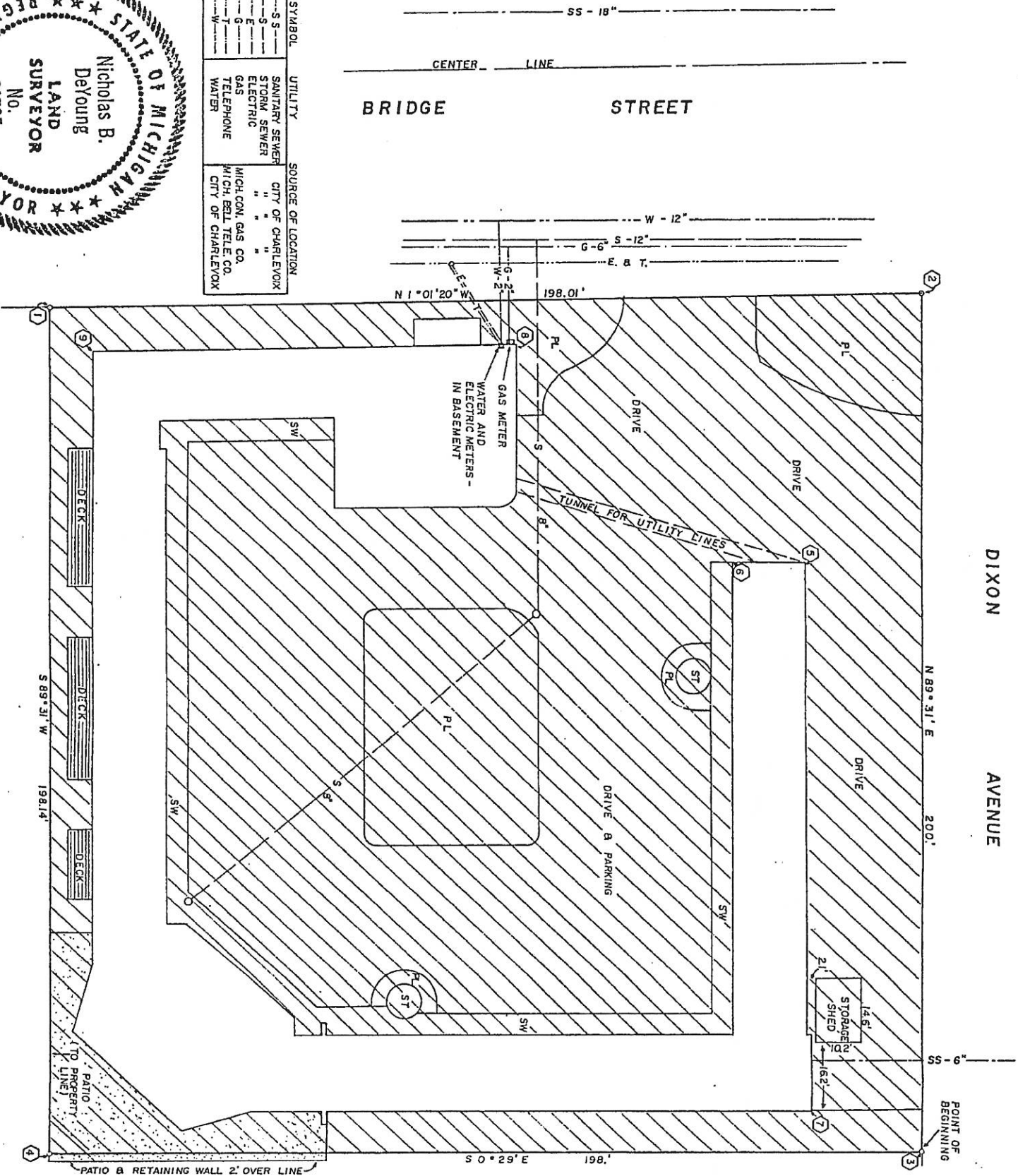
DATE April 12, 1984

Nicholas B. DeYoung
NICHOLAS B. DEYOUNG
REGISTERED LAND SURVEYOR
REGISTRATION NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

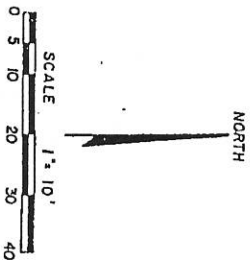




SYMBOL	UTILITY	SOURCE OF LOCATION
—S—	SANITARY SEWER	CITY OF CHARLEVOIX
—S—	STORM SEWER	"
—E—	ELECTRIC	"
—G—	GAS	MICH. CON. GAS CO.
—T—	TELEPHONE	MICH. BELL TELE. CO.
—W—	WATER	CITY OF CHARLEVOIX



SITE AND UTILITY PLAN OF
**THE LODGE OF
CHARLEVOIX**
A CONDOMINIUM



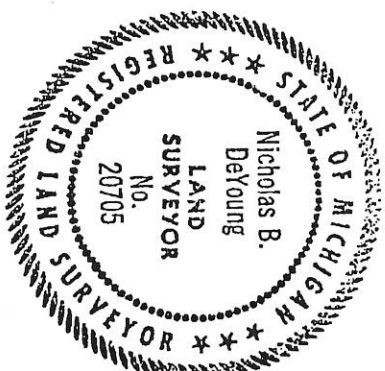
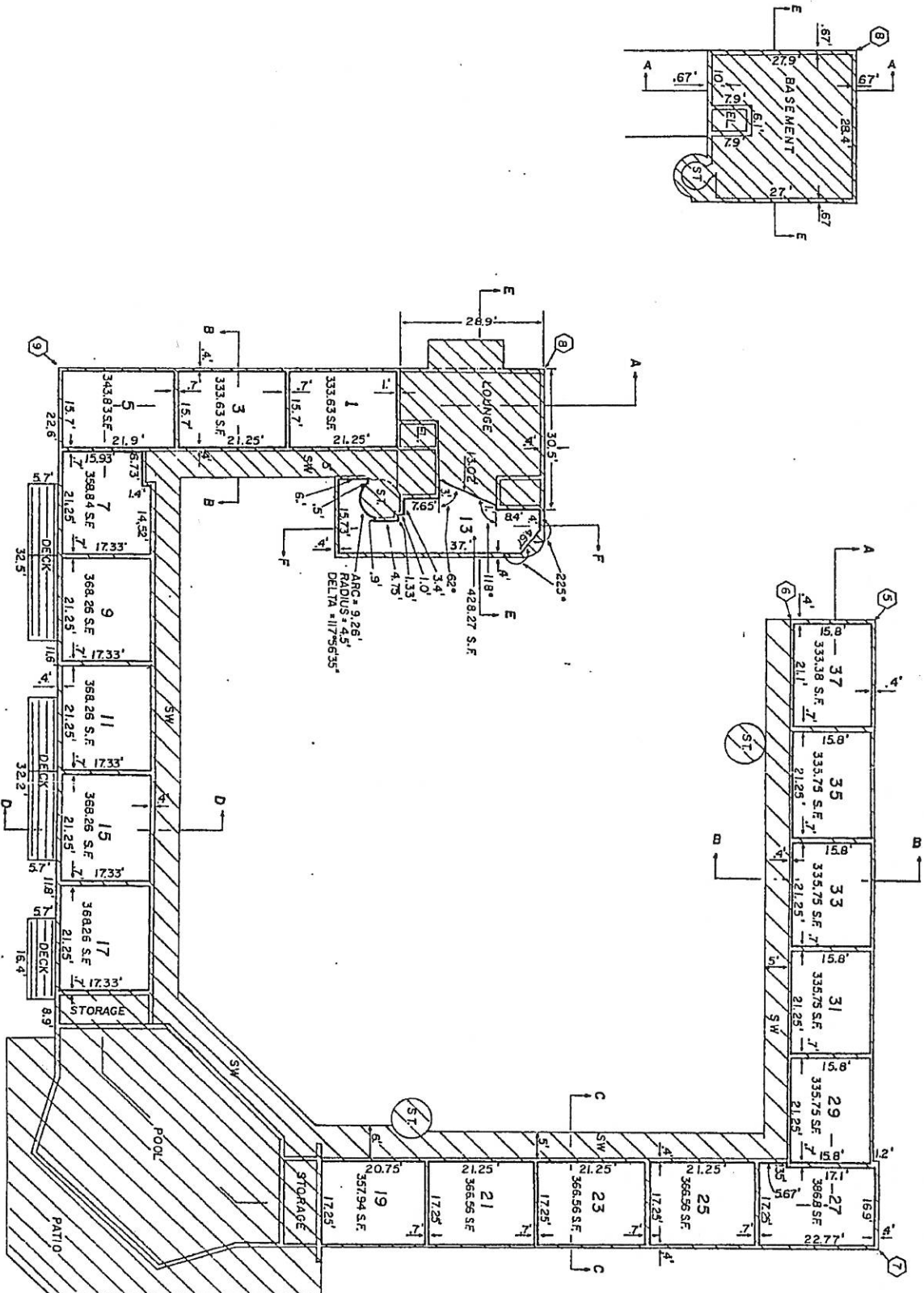
- LEGEND**
- GENERAL COMMON ELEMENT
 - LIMITED COMMON ELEMENT
 - COORDINATE POINT
 - SW SIDEWALK
 - PL PLANTER
 - ST STAIRS
 - COORDINATE VALUES ARE REFERENCED TO THE SOUTHWEST PROPERTY CORNER ON AN ASSUMED BASE. BEARINGS ARE IN RELATION WITH THE PLAT OF DIXON'S ADDITION, L. 1, P. 26.

NO.	NORTH (X)	EAST (Y)
1	100.00'	100.00'
2	297.98'	195.47'
3	299.67'	296.46'
4	101.67'	296.13'
5	271.75'	159.42'
6	253.15'	159.59'
7	274.26'	286.78'
8	206.00'	108.03'
9	109.91'	109.02'

Nicholas B. DeYoung
NICHOLAS B. DEYOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

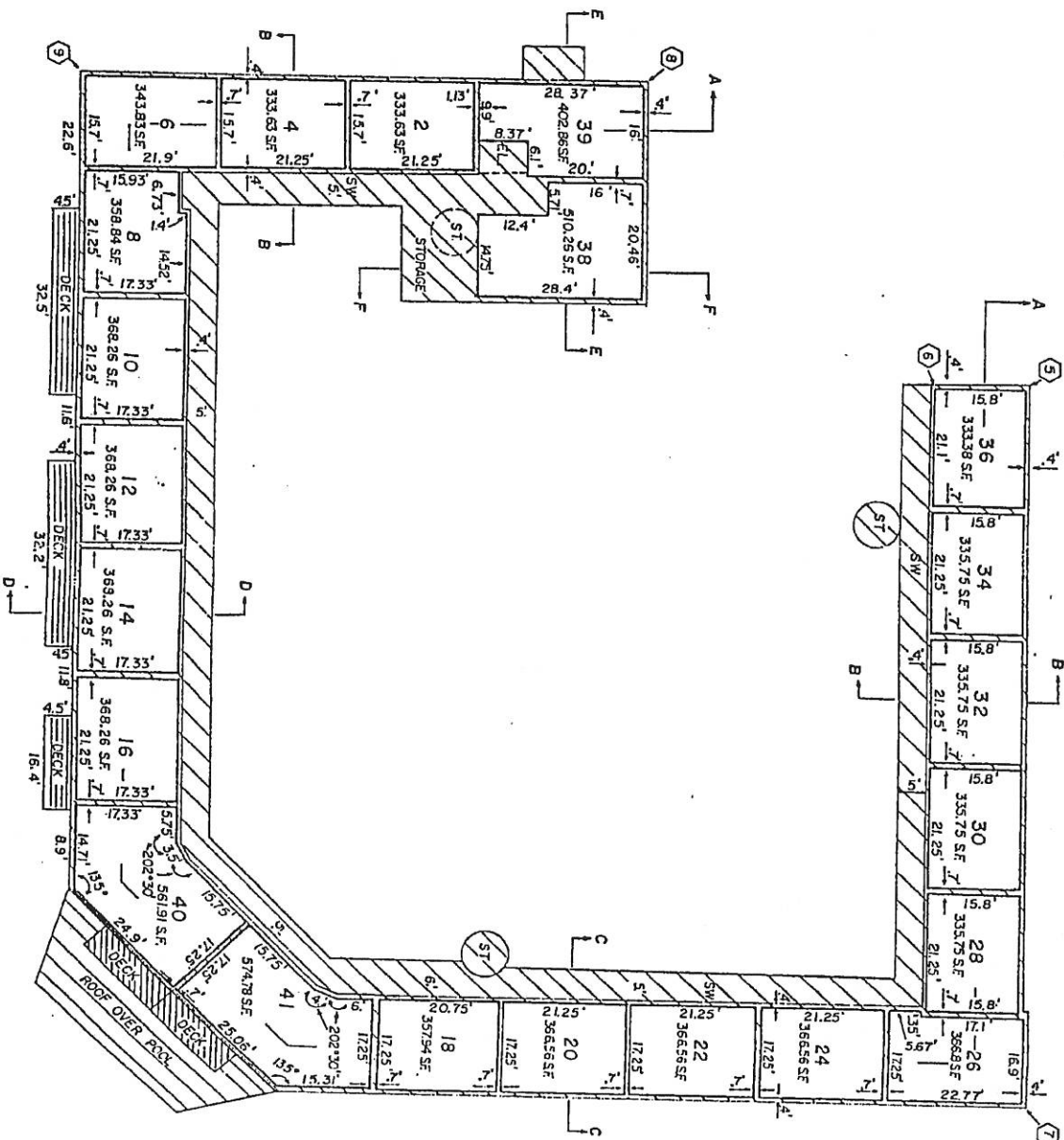
AS BUILT APRIL 12, 1984.

FIRST FLOOR PLAN OF THE LODGE OF CHARLEVOIX A CONDOMINIUM (UNITS 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37)



Nicholas B. Deyoung
 NICHOLAS B. DEYOUNG
 R.L.S. NO. 20705
 1107 S. BRIDGE ST.
 CHARLEVOIX, MICHIGAN 49720

SECOND FLOOR PLAN OF
JUDGE OF CHARLEVOIX
A CONDOMINIUM
(UNITS 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22,
24, 26, 28, 30, 32, 34, 36, 38, 39, 40, 41)



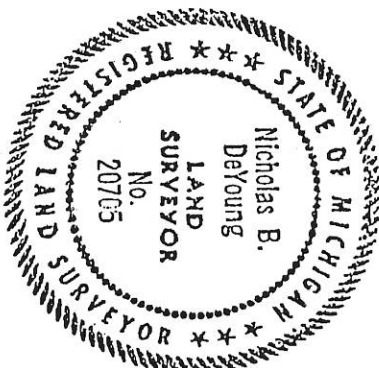
SCALE 1" = 10.0'

0 5 10 20 30 40

LEGEND

 = LIMITS OF OWNERSHIP
 = GENERAL COMMON ELEMENT
 = LIMITED COMMON ELEMENT
 = CO ORDINATE POINT

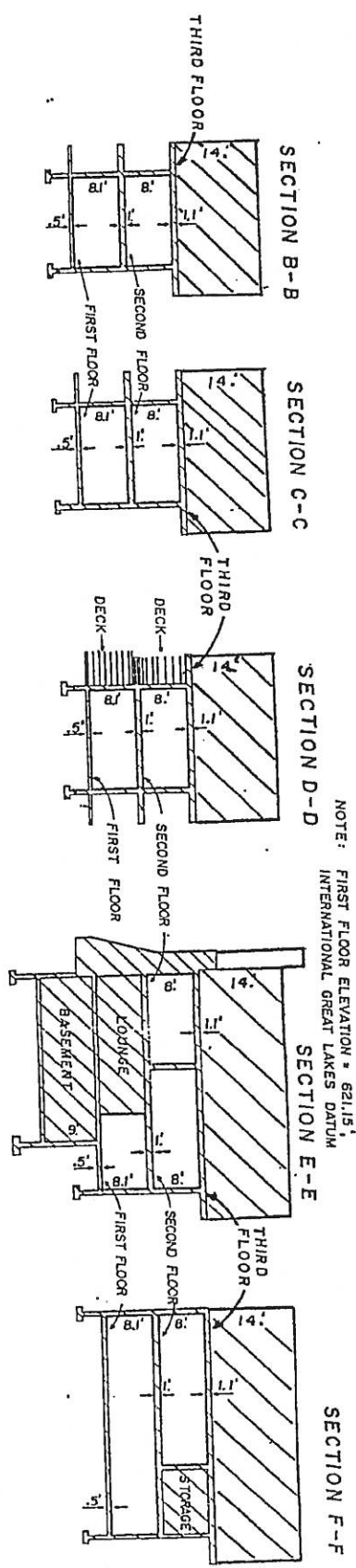
NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS SHOWN OTHERWISE



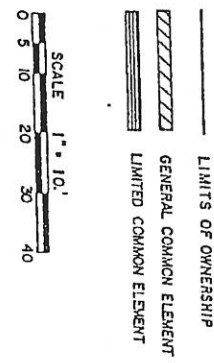
Nicholas B. Dillman
NICHOLAS B. DE YOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720

AS BUILT APRIL 12, 1984.

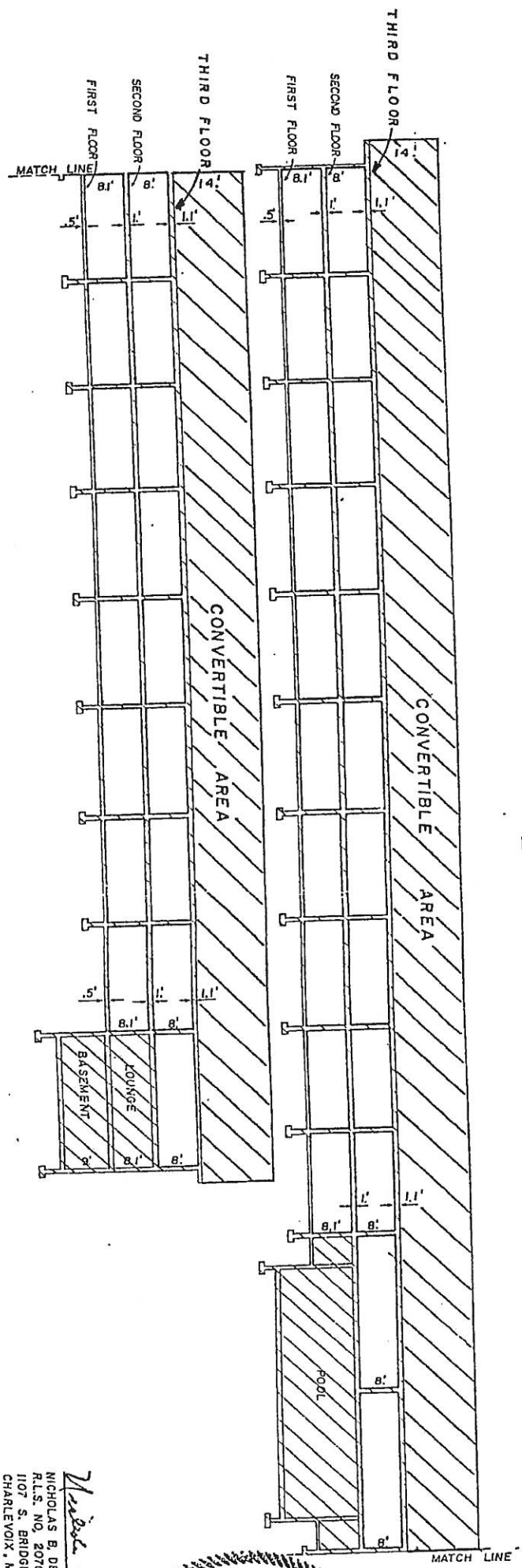
SECTION PLANS OF THE LODGE OF CHARLEVOIX A CONDOMINIUM



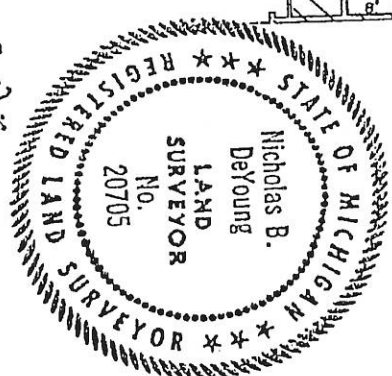
NOTE: FIRST FLOOR ELEVATION = 621.15',
INTERNATIONAL GREAT LAKES DATUM



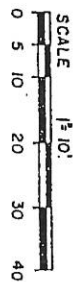
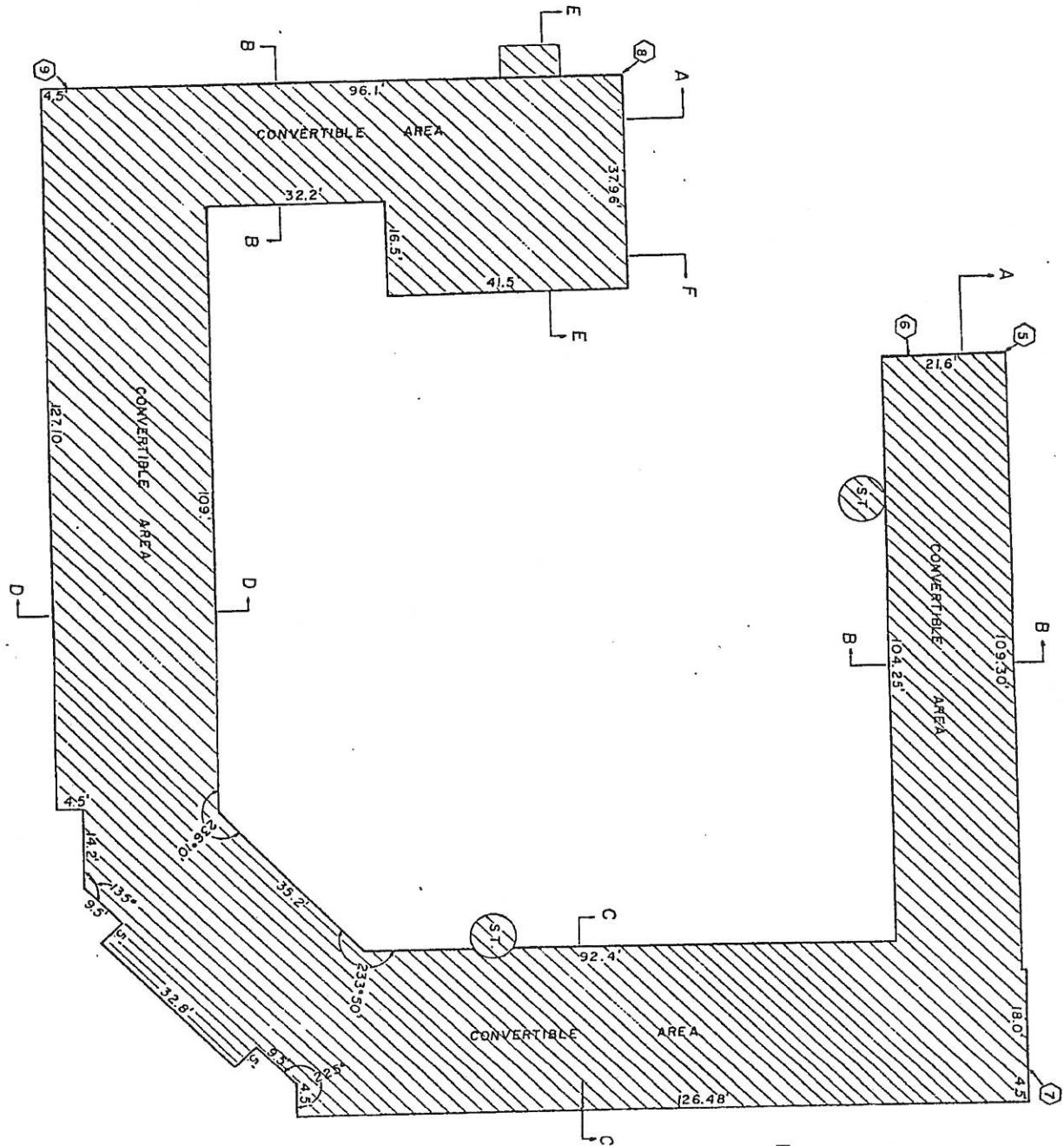
NOTE: ALL OWNERSHIP LINES ARE AT
90° TO EACH OTHER, UNLESS
OTHERWISE SHOWN.
CONVERTIBLE AREA THIRD FLOOR
CONVERTIBLE AREA NEED NOT BE BUILT.



Nicholas B. Deyoung
NICHOLAS B. DEYOUNG
R.L.S. NO. 20705
1107 S. BRIDGE ST.
CHARLEVOIX, MICHIGAN 49720



THIRD FLOOR PLAN OF THE LODGE OF CHARLEVOIX A CONDOMINIUM



LEGEND
 ——— * LIMITS OF OWNERSHIP
 // // * GENERAL COMMON ELEMENT
 ST. * STAIRS
 ○ * COORDINATE POINT
 NOTE: ALL OWNERSHIP LINES ARE AT 90° TO EACH OTHER, UNLESS SHOWN OTHERWISE



Nicholas B. DeYoung
 NICHOLAS B. DE YOUNG
 R.L.S. NO. 20705
 1107 S. BRIDGE ST.
 CHARLEVOIX, MICHIGAN 49720

PROPOSED APRIL 12, 1984

SHEET 7



“THE LODGE” IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT





"THE LODGE" IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT





"THE LODGE" IN CHARLEVOIX
SILVA PROPERTY MANAGEMENT



To: planner@charlevoixmi.gov

Sent: Thursday, April 5, 2018 4:54:37 PM

Subject: Fwd: Lodge issues for Planning Commission Review

Sent from my iPad

>

>

>>

>>

>>

>> After reviewing the plans for the Lodge, which include the addition of a third floor and balconies on the east side adjacent to our residential property, we have certain questions and concerns.

>>

>> First, we are concerned with people sitting on the balconies late at night, having loud conversations on the balconies that face our front yard (approximately 50 feet from our bedroom window) and people smoking on the balconies, which would be a significant nuisance to us. In addition, people sitting on the balconies overlooking our front porch and front yard would certainly not be appealing. We ask that the planning commission review and address these issues concerning the east-facing balconies.

>>

>> Second, we are concerned with the proposed screening for the east side of the Lodge property. The plans propose using sugar maples and possibly Bradford pear trees. However, this would only provide screening between four to five months per year. Further, it would take many years for these types of trees to grow to any significant height that would make them an effective screen. For screening, we would prefer that green giant arborvitaes be planted instead, since they would grow more quickly and would result in less maintenance for both sides.

>>

>> James T. Cresswell

>>

>>

>>

>>

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Selection of Airport Consultant

DATE: April 16, 2018

PRESENTED BY: Matthew Wyman, Airport Manager

BACKGROUND:

As part of the Airport Capital Improvement Plan, the FAA and the State of Michigan require airport sponsors go through a consultant selection process every five years. The last selection process took place in the spring of 2014. Although we are currently within the five year window, the work being conducted this fall is outside of the scope of work listed during the last selection process.

To comply with the requirements set forth by the FAA and MDOT, the airport advertised and received Statements of Qualifications from two consulting firms. After reviewing the SOQ's submitted, the consultant selection committee unanimously recommend continuing with the Work of RS&H. The committee consisted of City Manager Mark Heydlauff, Electric Superintendent Don Swem, and Airport Manager Matt Wyman; MDOT guidance strongly advised including someone with an engineering background on the review panel and Mr. Swem met this requirement.

RECOMMENDATION:

Motion to approve the continuation of RS&H as the airport consultants and engineers through 2023.

ATTACHMENTS:

- ▣ RS&H SOQ
- ▣ Prein&Newhof SOQ

TABLE OF CONTENTS

COVER LETTER	1
1. FAMILIARITY AND UNDERSTANDING OF AIRPORT NEEDS	3
2. CORPORATE HISTORY AND BACKGROUND IN AVIATION CONSULTING	8
3. DEMONSTRATED AVIATION EXPERIENCE	11
4. OVERALL PROJECT COORDINATION.....	24
5. KNOWLEDGE/FAMILIARITY WITH FAA AND STATE REGULATIONS, POLICIES, AND PROCEDURES.....	38
6. SUCCESS OF RECENT PROJECTS	40
7. REFERENCES.....	42



G-3101 W Bristol Road, Suite 300
Flint, Michigan 48507

O 810-232-6899
F 800-464-4358
rsandh.com

April 2, 2018

City of Charlevoix
210 State Street
Charlevoix MI, 49720

RE: SOQ for Professional Consulting Services for Charlevoix Municipal Airport

Dear Members of the Selection Committee:

RS&H Michigan, Inc. (RS&H) is pleased to present for your consideration our Statement of Qualifications to continue to provide Airport Consulting Services focused on the City of Charlevoix's current Five-Year Airport Capital Improvement Plan (ACIP). RS&H has served at the Charlevoix Municipal Airport for the past 4 years, developing an understanding of the unique challenges and priorities associated with the airport. We have truly enjoyed the opportunity to serve you, and look forward to continuing our relationship.

RS&H is one of the industry's leading aviation consulting firms. We are more than a typical A/E firm providing engineering, planning, architectural, and environmental services. We understand the economic and business aspects of airports and bring a strategic perspective along with value-added services to every client and project. Our firm has multiple Michigan and Great Lakes region offices to serve the City of Charlevoix, and our proximity to both the FAA Detroit Airport District Office (ADO) and Michigan Department of Transportation (MDOT AERO) has allowed us to develop close working relationships with both agencies. These relationships translate to efficient, effective support of your efforts within all levels of the FAA and MDOT.

Mr. David Joye, PE will continue to lead all of RS&H's efforts at Charlevoix Municipal Airport and serve as a daily point of contact for Airport staff throughout the duration of the assignment. Mr. Joye has 15 years of experience, with 12 years of aviation experience at RS&H. He has managed numerous airport grant projects throughout Michigan, including at Charlevoix Municipal Airport, and will use this experience and expertise to help guide the City and Airport in meeting all FAA requirements, and assisting with the development of the Airport Capital Improvement Program. His duties encompass all aspects of engineering design, master planning, budget and schedule control, and construction administration. He brings a proactive management approach with thoroughness, outstanding technical expertise, and a track record of on-budget, on-schedule project accomplishments that result in a high level of client satisfaction.

Joining the RS&H Team is Land Matters, LLC, a firm specializing in sensitive land, right-of-way, easement acquisition, and related land matters for public and private agencies. Land Matters has worked with RS&H for many years and we are excited to bring their unique services to the City of Charlevoix. Land Matters experience includes working with RS&H on projects at Paul C. Miller Sparta Airport and other Michigan GA airports.



The RS&H Team is uniquely qualified to provide the professional consulting services requested for this contract. The Team will bring the following value added qualifications:

- » **Familiarity with the Airport.** RS&H has developed an unsurpassed understanding and working relationship with the Airport staff, officials, and stakeholders. Our proactive and transparent relationship has allowed RS&H to become uniquely familiar with the challenges, opportunities, and goals of the Airport.
- » **Corporate History and Aviation Experience.** RS&H has provided airport consulting services for more than 75 years, and has practiced in Michigan for nearly 30 years. RS&H currently serves 176 airports worldwide, 135 in an on-call capacity. We are able to supplement our Michigan aviation staff as needed with more than 200 full-time aviation associate from around the country.
- » **Knowledge of FAA and MDOT Office of Aeronautics.** RS&H has a proven track record of successfully working with the FAA and MDOT to find funding sources. Our experience navigating the federal and state grant process has helped the City secure over \$4 million in federal and state grant money since 2014.
- » **Client Satisfaction and References.** Delivering quality projects and services are a strong testimony to our qualifications, and we encourage you to contact our references. We are proud of the work we do, and we care deeply about the clients we serve.

We highly desire to continue our working relationship with the Airport and the City of Charlevoix, and we are most appreciative for the opportunity to submit our Statement of Qualifications.

Sincerely,



Patrick Frame, PE, ENV SP
Great Lakes Region Aviation Leader

1. FAMILIARITY AND UNDERSTANDING OF AIRPORT NEEDS

RS&H has been providing professional airport consulting services for the City of Charlevoix since 2014. Over the past four years, RS&H has developed strong working relationships with the Airport staff. We have assembled a team of professional engineers, architects, planners, and consultants with unmatched local, regional, and national experience to continue providing industry-leading engineering, architecture, planning, and environmental services for the Airport. Our performance on the variety of past projects at Charlevoix Municipal Airport has uniquely positioned RS&H to fully understand both the current and future needs of the Airport.

PAST PROJECTS AT CHARLEVOIX MUNICIPAL AIRPORT

Terminal Apron Expansion - Phase II

RS&H's first assignment at Charlevoix Municipal Airport was to provide construction administration services for the Terminal Apron Expansion – Phase II. Construction of this project began in May 2015 and was completed in July 2015. This project included a major expansion of the terminal apron and provided a much needed concrete hardstand for parking large private jets that frequent the airport. RS&H worked closely with Airport staff, tenants, and the contractors to complete the project ahead of schedule and nearly 9% under budget.

Runway 9-27 Friction Improvement

After the successful completion of the Terminal Apron Expansion, the Airport's next project was to improve the friction characteristics of Runway 9-27 to increase the safety of turbine powered aircraft during inclement weather. RS&H was tasked with improving the friction characteristics of the runway to improve the safety of jet aircraft operations during inclement weather. Three options were presented to accomplish this goal: saw-cut groove the existing pavement, apply a porous friction course (PFC), or overlay the existing pavement and saw-cut groove the overlay.

RS&H began the process of determining the best alternative to improving runway safety by first thoroughly examining the existing runway surface and pavement section to determine the strength and current condition of the runway pavement. After the initial investigation, it was determined that the existing runway pavement had deteriorated below the level recommended for saw-cut grooving. This determination left only two options; PFC or overlay and groove. RS&H coordinated with

Past RS&H projects completed at Charlevoix Municipal Airport:

- » Terminal Apron Expansion – Phase II
- » Runway 9-27 Friction Improvement
- » Runway 9-27 Edge Lighting Replacement
- » Runway 9 PAPI Replacement
- » Runway 9-27 REIL Replacement
- » Taxiway A Pavement Rehabilitation
- » Taxiway A Edge Lighting Replacement
- » South Taxilane Construction
- » Perimeter Fence Repair



Runway 9-27 Friction Improvement

Airport staff and tenants to discuss these options. It was determined during these discussions that the mandatory 24-hour closure of the runway to all traffic after applying a PFC and the FAA's move away from using PFCs were the deciding factors to make the final recommendation of saw-cut grooving a bituminous pavement overlay.

Construction of this project began in September 2016 and though the project included the intersection of both Runway 9-27 and Runway 4-22 (turf), the Airport was able to remain open during the entire length of the project. The accelerated construction scheduled included a temporary runway displacement and was completed in less than three weeks.

The project also included the replacement of the entire runway edge lighting system and the replacement of the Runway 9 Precision Approach Path Indicator (PAPI) navigational aid.

Taxiway A Rehabilitation

After the Runway 9-27 project, Charlevoix Municipal Airport had a place to park larger private jets at the terminal and a newly paved and grooved runway for them. The focus then shifted to getting these aircraft from the runway to the newly expanded terminal apron; this route is Taxiway A. RS&H noted that the existing taxiway geometry, at all four taxiway connectors, did not meet the latest FAA standards. The Airport engaged RS&H to further investigate Taxiway A and provide a recommendation for rehabilitation. After a pavement surface study and geotechnical investigation, RS&H determined that existing pavement, though geometrically deficient, was in a good enough condition to apply an overlay, significantly reducing the rehabilitation cost compared to more extensive rehabilitation options.

Taxiway A was designed by RS&H staff to fully comply with FAA Advisory Circular 150/5300-13A *Airport Design*. Due to the new taxiway geometry, the project also included replacing the entire taxiway edge lighting system. The Airport also tasked RS&H with designing a replacement Runway End Identifier Light (REIL) navigational aid system for both ends of Runway 9-27.

Construction of the Taxiway A Rehabilitation project began in September 2017 and was substantially complete in November 2017. The construction contract for this project has remained active to allow the contractor to complete punch list items and restoration this spring.

RS&H developed a complex phasing plan for the rehabilitation of Runway 9-27 to minimize airport traffic disruptions.



Taxiway A Rehabilitation

South Taxilane Construction

With the recent completions of the terminal apron, Runway 9-27, and Taxiway A projects, the majority of the airfield at Charlevoix Municipal Airport has recently been rehabilitated allowing the Airport to focus on other needs. One of these needs is an area for large private/business hangar development. The Airport has existing taxilanes south of Taxiway A that have been designed to accommodate small- to medium-sized private hangars, but the location of these limits the size of the hangar and limits the intended end use.

RS&H was tasked with establishing a plan for the area south of the terminal apron for future large hangar development. A portion of this area is occasionally used as overflow parking for large vehicles. The project includes a new taxilane that will make this area available to aviation development. The design of this project is currently under review by the FAA and is expected to be constructed in the fall of 2018.



South Taxilane Construction

UPCOMING PROJECTS AT CHARLEVOIX MUNICIPAL AIRPORT

Master Plan/Airport Layout Plan Update

An Airport Layout Plan (ALP) is a document required by the FAA for all airports and serves as the critical planning tool that depicts both existing facilities and the planned development for the Airport. By contrast, a Master Plan is a comprehensive long-term development plan that not only includes the ALP but also includes a detailed inventory of the existing facilities, establishes a schedule for implementation of the proposed development, validates the plan technically and procedurally, establishes criteria that would trigger elements for the proposed development, and most importantly identifies financial strategies to support the proposed development.

The City of Charlevoix last updated the Master Plan and ALP for the Airport in 2013. This update included a 10-year Capital Improvement Plan through 2021. RS&H understands that major elements of this Master Plan are no longer supported by the community and has assisted Airport staff in removing these elements from the future ALP. The result of this modification to the future plan leaves the airport without a clear, approved plan for future development.

RS&H has worked on more than 79 Airport Master Plans and 94 Airport Layout Plans across the country. These airports have ranged in size from some General Aviation (GA) airports to some of the largest and busiest airports in the world. This experience includes many airports throughout Michigan as well including Master Plans at: Bishop International Airport (FNT), Gerald R. Ford International Airport (GRR), MBS International

RS&H has worked on more than 79 Airport Master Plans and 94 Airport Layout Plans across the country. Airport Master Plans typically provide a 20-year road map for future airport development.

Airport (MBS), Oscoda-Wurtsmith Airport (OSC) and ALP Updates at: Beaver Island Airport (SJX), Hillsdale Municipal Airport (JYM), Huron County Memorial Airport (BAX), Linden-Price's Airport (9G2), Owosso Community Airport (RNP), and Monroe Custer Airport (TTF).

In Michigan, Airport Master Plans at Primary Airports are coordinated mostly with the Federal Aviation Administration – Detroit Airport District Office (FAA Detroit ADO). ALP Updates at GA Airports are coordinated directly with the Michigan Department of Transportation – Office of Aeronautics (MDOT AERO). Charlevoix Municipal Airport is a unique airport that transitions between Primary and GA status, so RS&H's past experience with both Primary and GA airports throughout Michigan will ensure that the project is completed efficiently whether it is completed with coordination with FAA Detroit ADO or MDOT AERO staff.

Fuel Farm Expansion/Relocation

Charlevoix Municipal Airport currently provides fueling for both propeller-powered aircraft (AvGas) and turbine-powered aircraft (Jet A). The current capacity for fuel storage at the airport is 12,000 gallons of AvGas and 10,000 gallons of Jet A.

RS&H understands that the intent of this project is to increase the storage capacity, stabilize fuel prices, and increase the safety of fueling operations at the Airport. Adding a 20,000 gallons Jet A fuel system at the airport will help reach these goals by:

1. Allowing the existing 10,000 gallon Jet A tank to be converted to AvGas thus increasing capacity of both to 20,000 gallon and 22,000 gallons respectively.
2. Increasing the fuel storage capacity will allow the airport to purchase full truck-loads of fuel, which will allow the airport to purchase fuel at a discounted rate and in turn be able to pass these savings on to airport users.
3. A new Jet A fuel farm located north of the existing airport maintenance building will decrease congestion on the Terminal Apron at the existing fuel farm located just to the north of a busy hangar facility.

RS&H has assisted many airports with a variety of fuel related projects throughout the country. RS&H projects within the Great Lakes Region include fuel farm construction at Range Regional/Chisholm-Hibbing Airport (RRA), and at Toledo Executive Airport (TDZ).



An existing quarry to the west of CVX adds challenges to future planning at the Airport.

RS&H fuel farm construction projects within the Great Lakes Region include Range Regional/Chisholm-Hibbing Airport (RRA), and at Toledo Executive Airport (TDZ).

Snow Removal Equipment Removal Procurement

Airports within Michigan vary greatly in size, traffic, and every other measurable criterion, but all airports have to contend with snow removal. Properly sized snow removal equipment (SRE) along with skilled equipment operators are essential to keeping an airport open and allowing the safe operation of aircraft. RS&H can assist Airport staff with procuring equipment by leveraging the vast knowledge and experience with FAA regulations and MDOT AERO procedures. RS&H associates have assisted with the procurement of snow removal equipment at several airports, most recently at MBS International Airport just this past January.

Airport Security

The existing security gate system at Charlevoix Municipal Airport lacks a central control system and surveillance capabilities, and components are becoming obsolete, resulting in high maintenance costs. RS&H has recently worked on security upgrades at Alpena County Regional Airport, Bishop International Airport, and MBS International Airport. RS&H will use this knowledge and experience to develop a security plan that meets the goals of the City of Charlevoix and is suitable for the size of the Airport.

Land Acquisition

One of the Airport's largest hindrances to development is the lack of available land. The Airport's current ALP shows significant land acquisition for this purpose. As required by MDOT Office of Aeronautics, land acquisition consultant services must be completed by a qualified and licensed land acquisition consultant. To comply with this requirement, RS&H is pleased to add **Land Matters, LLC** to our consulting team as a land acquisition specialist. Land Matters was founded by Deborah Poeder and provides right-of-way, easement acquisition, and other related project developmental land services. Please refer to Section 4 of this Statement of Qualifications for more information on Ms. Poeder and Land Matters.

SUMMARY

Over the past four years, Charlevoix Municipal Airport has undergone a major airfield rehabilitation, and RS&H has aided the airport staff on each step of the journey. Through that journey, RS&H has become a trusted advisor to airport staff, helping to continue the transformation by assisting in the development of the list of projects anticipated in the next five years. The team proposed to undertake these projects is comprised of individuals with experience at Charlevoix Municipal Airport, and who are keenly aware of the issues, challenges, and opportunities on the horizon. They are ready to continue assisting the Airport and the communities it serves to further develop the facilities and infrastructure at Charlevoix Municipal Airport.

RS&H has completed security projects at over 60 airports throughout the country that range from small GA facilities to large hub airports.

Over the course of four years, RS&H has become a trusted advisor to Airport staff, and we hope to continue to help develop the facilities and infrastructure at Charlevoix Municipal Airport.

2. CORPORATE HISTORY AND BACKGROUND IN AVIATION CONSULTING

RS&H was first selected by the City of Charlevoix to assist in Airport development projects in 2014, and for the past four years, has consistently provided exceptional professional consulting services and worked closely with City staff to meet crucial deadlines on a variety of assignments. We hope to continue providing these industry-leading services to the City of Charlevoix. As a firm, RS&H offers a superb blend of local knowledge and national experience to address any project assigned by the City of Charlevoix. Mr. David Joye, PE will continue to serve as the Project Manager representing RS&H and will remain the primary point of contract throughout the assignment.

RS&H AVIATION PRACTICE

With a tradition that spans more than 75 years, RS&H has become a leader in the aviation industry, offering value-added solutions to clients around the world. To ensure every client receives the best service and expertise, RS&H is organized into six client focused practices: Aviation; Transportation; Aerospace; Corporate; Health and Science; and Defense. Each practice has its own multi-disciplined staff of architects, engineers, planners, environmental scientists, and technical support personnel. These specialists are individually selected for the experience and expertise they provide in specific areas, creating a balanced team well-versed in the nuances of that program. Each team member is supported by RS&H's total spectrum of capabilities in more than 50 office locations nationwide. RS&H provides services to airports around the world from offices in Michigan, Illinois, Ohio, New York, Pennsylvania, Florida, California, Colorado, Minnesota, North Carolina, Texas, Utah, and Washington D.C. With more than 1,100 full-time associates, RS&H also has more than 200 full-time associates that specialize in Aviation.

RS&H recognizes that a successful aviation system can be a cornerstone of a city's progress, providing a gateway for leisure travel, serving as a major economic stimulus, and projecting the desired image of the community to visitors. By understanding each of our clients' unique opportunities and responding to the needs of the aviation industry, we have developed a worldwide reputation for project success.

RS&H has helped the City of Charlevoix secure nearly \$4 million in FAA Airport Improvement Program Grants since 2014.

RS&H has more than 200 full-time associates that specialize in Aviation.

RS&H is ranked as the 11th Largest Aviation Consultant by ENR Magazine.



The RS&H Aviation Practice is organized into Service Groups, which meet the full-service consulting needs of our aviation clients:

- » **Airfield** – Runways, taxiways, aprons, fueling, and aircraft deicing facilities
- » **Buildings** – Terminals, maintenance facilities, SRE buildings, hangars, administration buildings, and energy services
- » **Planning** – Master Plans, safety management systems, financial analyses, security planning, site selection studies, economic development plans, and grant procurement
- » **Environmental Planning** – Environmental studies, National Environmental Policy Act (NEPA) documentation, and noise and land-use studies
- » **Environmental Stewardship and Resiliency** – Environmental regulatory compliance and permitting, environmental efficiency, sustainability, and climate adaptation and resiliency

RS&H has maintained an airport consulting practice in Michigan for more than 25 years, and currently has two offices serving Michigan airports. RS&H staff in these offices, supported by other associates across the country, are ready to continue providing exceptional service to the City of Charlevoix.

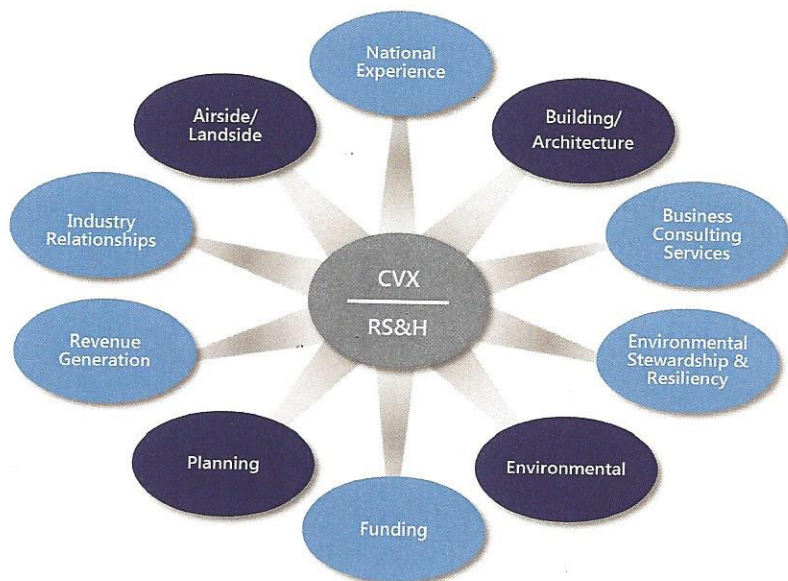
RS&H has maintained an airport consulting practice in Michigan for more than 25 years.

FULL SERVICE CAPABILITIES

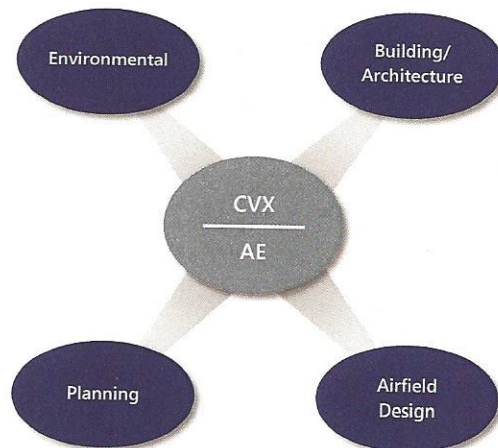
At RS&H, we believe that successful professional aviation consulting services go beyond excellence in airfield design, architectural design, or the preparation of technical planning documents. RS&H associates understand the full business of running an airport. Funding procurement, environmental processing, revenue generation, and financial analyses are aspects of airport management that often go unnoticed, but are certainly critically important to the development of a facility such as Charlevoix Municipal Airport.

RS&H understands the business of running an airport, and will go beyond excellence in airfield design, architectural design, or the preparation of technical planning documents.

RS&H'S FULL SERVICE CAPABILITIES



TRADITIONAL A/E FIRM

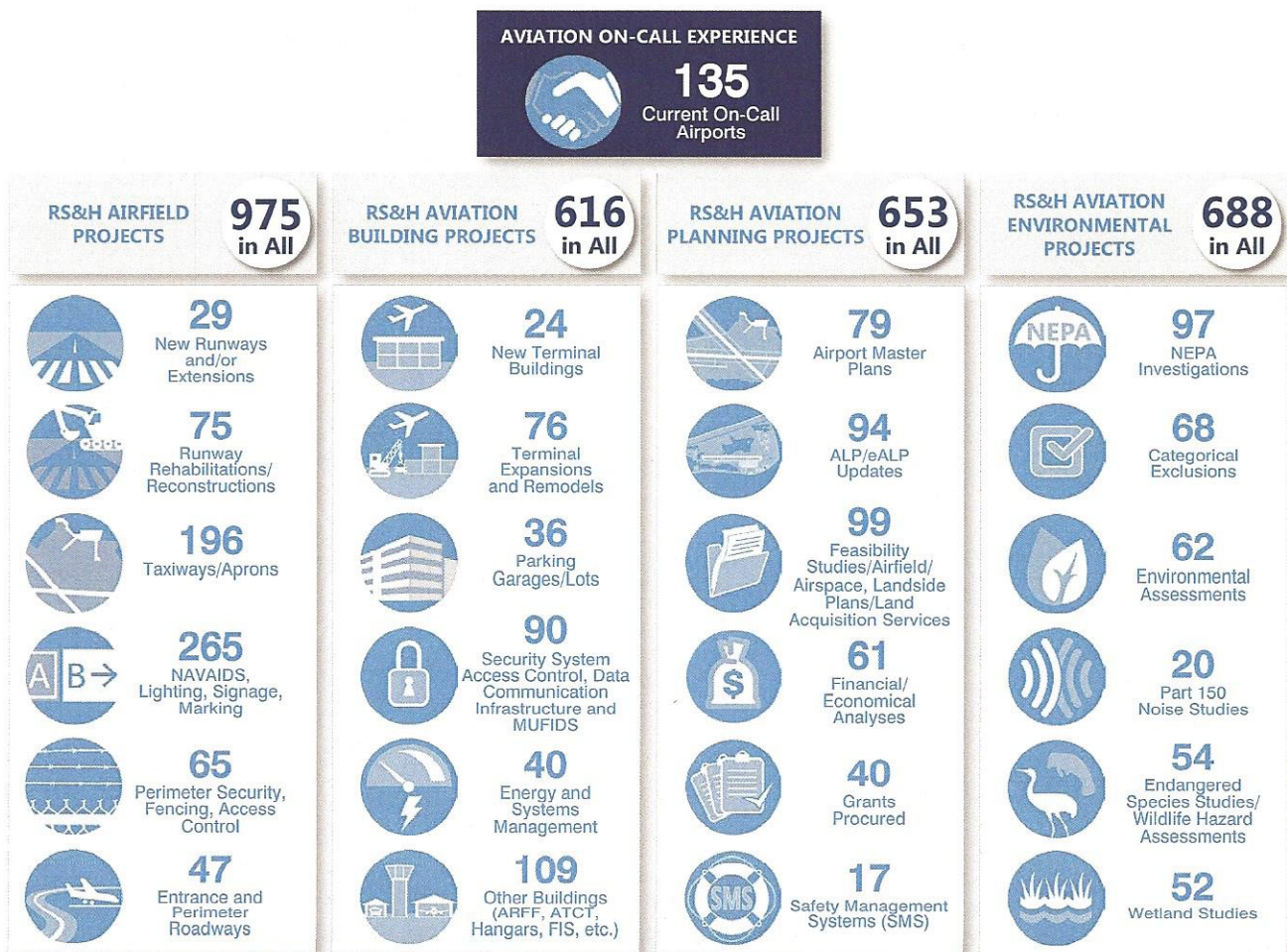


As a leader in the aviation industry, RS&H has participated in the preparation of countless industry leading documents and guidelines. RS&H associates help lead the industry in numerous important positions, including holding board and senior level positions at both the national and chapter levels for the American Association of Airport Executives, past chair of Airport Consultants Council, and Associate Board Member with the Airports Council International – North America.

3. DEMONSTRATED AVIATION EXPERIENCE

135 airports throughout the United States enjoy the benefits of RS&H as a professional aviation consultant, making RS&H a leader in these types of assignments, and allowing us to offer many added value services to our clients. This extensive experience has provided RS&H with a thorough understanding of what airports value in a professional aviation consultant—the ability to serve as a trusted advisor to airport staff. This section includes a brief sampling of airports where RS&H has undertaken project assignments similar to those anticipated at Charlevoix Municipal Airport over the next five years. Each of the assignments involved in-depth coordination with the FAA, state aviation agencies, and all of the stakeholders at the Airport. At RS&H we pride ourselves on longstanding client relationships stemming from a commitment to provide quality work on every project, and being able to fulfill all of an airport's facility development needs easily, quickly, and in a coordinated fashion. RS&H is proud of the fact that many of these long-standing relationships are measured in decades, not years, and we have a full understanding of the importance the City of Charlevoix places on these relationships.

RS&H has completed hundreds of on-call assignments. Each one has involved in-depth coordination with the FAA, state aviation agencies, and all of the stakeholders at the airport.

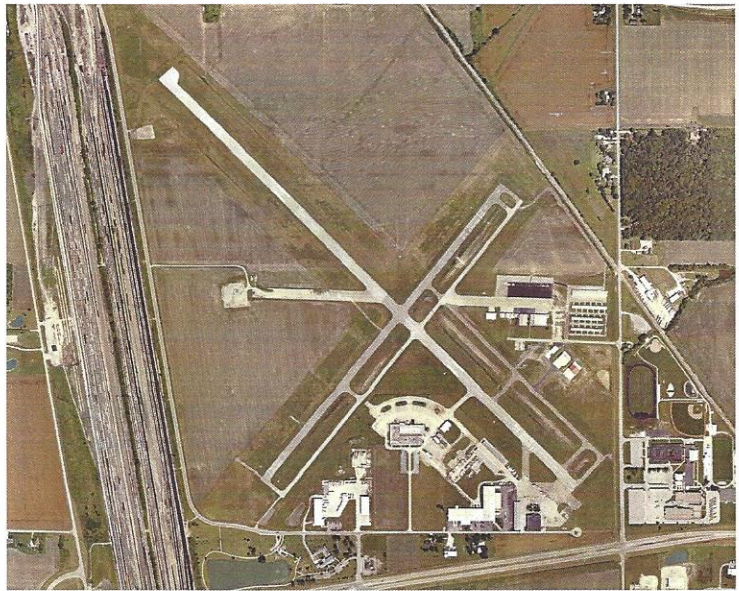


TOLEDO EXECUTIVE AIRPORT

GENERAL CONSULTING SERVICES

RS&H is the Aviation General Consultant for the Toledo-Lucas County Port Authority, which operates Toledo Express Airport and Toledo Executive Airport. RS&H has completed the following projects at Toledo Executive Airport:

- » Rehabilitate and Widen Taxiway B – Phase 1
- » Rehabilitate and Widen Taxiway B – Phase 2
- » Reconstruct and Extend Runway 4-22
- » Reconstruct Taxiway A – Phase 1
- » Runway 14-32 Grooving
- » Runway 4-22 NAVAIDs
- » Runway 14-32 Declared Distance Analysis
- » Pavement Management Plan
- » Corporate Hangar Area Site Development
- » General Aviation Apron and Taxiway Rehabilitation
- » Runway 14-32 Rehabilitation
- » Airport Layout Plan Update
- » Runway 32 NAVAIDs
- » Airfield Lighting Control and Monitoring System



RS&H has continually explored value engineering and cost saving construction techniques at Toledo Executive Airport. Taxiways A and B included the utilization of milled asphalt pavement as base material to provide a stable and cost-effective platform for paving operations. The Runway 4-22 Rehabilitation project included in-place pulverization of PCC pavement capped with recycled crushed concrete to re-establish the runway profile. Several other airport projects have utilized recycled crushed concrete as an aggregate base material, saving the Port Authority thousands of dollars while minimizing environmental impact.

The Runway 4-22 project included new NAVAIDs (PAPIs and REILs) at each end. RS&H coordinated with the FAA Airway Facilities and Flight Procedures offices to efficiently and cost effectively complete the NAVAID replacement.

ALPENA COUNTY REGIONAL AIRPORT

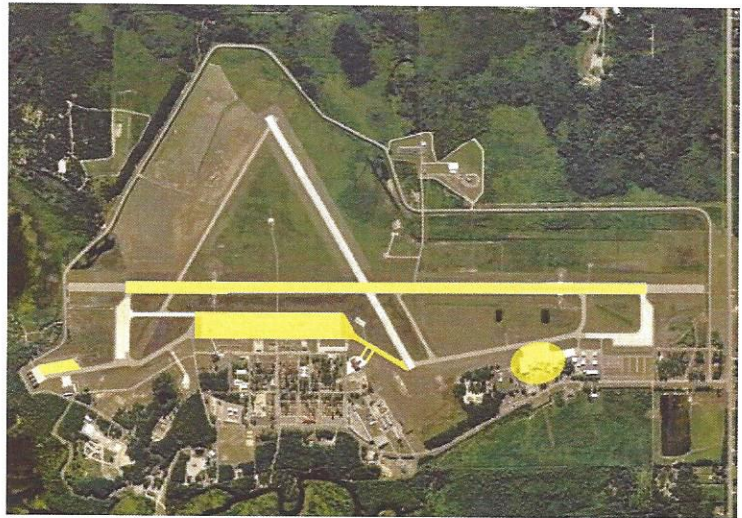
GENERAL CONSULTING SERVICES

The Alpena County Board of Commissioners retained RS&H as General Consultant to provide planning, engineering, and architectural services for Alpena County Regional Airport. The Airport is a commercial service airport located in northern Michigan. It is also a joint-use airport with the Michigan Air National Guard. Professional services provided by RS&H include:

- » New Passenger Terminal
- » Airport Layout Plan Update
- » 405 Survey Approach Analysis
- » Hangar Area Infrastructure
- » T-Hangar Design
- » Taxiway C Rehabilitation
- » Terminal Building Modifications
- » Airfield Drainage Improvements
- » Runway Rehabilitation
- » Military Apron Rehabilitation

Additionally, RS&H was retained on a team of consultants by the Michigan Air National Guard (MIANG) for design services for the rehabilitation of concrete pavements used by the Combat Readiness Training Center at Alpena County Regional Airport. These projects were the 9,000-foot main Runway 1-19 and 140,000 square feet of parking aprons used by military aircraft from fighters to the largest transporters and fuelers.

RS&H is currently designing a new 13,000 square foot passenger terminal building for the Airport. The existing 6,800 square foot facility that is undersized for the operations needs during peak passenger activity. The project will also include roadway modifications, parking lot expansion, utility infrastructure modifications, terminal apron expansion, and taxiway reconstruction. Design of the new terminal is scheduled to be completed in the spring of 2018 and construction is planned to begin in later this year.



MBS INTERNATIONAL AIRPORT

CONSULTING SERVICES

RS&H has provided professional airport consulting services for MBS International Airport since starting the new terminal project in 2006, and was selected to continue providing services in 2016. RS&H has assisted MBS in securing over \$49M in federal grant funding since 2006. Past RS&H projects at MBS International Airport include:

- » New Terminal
- » Airfield Pavement Parking
- » QTA Facility
- » Master Plan and ALP Update
- » GA Apron Rehabilitation
- » Runway 5-23 Repair
- » Sanitary Sewer
- » Water Main Extension
- » Perimeter Fence Relocation
- » Apron Construction
- » FAA RCAG Relocation
- » Entrance Road
- » Storm Drainage Upgrades
- » Deicing Fluid Discharge Study
- » Taxiway Construction
- » Perimeter Road Construction
- » Airfield Safety Improvements
- » Airfield Lighting Improvements
- » Parking Lot Construction

The most recent airfield construction project at MBS was the Runway 5-23 Repair and Pavement Marking project that was successfully completed in the summer of 2016. This project included the milling and repaving of the touchdown zones, crack sealing the runway, and repainting pavement markings throughout the airfield. The FAA also began a navigational aid project beginning in the summer of 2016, which included a temporary closure of Runway 5-23. RS&H began helping MBS staff in the fall of 2015 to coordinate these two projects to reduce the closure time of the primary runway. The project involved many internal FAA departments, and proved to be extremely difficult. However, MBS, with the help of RS&H, was successful in coordinating and completing portions of the two projects simultaneously during one Runway 5-23 closure, minimizing impacts to the airlines and other tenants.



BISHOP INTERNATIONAL AIRPORT

GENERAL CONSULTING SERVICES

RS&H's long history at Bishop International Airport dates back to 1989, when RS&H was first selected as Professional Aviation Consultant. The Airport serves travelers in the Flint, Michigan and surrounding northwest metro Detroit areas. Since initial selection, RS&H has provided Bishop with a wide range of in-depth aviation services on more than 100 individual planning, design, and construction projects, which have been consistently delivered on time and on budget. Projects have included extensive rehabilitation to the airfield, as both runways were rehabilitated, as were all taxiways. RS&H has provided the following services:

- » Master Plan and ALP Update
- » Perimeter Security Improvements
- » Multiple T-Hangar Expansion projects
- » GA Fueling Facility
- » New Terminal Complex and Multiple Subsequent Expansions
- » Terminal Apron
- » Aircraft Deicing Apron
- » Runway Rehabilitation
- » New Parallel Taxiway
- » Taxiway Extension
- » Roadway Completion
- » Cargo Apron Expansion
- » T-Hangars Construction
- » Runway RPZ Clearing
- » Railroad and Highway Relocation Planning and Coordination
- » Master Plan
- » Part 150 Noise Study



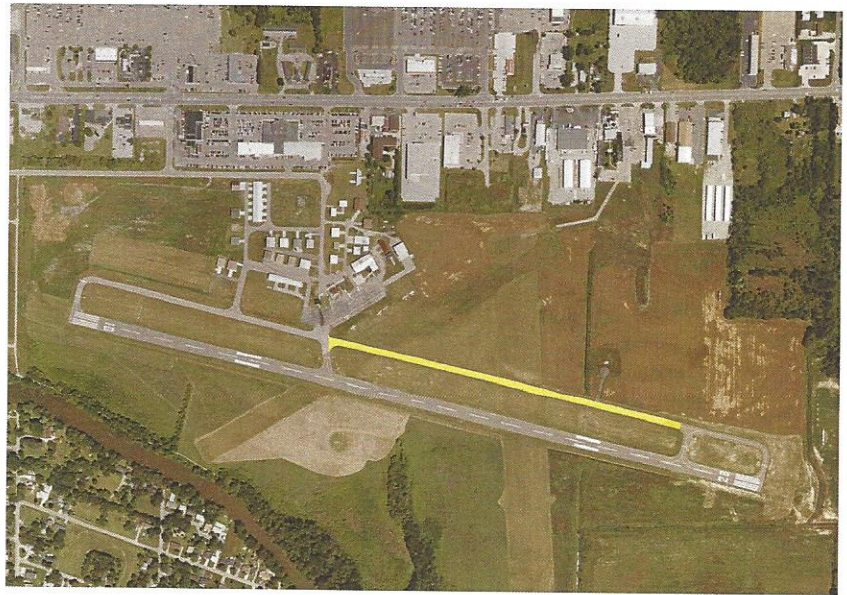
- » Land Acquisition
- » FBO Fuel Farm
- » Exhibit "A" Updates
- » Obstruction Analysis
- » Parking Lot Rehabilitation/Expansion

OWOSSO COMMUNITY AIRPORT

GENERAL CONSULTING SERVICES

The Shiawassee Airport Board retained RS&H as its General Consultant to provide planning and engineering for Owosso Community Airport. The airport is a public-use general aviation facility located in Central Michigan. Professional services provided by RS&H include:

- » Airport Layout Plan and Obstruction Study
- » Obstruction Removal Plans and Construction Administration
- » Taxilane Extension for New Hangars
- » Taxiway Extension Design and Construction Administration
- » T-Hangar Area Design and Construction Administration
- » NAVAIDs Design and Construction Administration
- » Runway and Taxiway Extension of 500 Feet
- » Complete Reconstruction of the Pavement and Lighting for Runway 10-28
- » Apron Expansion and Reconstruction
- » Taxiway Rehabilitation
- » Airfield Beacon Replacement



HILLSDALE MUNICIPAL AIRPORT

GENERAL CONSULTING SERVICES

Hillsdale Municipal Airport is a general aviation facility located in southern Michigan near the Indiana border. RS&H serves as the General Consultant.

RS&H updated and revised of the Airport Layout Plan in anticipation of the expansion of the existing 4,000 feet by 75 feet Category B-2 Runway 10-28 to a Category C-2, 5,000 feet by 100 feet runway and with an ILS. Additional development includes relocation of the administration/terminal area with replacement of the existing hangars, construction of a new parallel taxiway, and an ILS complete with grading to Design Group C runway criteria.

The following elements are included in this project:

- » Relocate Stream
- » Widen and Extend Runway 10-28 to 5,000 Feet x 100 Feet
- » Land Acquisition
- » Parallel Taxiway
- » New Terminal and Apron
- » Runway Lighting, Signage, and NAVAIDS
- » New T and Box Hangars
- » New Fuel System (100 and Jet A)
- » New ILS



PAUL C. MILLER – SPARTA AIRPORT

GENERAL CONSULTING SERVICES

The Village of Sparta, Michigan retained RS&H as a general consultant to provide planning, design and construction phase services for the Paul C. Miller – Sparta Airport. The airport is a public-use general aviation facility located in western Michigan.

The Airport recognized the need to comply with all federal safety standards and expand the airport to accommodate larger business aircraft. The Michigan Airport System Plan recognized the need for the airport to grow to accommodate regional transportation needs. RS&H projects include:

- » Airport Layout Plan and Obstruction Study
- » Property and Avigation Easement Acquisition
- » New Runway and Connector Taxiway
- » New Parallel Taxiway
- » Relocation of FAA REIL
- » NAVAIDS
- » Airfield Runway Lighting Control System
- » Runway and Taxiway Edge Light System
- » Obstruction Removal
- » Main Apron Reconstruction
- » Perimeter Fencing and Access Control
- » Apron Expansion
- » Construction of Taxilanes
- » Construction Phase Services

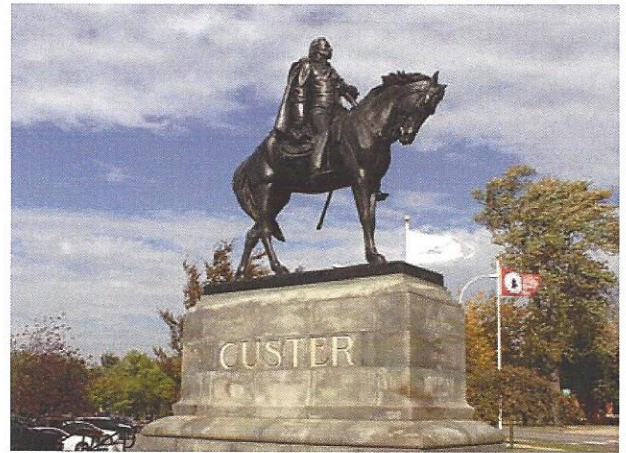


MONROE CUSTER AIRPORT

GENERAL CONSULTING SERVICES

The City of Monroe, Michigan, and the Michigan Department of Transportation retained RS&H as a general consultant to provide planning, design, and construction phase services for the Monroe Custer Airport. The Airport is a public-use general aviation facility located in Southeastern Michigan. Professional services provided by RS&H include:

- » Airport Layout Plan Update
- » Property and Aviation Easement Acquisition
- » Airfield Runway Lighting Control System
- » Runway and Taxiway Edge Light System
- » Airfield NAVAIDS
- » Airfield Drainage System
- » Wildlife Fencing
- » Airfield Security System
- » Construction Phase Services
- » Access Control
- » Runway and Taxiway Connector Reconstruction



RANGE REGIONAL AIRPORT

GENERAL CONSULTING SERVICES

The Chisholm-Hibbing Airport Authority selected RS&H as a general consultant to provide architectural, engineering, planning, and design services at the Range Regional Airport. RS&H played an active role in planning, justifying, and obtaining the maximum amount of state, private, public, and FAA funding for the projects.

RS&H provided architectural and engineering services for the renovation of the 70-year-old, 14,000 square foot Arrowhead Hangar. The renovated facility houses an air ambulance, crew quarters, and has space for additional aircraft and crew.

RS&H also led the team to build a new 60,000 square foot Detroit Diesel Remanufacturing facility in the Airport's business park, leading to additional property tax revenue for the Airport, as well as land lease revenue, and saving more than 150 local jobs.

RS&H was then asked to lead the team to study and expand/reconstruct the passenger terminal. As part of this project, an adjacent hangar was repurposed into a temporary terminal while the existing 12,000 square foot terminal was demolished and the new 20,000 square foot passenger terminal was constructed. The project consisted of gate expansion, terminal apron expansion, baggage makeup expansion, upgrades to the mechanical and electrical systems, and reconstruction of the existing aircraft parking apron.

Additionally, RS&H was retained to lead the design team for the Midwest Aircraft Refinishing Hangar, a new 17,100 square foot aircraft refinishing/paint facility. The new hangar/office facility allows the tenant to paint aircraft as large as a Citation X, as well as create a clean hangar bay for final detailing and customer delivery. A summary of RS&H's airport services at the Airport include:

- | | |
|--|-------------------------------------|
| » Terminal Planning | » New Terminal Apron |
| » Terminal Replacement | » New Passenger Drop-Off |
| » Temporary Terminal Remodel | » Entrance Road Lighting Upgrades |
| » Air Ambulance Hangar | » New FBO Fuel Farm |
| » Aircraft Painting/Refinishing Hangar | » Taxiway Relocation |
| » Manufacturing Facility | » Runway and Taxiway Rehabilitation |
| » Grant Procurement | |



GRAND MARAIS- COOK COUNTY AIRPORT

GENERAL CONSULTING SERVICES

The Grand Marais-Cook County Airport is a general aviation airport located north of Grand Marais, Minnesota.

RS&H has enjoyed a long relationship serving Cook County as the General Consultant for the Grand Marais-Cook County Airport providing engineering, environmental, and planning services. The first assignment

for RS&H at the airport was a project to rehabilitate the airport's runway, taxiway, and apron areas. This project included cracksealing, sealcoating and remarking these pavement areas. Additionally, RS&H assisted the airport with design and construction services for a new taxilane from apron to hangar area, and design and construction of a seaplane base security fence.

RS&H was also selected to provide engineering services for Runway 9-27 pavement reconstruction. The project consists of reconstruction of the runway and apron pavement and installation of runway hold signs.

Projects for Grand Marais-Cook County Airport include:

- » Runway Rehabilitation
- » Taxiway/Apron Rehabilitation
- » Pavement Marking
- » Taxilane Construction
- » Seaplane Ramp Improvements
- » Security Fencing
- » Exhibit A Preparation
- » Environmental Assessment
- » Runway Length Justification
- » Runway/Apron Reconstruction
- » FAA Land Release
- » Runway Hold Signs
- » Obstruction Removal



BASS ISLAND AIRPORTS

GENERAL CONSULTING SERVICES

The Bass Islands are located off the shore of Ohio, in Lake Erie, east of Toledo and west of Cleveland. RS&H was selected to serve as General Consultant for North Bass, Middle Bass, and Put-In-Bay Airports, which are operated by the Put-In-Bay Township Port Authority. Each Airport consists of a single runway, with daytime operations only.

An immediate and challenging assignment for RS&H and the Port Authority was to reopen Middle Bass Island Airport. The airport had been closed due to extensive penetrations of the Runway Safety Area (RSA) and approach surfaces. RS&H completed a study on the existing deficiencies and evaluated the RSA's. The NAVAIDs for the airport had been installed with improper siting and alignment, and extensive obstruction removal was required to allow for safe aircraft operations. RS&H worked with the Port Authority to procure not only fee simple land rights to correct these deficiencies, but also obtained aviation easements necessary to remove or lower the tree canopy for the Runway 10 approach.

RS&H also assisted with the creation of an environmental mitigation area to re-establish a marsh along the shores of Lake Erie. A substantial effort was required in order to construct a shoreline revetment area along the edge of Lake Erie to reduce the potential for erosion of the runway safety areas. Portions of the lake had to be filled in to accommodate that effort and the work had to be accomplished in consideration of the endangered Great Lakes Sea Snake.

The primary passenger destination is the Put-In-Bay Airport on South Bass Island. RS&H developed improvements to this facility including waste water treatment replacement for the arrival/departure building, crack sealing and seal coating of the runway, taxiway and apron areas, relocation of the landing threshold for Runway 21, re-marking of the airfield, development of a Master Signage Plan, and perimeter fencing. RS&H also developed plans for a new helipad to replace the existing, which was an obstruction to the RSA.

RS&H also developed a rehabilitation project at North Bass Island, which provided extensive crack sealing, seal coating, and remarking of the runway and apron.

The Port Authority also requested RS&H assistance with the development of the Capital Improvement Program for all three airports. RS&H has been very active on behalf of the Port Authority with State and Federal agencies to ensure program funding and project development.



▲ PUT-IN-BAY AIRPORT



▲ NORTH BASS ISLAND AIRPORT



▲ MIDDLE BASS ISLAND AIRPORT

MASTER PLAN UPDATE

Vehicle Service Road

Upper Parking Tier

Lower Parking Tier

Snow Storage and Drainage

LAST DOLLAR RD.

AIRPORT RD.

DEICE PAD

TAXIWAY A

Runway 9-27 7,111' x 100'

Taxiway A

Wetlands

Quarry Access Road

Landmark Earth berm

32° 10' N

97° 10' W

32° 05' N

97° 05' W

97° 15' W

97° 20' W

32° 00' N

31° 55' N

31° 50' N

31° 45' N

31° 40' N

31° 35' N

31° 30' N

31° 25' N

31° 20' N

31° 15' N

31° 10' N

31° 05' N

31° 00' N

30° 55' N

30° 50' N

30° 45' N

30° 40' N

30° 35' N

30° 30' N

30° 25' N

30° 20' N

30° 15' N

30° 10' N

30° 05' N

30° 00' N

30° 55' W

30° 50' W

30° 45' W

30° 40' W

30° 35' W

30° 30' W

30° 25' W

30° 20' W

30° 15' W

30° 10' W

30° 05' W

30° 00' W

29° 55' W

29° 50' W

29° 45' W

29° 40' W

29° 35' W

29° 30' W

29° 25' W

29° 20' W

29° 15' W

29° 10' W

29° 05' W

29° 00' W

28° 55' W

28° 50' W

28° 45' W

28° 40' W

28° 35' W

28° 30' W

28° 25' W

28° 20' W

28° 15' W

28° 10' W

28° 05' W

28° 00' W

27° 55' W

27° 50' W

27° 45' W

27° 40' W

27° 35' W

27° 30' W

27° 25' W

27° 20' W

27° 15' W

27° 10' W

27° 05' W

27° 00' W

26° 55' W

26° 50' W

26° 45' W

26° 40' W

26° 35' W

26° 30' W

26° 25' W

26° 20' W

26° 15' W

26° 10' W

26° 05' W

26° 00' W

25° 55' W

25° 50' W

25° 45' W

25° 40' W

25° 35' W

25° 30' W

25° 25' W

25° 20' W

25° 15' W

25° 10' W

25° 05' W

25° 00' W

24° 55' W

24° 50' W

24° 45' W

24° 40' W

24° 35' W

24° 30' W

24° 25' W

24° 20' W

24° 15' W

24° 10' W

24° 05' W

24° 00' W

23° 55' W

23° 50' W

23° 45' W

23° 40' W

23° 35' W

23° 30' W

23° 25' W

23° 20' W

23° 15' W

23° 10' W

23° 05' W

23° 00' W

22° 55' W

22° 50' W

22° 45' W

22° 40' W

22° 35' W

22° 30' W

22° 25' W

22° 20' W

22° 15' W

22° 10' W

22° 05' W

22° 00' W

21° 55' W

21° 50' W

21° 45' W

21° 40' W

21° 35' W

21° 30' W

21° 25' W

21° 20' W

21° 15' W

21° 10' W

21° 05' W

21° 00' W

20° 55' W

20° 50' W

20° 45' W

20° 40' W

20° 35' W

20° 30' W

20° 25' W

20° 20' W

20° 15' W

20° 10' W

20° 05' W

20° 00' W

19° 55' W

19° 50' W

19° 45' W

19° 40' W

19° 35' W

19° 30' W

19° 25' W

19° 20' W

19° 15' W

19° 10' W

19° 05' W

19° 00' W

18° 55' W

18° 50' W

18° 45' W

18° 40' W

18° 35' W

18° 30' W

18° 25' W

18° 20' W

18° 15' W

18° 10' W

18° 05' W

18° 00' W

17° 55' W

17° 50' W

17° 45' W

17° 40' W

17° 35' W

17° 30' W

17° 25' W

17° 20' W

17° 15' W

17° 10' W

17° 05' W

17° 00' W

16° 55' W

16° 50' W

16° 45' W

16° 40' W

16° 35' W

16° 30' W

16° 25' W

16° 20' W

16° 15' W

16° 10' W

16° 05' W

16° 00' W

15° 55' W

15° 50' W

15° 45' W

15° 40' W

15° 35' W

15° 30' W

15° 25' W

15° 20' W

15° 15' W

15° 10' W

15° 05' W

15° 00' W

14° 55' W

14° 50' W

14° 45' W

14° 40' W

14° 35' W

14° 30' W

14° 25' W

14° 20' W

14° 15' W

14° 10' W

14° 05' W

14° 00' W

13° 55' W

13° 50' W

13° 45' W

13° 40' W

13° 35' W

13° 30' W

13° 25' W

13° 20' W

13° 15' W

13° 10' W

13° 05' W

13° 00' W

12° 55' W

12° 50' W

12° 45' W

12° 40' W

12° 35' W

12° 30' W

12° 25' W

12° 20' W

12° 15' W

12° 10' W

12° 05' W

12° 00' W

11° 55' W

11° 50' W

11° 45' W

11° 40' W

11° 35' W

11° 30' W

11° 25' W

11° 20' W

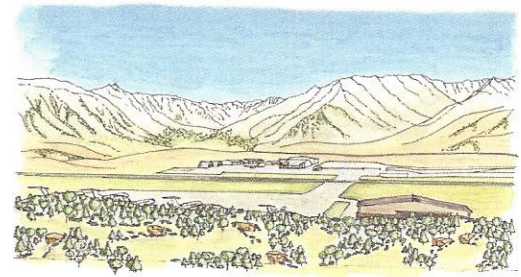
11° 15' W

11° 10' W

11° 05' W

11° 00' W

10° 55' W

**RS&H**

4. OVERALL PROJECT COORDINATION

PROJECT MANAGEMENT

David Joye, PE will continue to serve as the daily point of contact between Airport Staff and the RS&H Team throughout the assignment in order to provide maximum responsiveness, and to maintain a clear line of communication. He will be involved in every aspect of each assignment, from start-up through closeout, to ensure the highest quality project and consistency regardless of assignment type.

RS&H's project approach hinges on the efforts of a dedicated team of professionals working together to meet the goals of the City of Charlevoix. RS&H accomplishes this by:



Communication Among All Stakeholders



Financial Sensitivity



Safety as Paramount Goal



Senior RS&H Staff to Monitor Projects



Developing **Constructible** Construction Documents



Knowing Contractor's **Culture**

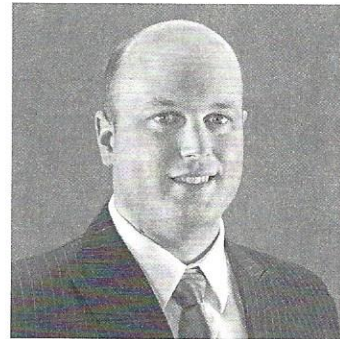
The RS&H project approach has proven successful in every facet of airport consulting. RS&H encourages the City of Charlevoix to ask our references, which can be found in Section 7, to describe how well RS&H incorporates this approach into our projects.

PROJECT TEAM

RS&H believes that the successful execution of an engineering, architectural, planning, or environmental assignment is dependent upon the efforts of a dedicated and focused team of consultants working together in a unified effort with Airport staff.

Land Matters, LLC

Joining the RS&H Team is Land Matters, LLC (Land Matters). Since their beginning in 2005, Land Matters has successfully assisted clients in



David Joye, PE

Office: 810-496-6745

Mobile: 248-496-4102

David.Joye@RSandH.com

RS&H understands that in order to meet the City's goals, a consulting firm must become a dedicated and focused extension of Airport Staff.



acquiring land, easements, right-of-way, grading permits, and other land rights on hundreds of parcels throughout Michigan. They have expertise which encompasses both public and private sector for airports, roadway, utilities, electrical transmission, and other infrastructure improvement projects. Their approach has resulted in amicable and successful negotiations with property owners without threat of eminent domain, and with very few resulting in the need for condemnation.

At Beaver Island Airport, Land Matters worked with the Michigan Office of Aeronautics and the Beaver Island Airport to acquire approximately 20 acres adjacent to the Airport.

Land Matters has also worked on three different project phases at Paul C. Miller Sparta Airport. The original phase included the acquisition of approximately 30 avigation easements as part of an airport reconstruction project. The second phase consisted of the acquisition of Avigation Easements on twelve residential parcels located outside of the Runway Protection Zone of one common space open area held by multiple owners. Land Matters was successful in amicably negotiating with all property owners to obtain the necessary rights needed for the Airport. Currently Land Matters is working with RS&H on the third phase of this project. This phase includes the fee acquisition of a parcel located within the Runway Protection Zone, and there are also two proposed Avigation Easements located outside the Runway Protection Zone due to the penetration of trees.

Team Members

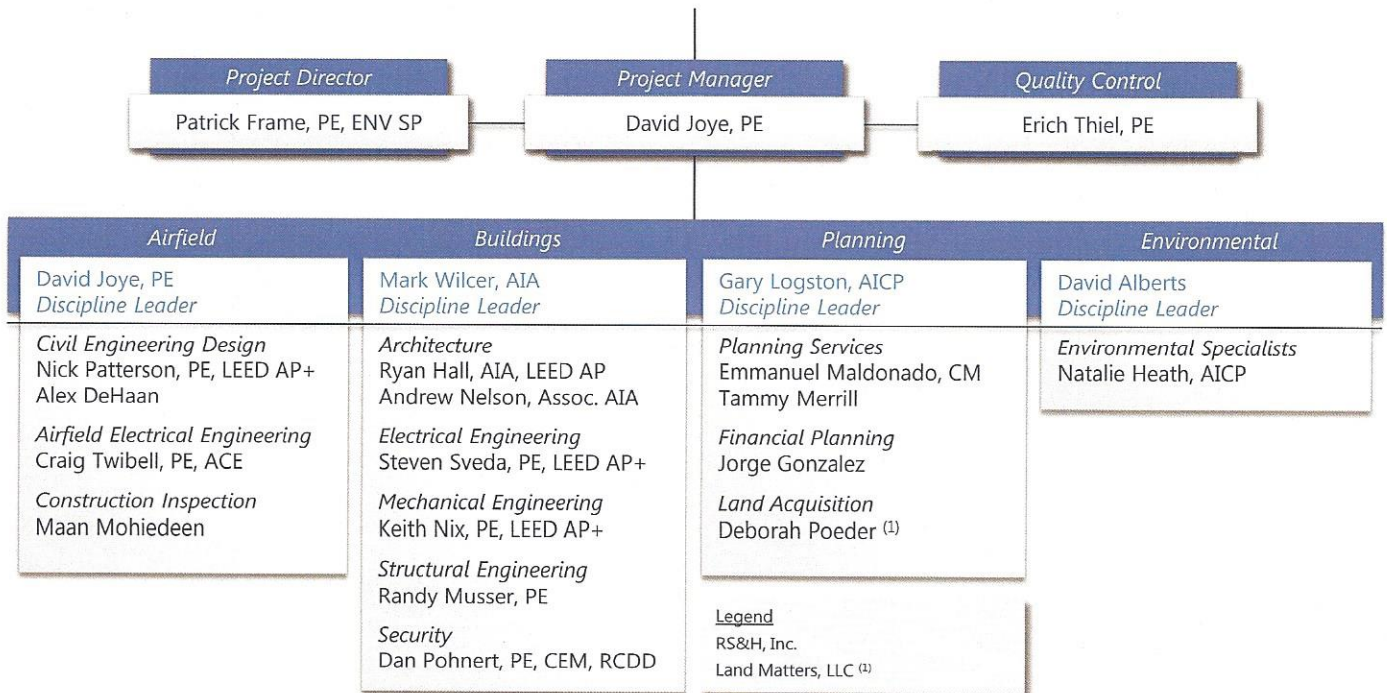
Mr. Joye will lead the RS&H Team identified on the organizational chart on the following page.

Team members for this Statement of Qualifications were carefully selected to take advantage of the qualifications and experience of each individual. These individuals were selected based on the list of projects provided in the Request for Qualifications to ensure that Team members have experience working at Charlevoix Municipal Airport or at an airport of similar size and/or location for each of these projects.

RS&H and Land Matters assisted Paul C. Miller Sparta Airport in acquiring over 30 avigation easements.

RS&H Team members were carefully selected to take advantage of the qualifications and experience of each individual.

CITY OF CHARLEVOIX



David Joye, PE

Project Manager, Airfield Discipline Leader

Mr. Joye has more than 15 years of experience in a wide variety of both airside and landside aviation projects at commercial service, general aviation, and private airports. His experience includes the programming, design and construction management of all types of airfield improvements, including pavements and geometrics, grading, drainage, lighting, NAVAIDs, and pavement marking, as well as the design of landside site improvements, including roadways and parking facilities. Mr. Joye has a strong background in establishing project budgets and maintaining those budgets through construction. He has worked on projects at airports within Michigan and throughout the Great Lakes region, and the United States. He has a thorough knowledge and understanding of the demands, requirements, and issues surrounding this airport development consulting assignment. Mr. Joye has extensive experience at Charlevoix Municipal Airport. Representative experience includes:

- » **Terminal Apron Reconstruction and Expansion, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Manager.** Rehabilitation of an existing bituminous apron and both concrete and bituminous apron expansion. RS&H was retained to provide CA/RPR services for the construction of this project. Responsibilities included construction administration and management of on-site RPR.
- » **Runway 9-27 Friction Improvement, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Manager.** Project included a bituminous overlay to Runway 9-27. The runway was grooved to improve the friction characteristics for the approximately 300 annual operations of turbojet aircraft. The project also included an entirely new runway edge lighting (quartz) system and replacement of the Runway 9 PAPI system.



Education:
 Bachelor of Science in
 Civil Engineering, Michigan
 Technological University,
 2005

Licenses/Certifications:
 Registered Professional
 Engineer: Michigan (No.
 6201058401), 2011

Affiliations:
 Associate Member,
 American Society of Civil
 Engineers

Responsible for the successful completion of the project, including QA/QC reviews and leading the design team to ensure that the design meets overall project goals and complies with all applicable design standards.

- » **Construction of South Taxilane and Perimeter Fence, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Manager.** Responsible for the successful completion of the project. Responsible for QA/QC reviews and leading the design team to ensure that the design meets overall project goals and complies with all applicable design standards.
- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Manager.** Project included the rehabilitation of the entire length of Taxiway A, widening taxiway connector intersections to meet current FAA standards, taxiway edge lights, drainage improvements, and installation of new REILs on Runway 9-27. Pavement rehabilitation consisted of a two inch overlay over the taxiway, isolated bituminous pavement removal and replacement, and crack sealing. Responsible for QA/QC and the successful completion of the project.
- » **Taxiway A and T-Hangar Area Rehabilitation, Bishop International Airport, Flint, Michigan--Project Engineer.** Rehabilitation of a 7,800-foot bituminous parallel taxiway and multiple connector taxiways, as well as rehabilitation of a general aviation apron and taxilanes. Design elements included a pavement strength analysis, rehabilitation of existing pavement distresses, bituminous overlay design, and taxiway edge lighting upgrades.
- » **Terminal Apron Improvements, Bishop International Airport, Flint, Michigan- Project Engineer.** 26,500-square-yard Portland Cement Concrete deicing pad, including taxiway connections, storm drainage design, underground deicing discharge containment, discharge metering, and equipment staging area.
- » **New T-Hangar Construction, Owosso Community Airport, Owosso, Michigan--Project Manager.** Design for a 10-unit T-hangar, taxilane, and drainage system.

Patrick Frame, PE, ENV SP

Project Director

Mr. Frame has 25 years of experience with runway, taxiway, and apron design, as well as the rehabilitation of airfield pavements. His experience includes rehabilitation of existing airfield pavements, as well as new runway, taxiway, and apron design. He has worked on hangar developments, site designs for air traffic control towers, and aircraft fuel system facilities. Mr. Frame has also participated in airport master plans, environmental studies, and has helped develop growth strategies for airport clients. Previous experience includes:

- » **Runway 9-27 Friction Improvement, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Director.**
- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Director.**
- » **Terminal Apron Reconstruction and Expansion, Charlevoix Municipal Airport, Charlevoix, Michigan--Project Director.**
- » **Taxiway A and T-Hangar Area Rehabilitation, Bishop International Airport, Flint, Michigan--Project Director.**
- » **New Parallel Taxiway and Apron Expansion, Paul C. Miller-Sparta Airport, Sparta, Michigan--Project Director.**
- » **Taxiway Rehabilitation, Owosso Community Airport, Owosso, Michigan--Project Director.**



Education:

Bachelor of Science in Civil Engineering, Valparaiso University, 1991

Licenses/Certifications:

Registered Professional Engineer: Michigan (No. 6201049686), 2003; Illinois, Indiana, Kentucky, Massachusetts, Missouri, New Jersey, Ohio

Affiliations:

National Council of Examiners for Engineering and Surveying (No. 18954), 2000

Member: American Association of Airport Executives, American Society of Civil Engineers, Michigan Association of Airport Executives

Certified Private Pilot

Erich Thiel, PE

Quality Control

Mr. Thiel has more than 20 years of experience as a civil engineer in the aviation industry. His primary responsibilities include project management on various assignments; the development and preparation of construction plans, technical specifications, and construction cost estimates for projects involving airfield geometry, pavement design, drainage, grading, airfield lighting and signage, and pavement markings; construction administration and serving as a liaison between contractors and owners; preparation of various technical and planning studies; Capital Improvement planning, grant and contract procurement, program management, and client relations for a variety of aviation clients. His project experience includes:

- » **Runway 9-27 Friction Improvement, Charlevoix Municipal Airport, Charlevoix, Michigan--Quality Control.**
- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Quality Control.**
- » **Runway 18-36 Rehabilitation, Bishop International Airport, Flint, Michigan--Project Manager.**
- » **GA Fueling Facility, Bishop International Airport, Flint, Michigan--Project Manager.**
- » **Taxiway A and T-Hangar Area Rehabilitation, Bishop International Airport, Flint, Michigan--Project Manager.**
- » **Terminal Apron Rehabilitation, Bishop International Airport, Flint, Michigan--Project Manager.**



Education:

Master of Science in Civil Engineering, Michigan State University, 1995

Bachelor of Science in Civil Engineering, Michigan State University, 1994

Licenses/Certifications:

Registered Professional Engineer: Michigan (No. 6201046478), 2000; Florida

Affiliations:

Associate Member, American Society of Civil Engineers

Nick Patterson, PE, LEED AP+

Civil Engineering Design

Mr. Patterson has 14 years of extensive experience in the Aviation Practice comprising of general aviation and commercial airports with responsibilities extending to a wide range of aviation engineering and development projects. Inclusive are all aspects of engineering design, project management, construction administration, and construction management. Representative examples of his aviation experience include:

- » **Taxiway C Rehabilitation, Bishop International Airport, Flint, Michigan--Quality Control.**
- » **Airside Expansion, Bishop International Airport, Flint, Michigan--Project Engineer.**
- » **New Apron Design, Hillsdale Municipal Airport, Hillsdale, Michigan--Project Manager.**
- » **Cargo Apron Expansion, Capital Region International, Lansing, Michigan--Project Manager.**
- » **North Parking Lot Reconstruction, Gerald R. Ford International Airport, Grand Rapids, Michigan--Project Manager.**
- » **Runway 34R Extension and Related Work, Manassas Regional Airport, Virginia--Project Manager.**



Education:

Bachelor of Science in Civil Engineering, Michigan State University, 2004

Licenses/Certifications:

Registered Professional Engineer: Michigan (No. 6201063244), 2015; Virginia, Pennsylvania, Maryland, Florida

LEED Accredited Professional, 2008

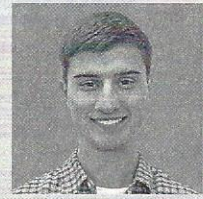
LEED AP Building Design and Construction

Alex Dehaan, EIT

Civil Engineering Design

Mr. DeHaan serves as an entry level Airfield Civil Engineer for RS&H's Aviation Practice in Detroit, Michigan office. He has experience in the geometric, grading, and drainage design of airfield projects, as well as knowledge of quantity and cost estimate development. Representative examples of his aviation experience include:

- » **South Taxilane Construction, Charlevoix Municipal Airport, Charlevoix, Michigan--Civil Engineer.**
- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Civil Engineer.**
- » **New Terminal Building and Site Development, Alpena County Regional Airport, Alpena, Michigan--Civil Engineer.**
- » **Security Fencing Improvements, Bishop International Airport, Flint, Michigan--Civil Engineer.**
- » **New Apron Design, Hillsdale Municipal Airport, Hillsdale, Michigan--Civil Engineer.**
- » **Runway 5-23 Rehabilitation, MBS International Airport, Freeland, Michigan--Civil Engineer.**



Education:

Bachelor of Science in Civil Engineering, Western Michigan University, 2016

Licenses/Certifications:

Civil Engineer-in-Training: Michigan, 2017

Craig Twibell, PE, ACE

Airfield Electrical Engineering

Mr. Twibell has more than 18 years of experience with a variety of airfield electrical projects, including runway and taxiway lighting and signage systems, precision and visual NAVAIDs, ground power systems, electrical vaults, and airfield lighting control and monitoring systems. Mr. Twibell is familiar with FAA and ICAO technical specifications, publications and criteria, and has completed product research, engineering studies, conceptual design, bid documents, and construction documentation and administration for airport facilities. Mr. Twibell is also experienced in the design of low to medium voltage power distribution and communication systems for hangars and buildings. Project experience includes:

- » **Runway 9-27 Friction Improvement, Charlevoix Municipal Airport, Charlevoix, Michigan--Electrical Engineer.**
- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Senior Electrical Engineer.**
- » **Taxiway C Rehabilitation, Bishop International Airport, Flint, Michigan--Senior Project Engineer.**
- » **Runway 18-36 Rehabilitation, Bishop International Airport, Flint, Michigan--Senior Project Engineer.**
- » **Runway 5-23 Rehabilitation, MBS International Airport, Freeland, Michigan--Electrical Engineer.**
- » **Midfield Vault Emergency Power System Replacement, Indianapolis International Airport, Indiana--Senior Project Engineer.**
- » **Runway 13-31 Lighting Replacement, VASI Replacement with PAPIs, and Taxiway C Lighting, Range Regional Airport, Hibbing, Minnesota--Senior Electrical Engineer.**



Education:

Bachelor of Science in Electrical Engineering, Olivet Nazarene University, 1998

Licenses/Certifications:

Registered Professional Engineer: Michigan (No. 6201060768), 2013; Arkansas, Colorado, Florida, Georgia, Iowa, Illinois, Indiana, Minnesota, North Carolina, New York, Ohio, Oregon, Pennsylvania, Utah, Virginia, Washington; Registered Electrical Engineer: California, Idaho, Louisiana, Texas

National Council of Examiners for Engineering and Surveying (No. 35988), 2007

Certified, American Assn of Airport Executives, Airport Certified Employee – Airfield Lighting Maintenance

Maan Mohiedeen

Construction Inspection

Mr. Mohiedeen serves as an Entry Level Airfield Civil Engineer for RS&H's Aviation Practice. He is a recent graduate and has experience with AutoCAD/CIVIL 3D, PondPACK, StormCAD, Pipe2012, Microsoft Project, and Microsoft Office Suites. Representative examples of his aviation experience include:



- » **Taxiway A Pavement and Lighting Rehabilitation, Charlevoix Municipal Airport, Charlevoix, Michigan--Civil Engineer.**
- » **Obstruction Removal, Bishop International Airport, Flint, Michigan--Civil Engineer.**
- » **Security Fencing Improvements, Bishop International Airport, Flint, Michigan--Civil Engineer.**
- » **Taxiway C Rehabilitation, Bishop International Airport, Flint, Michigan--Civil Engineer.**
- » **Runway 14-32 Crack Sealing and Pavement Marking, MBS International Airport, Freeland, Michigan--Civil Engineer.**
- » **Runway 5-23 Rehabilitation, MBS International Airport, Freeland, Michigan--Civil Engineer.**
- » **Airfield Crack Sealing and Pavement Marking, Owosso Community Airport, Owosso, Michigan--Civil Engineer.**

Mark Wilcer, AIA

Buildings Discipline Leader

Mr. Wilcer has more than 36 years of aviation experience as an Architect and Project Manager. He has experience in a variety of designed and built architectural aviation projects, including baggage design, concourses, terminals, interior design, garages, hangars, and signage wayfinding. His project experience includes:



- » **Snow Removal Equipment (SRE) Addition, Bishop International Airport, Flint, Michigan--Project Manager**
- » **New Passenger Terminal Development, MBS International Airport, Freeland, Michigan--Project Manager.**
- » **Terminal Renovation and Expansion, Range Regional Airport, Hibbing, Minnesota--Architect.**
- » **New Terminal Building and Site Development, Alpena County Regional Airport, Alpena, Michigan--Project Manager.**
- » **Taxiway, Apron, Employee Parking, Ready Rental and Passenger Parking facility with Revenue Control facility, MBS International Airport, Freeland, Michigan--Project Director.**
- » **Arrivals and Departures Building – Grand Marais/Cook County Airport, Grand Marais, Minnesota--Project Architect.**
- » **General Aviation Arrivals and Hangar Building – Duluth International Airport, Duluth, Minnesota--Project Architect.**
- » **Put-In-Bay Terminal Remodeling, South Bass Island, Put-in-Bay Airport, Put In Bay, Ohio--Project Manager.**
- » **ARFF, SRE, and Maintenance Facility, Akron Canton Regional Airport, Ohio--Project Director.**

Ryan Hall, AIA, LEED AP

Architecture

With more than 13 years of aviation experience, Mr. Hall is responsible for architectural projects in RS&H's Aviation Practice, including preparation of architectural plans/renderings, CADD presentations, and production of conceptual images. He will be involved in every aspect of any architectural assignments from design start-up through project closeout to ensure projects of the highest quality. Previous experience includes:

- » **New Terminal Building and Site Development, Alpena County Regional Airport, Alpena, Michigan--Project Manager.**
- » **New Passenger Terminal Development, MBS International Airport, Freeland, Michigan--Architect.**
- » **Intermodal Center Phase 1, Bishop International Airport, Flint, Michigan--Architect.**
- » **Passenger Terminal Construction Administration Services, Range Regional Airport, Hibbing, Minnesota--Architect.**
- » **Aircraft Refinishing Hangar, Range Regional Airport, Hibbing, Minnesota--Architect.**
- » **Terminal Improvements, Duluth International Airport, Minnesota--Architect.**
- » **Port Columbus Start-Up Terminal Improvements, Columbus Municipal Airport, Ohio--Architect.**
- » **New Terminal, Peoria International Airport, Illinois--Architect.**
- » **New Consolidated Rental Car Facility (CONRAC), International Airport, Peoria, Illinois--Architect.**
- » **ARFF Expansion, Capital Region International Airport, Lansing, Michigan--Architect.**



Education:
Bachelor of Arts in
Architecture, University of
Illinois, 2005

Licenses/Certifications:
Registered Architect: Illinois

LEED Accredited
Professional, 2009

Affiliations:
Assoc. Member, American
Institute of Architects

Andrew Nelson, Assoc. AIA

Architecture

Mr. Nelson serves as an architectural designer for RS&H's aviation practice and has more than five years of experience in the industry. He is responsible for assisting with terminal planning and architectural projects, including preparation of architectural plans, technical drawings, and renderings; material and finish selections; and the production of conceptual imagery. Previous experience includes:

- » **Terminal Planning and Design, Alpena County Regional Airport, Alpena, Michigan--Architect.**
- » **Conceptual Terminal Design, Alpena County Regional Airport, Alpena, Michigan--Architect.**
- » **Art Display, MBS International Airport, Freeland, Michigan--Architect.**
- » **Information Kiosk, MBS International Airport, Freeland, Michigan--Architect.**
- » **Airport Terminal Study, Alpena County Regional Airport, Alpena, Michigan--Architect.**
- » **Terminal Renovation and Expansion, Range Regional Airport, Hibbing, Minnesota--Architect.**



Education:
Master of Architecture,
Savannah College of Art and
Design, 2011

Bachelor of Science in
Architecture, Ball State
University, 2009

Steve Sveda, PE, LEED AP BD+C

Electrical Engineering

Mr. Sveda has 41 years of diverse technical, project, and department management and business development experience with architectural engineering and consulting engineering companies. This includes the design of security systems, telecommunication and data systems, electrical power distribution systems, fire alarm, lighting, grounding and emergency and uninterrupted power system design, arc flash analysis, and electrical system commissioning. Previous experience includes:

- » **Terminal 3 Modernization, Fort Lauderdale-Hollywood International Airport, Fort Lauderdale, Florida--Electrical Engineer-of-Record/Security.**
- » **Jacksonville International Airport (JIA) Closed Circuit Television Cameras (CCTV) Expansion, Jacksonville, Florida--Project Manager.**
- » **Fort Lauderdale-Hollywood International Airport Perimeter Security, Fort Lauderdale, Florida--Technical Manager.**
- » **Terminal/Concourse T HVAC Upgrade, Hartsfield-Jackson Atlanta International Airport, Atlanta, Georgia--Electrical Engineer-of-Record.**
- » **Maynard H. Jackson International Terminal, Hartsfield-Jackson Atlanta International Airport, Atlanta, Georgia--Electrical Engineer.**



Education:

Master of Business Administration, George Washington University, 1988

Bachelor of Architectural Engineering, Pennsylvania State University, 1977

Licenses/Certifications:

Registered Professional Engineer: Alabama, Connecticut, Florida, Georgia, Iowa, Maryland, New York, South Carolina, South Dakota, Tennessee; Registered Electrical Engineer: California, Louisiana

Keith Nix, PE, LEED AP BD+C

Mechanical Engineering

Mr. Nix has 22 years of experience and has been responsible for the mechanical design of various projects, including aviation facilities, fire stations, office buildings, retail buildings, schools, hospitals, and hotels. He has served as the Project Manager, Lead Mechanical Engineer, and Commissioning Authority on numerous projects. Previous experience includes:

- » **Terminal Planning and Design, Alpena County Regional Airport, Alpena, Michigan--Mechanical Engineer.**
- » **Airside Expansion, Bishop International Airport, Flint, Michigan--Mechanical Engineer.**
- » **Master Plan Update, Bishop International Airport, Flint, Michigan--Mechanical Engineer.**
- » **Passenger Terminal Construction Administration Services, Range Regional Airport, Hibbing, Minnesota--Mechanical Engineer.**
- » **ARFF Building Addition and Renovations, Capital Region International, Lansing, Michigan--Mechanical Engineer.**



Education:

Bachelor of Science in Mechanical Engineering, University of Illinois, 1995

Licenses/Certifications:

Registered Professional Engineer: Alabama, Arkansas, Colorado, Washington D.C., Florida, Georgia, Iowa, Illinois, Kentucky, Maryland, Minnesota, Missouri, Mississippi, North Carolina, North Dakota, New Jersey, New Mexico, New York, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Utah, Virginia, Wisconsin, West Virginia. Registered Mechanical Engineer: Arizona, California, Louisiana, Texas

Randy Musser, PE, LEED AP BD+C

Structural Engineering

Mr. Musser has 39 years of experience and has been responsible for the structural design of a wide variety of projects including aviation facilities, office buildings, schools, hospitals, hotels, warehouses, and manufacturing plants. He has served as the Project Manager, Project Director, and Lead Structural Engineer on numerous aviation projects. Previous experience includes:

- » **Terminal Planning and Design, Alpena County Regional Airport, Alpena, Michigan--Structural Engineer.**
- » **New Passenger Terminal Development, MBS International Airport, Freeland, Michigan--Lead Structural Engineer.**
- » **Airside Terminal Expansion, Bishop International Airport, Flint, Michigan--Structural Engineer.**
- » **Snow Removal Equipment (SRE) Addition, Bishop International Airport, Flint, Michigan--Lead Structural Engineer.**
- » **Sand Storage Building, Bishop International Airport, Flint, Michigan--Lead Structural Engineer.**
- » **Aircraft Refinishing Hangar, Range Regional Airport, Hibbing, Minnesota--Lead Structural Engineer.**
- » **ARFF Expansion, Capital Region International Airport, Lansing, Michigan--Lead Structural Engineer.**



Education:

Bachelor of Architectural Engineering, Pennsylvania State University, 1978

Licenses/Certifications:

Registered Professional Engineer: Florida, Georgia, Louisiana, Missouri, Mississippi, North Carolina, Ohio, South Carolina, Virginia, Wisconsin
Registered Structural Engineer: Texas

Daniel Pohnert

Security

Mr. Pohnert has served as lead design engineer, technical consultant to design team members, and technical support consultant to various clients. These include projects ranging from small to large scope with 30 years of experience in electric and instrumentation system design. Previous experience includes:

- » **New Terminal Building and Site Development, Alpena County Regional Airport, Alpena, Michigan--Engineer.**
- » **Hangar A936, Naval Air Station, Key West, Florida--Project Manager.**
- » **Baggage Handling System Design and Construction, Savannah/Hilton Head International Airport, Savannah, Georgia--Engineer of Record.**
- » **Terminal Improvement Program, Owen Roberts International Airport, Grand Cayman, Cayman Islands--Security and Electrical Quality Control.**
- » **E Concourse Baggage Transfer, Charlotte-Douglas International Airport, Charlotte, North Carolina--Engineer of Record.**
- » **New Terminal Landside/Airside Construction Administration, Albert J. Ellis Airport, Jacksonville, North Carolina--Electrical Quality Control.**
- » **Emergency Command Center, Naval Submarine Base, Kings Bay, Georgia--Lead Electrical Engineer.**



Education:

Bachelor of Science in Electrical Engineering, University of Michigan, 1980

Licenses/Certifications:

Registered Professional Engineer: Michigan (No. 6201064924), 2016; Colorado, Florida, Georgia, North Carolina, New Mexico, South Carolina, Washington, West Virginia. Registered Electrical Engineer: Alaska, California, Hawaii, Louisiana, Texas. Registered Structural Engineer: Texas

Certified, LEED AP Building Design and Construction (No. 10013389), 2006; Registered Communications Distribution Designer, BICSI, 2002

Gary Logston, AICP

Planning Discipline Leader

Mr. Logston has more than 40 years aviation experience in project management for all aspects of airport planning and environmental studies. Project experience includes airport master planning for both domestic and international airports; on-call service planning; forecasting; feasibility and master planning for air cargo airports; site selection studies for air carrier, cargo, and general aviation airports; state airport system planning; airport land use planning, and capacity studies. Previous experience includes:

- » **Master Plan, MBS International Airport, Freeland, Michigan--Project Manager.**
- » **Master Plan, Bishop International Airport, Flint, Michigan--Planner.**
- » **ALP Update and Report, Owosso Community Airport, Owosso, Michigan -- Project Manager.**
- » **Terminal Site Plan Review, Detroit Metropolitan Wayne County Airport, Detroit, Michigan--Planner.**
- » **Airport Forecast, Gerald R. Ford International Airport, Grand Rapids, Michigan, Task Manager.**



Education:

Master of Science in Planning, University of Tennessee at Knoxville, 1977

Bachelor of Art in Regional Planning, Eastern Kentucky University, 1973

Licenses/Certifications:

FAA Certificates - Short Courses: Recurrent Planning and Airport Engineering

Affiliations:

American Institute of Certified Planners (AICP)

Charter Member, American Institute of Certified Planners

Member, American Planning Association

Emmanuel Maldonado, CM

Planning Services

Mr. Maldonado serves as an Aviation Planner for RS&H's Aviation Practice. His primary responsibilities include reviewing existing conditions and requirements, developing alternatives and land use, conducting airspace analyses, establishing the facilities implementation plans, analyzing the financial feasibility of capital improvements, and conducting associated CADD work for aviation projects. He brings experience conducting planning studies for Commercial Service and General Aviation Airports and State Department of Transportation, as well as performing airport operation functions at Commercial Service Airports. Previous experience includes:

- » **Master Plan and ALP Update, Bishop International Airport, Flint, Michigan--Planner.**
- » **Master Plan and ALP Update, Gerald R. Ford International Airport, Grand Rapids, Michigan--Planner.**
- » **Master Plan and ALP Update, Pensacola International Airport, Pensacola, Florida--Planner.**
- » **MRO Site Study, Tampa International Airport, Tampa, Florida--Planner.**
- » **Master Plan Update, El Paso International Airport, El Paso, Texas--Planner.**



Education:

Master of Business Administration in Aviation Management, Embry-Riddle Aeronautical University, 2014

Bachelor of Arts in International Studies, Virginia Military Institute, 2008

Licenses/Certifications:

Certified, Incident Command System Certifications IS-100, IS-200, IS-700 and IS-800, Federal Emergency Management Agency

Affiliations:

Certified Member, American Association of Airport Executives, 2015

Tammy Merrill

Planning Services

Ms. Merrill has 27 years of experience preparing airport layout plans, including Part 77 Surfaces, obstruction surveys, analyzing aircraft and ground support vehicle turning movements, and other airport related planning tasks. In addition to her experience with aviation projects, she also has experience in site development. Previous experience includes:

- » **Airport Layout Plan, Willow Run Airport, Ypsilanti, Michigan--Design Technician.**
- » **Airport Layout Plan, Capital City Airport, Lansing, Michigan--Design Technician.**
- » **Runway 22L Deicing Pad and Control Building, Detroit Metropolitan Airport, Detroit, Michigan--Design Technician.**
- » **Airport Layout Plan, San Luis Obispo County Regional Airport, San Luis Obispo, California--Designer.**
- » **Master Plan and ALP Update, Bishop International Airport, Flint, Michigan--Designer.**
- » **Master Plan, MBS International Airport, Freeland, Michigan--Designer.**



Education:

Associate of Arts in Engineering Technology, Morrison Institute of Technology, 1988

Licenses/Certifications:

AutoCAD Certification, 1996

Illinois Department of Transportation Survey II and Survey III, 1997

Jorge Gonzalez

Financial Planning

Mr. Gonzalez has 32 years of experience specializing in financial analysis and planning. He also has extensive experience in various other aviation consulting services, including aviation market analysis, forecasting, and planning for airport-related facilities in the United States and abroad. Mr. Gonzalez's work includes studies for some of the nation's largest airports throughout the country, and in over 35 countries worldwide. Previous experience includes:

- » **Master Plan and ALP Update, Bishop International Airport, Flint, Michigan--Financial Analysis.**
- » **Master Plan Update, Gerald R. Ford International Airport, Grand Rapids, Michigan--Planner.**
- » **Financing Plan, Phoenix-Mesa Gateway Airport, Mesa, Arizona--Project Manager and Lead Air Traffic Forecaster.**
- » **Management, Financial Assessment, and Strategic Business Plan, Louis Armstrong New Orleans Airport, Kenner, Louisiana--Project Manager and Principal-in-Charge.**
- » **Public Private Partnership (P3) for Development, Operation and Maintenance, Luis Muñoz Marin International Airport, San Juan, Puerto Rico--Project Manager.**



Education:

Master of Science in Computer Science, George Washington University, 1988

Bachelor of Science in Civil Engineering, Colombian School of Engineering, 1980

Fluent in Spanish

Affiliations:

Member, Airport Council International

Member, American Association of Airport Executives

Member, Airport Consultants Council

Deborah Poeder | Land Matters, LLC

Land Acquisition

Ms. Poeder founded Land Matters, LLC in 2005. She specializes in sensitive land, right-of-way, and easement acquisition issues for public and private agencies. Ms. Poeder's success is based on her reputation for timely, credible, and reliable land acquisition and related services. Previous experience includes:

- » **Beaver Island Airport, Peaine Township, Charlevoix County--Land Acquisition.**
- » **Paul C. Miller Sparta Airport, Village of Sparta, Kent County--Land Acquisition.**
- » **Tallman Creek Sanitary Sewer Improvement Project, Cities of Walker and Grand Rapids, Kent County, Michigan--Land Acquisition.**
- » **Indian Mill Creek Sanitary Sewer Improvement Project, Cities of Walker and Grand Rapids, Kent County, Michigan--Land Acquisition.**
- » **Cooperation Drive and Roosevelt Right Turn Lane, City of Zeeland, Ottawa County, Michigan--Land Acquisition.**
- » **Lake Michigan Drive Sidewalks, City of Walker, Kent County, Michigan--Land Acquisition.**
- » **44th & Ivanrest Improvements, City of Grandville, Kent County, Michigan--Land Acquisition.**



Education:

Bachelor of Science in Civil Engineering, Michigan Technological University

Licenses/Certifications:

Registered Professional Engineer: Michigan, Illinois

Michigan Real Estate Broker (License 6504343749)

Michigan Limited Real Estate Appraiser (License 1201008253)

Affiliations:

International Right-of-Way Association, Active Member

David Alberts

Environmental Discipline Leader

Mr. Alberts has 20 years of experience as a Project Manager/Senior Environmental Planner with National Environmental Policy Act (NEPA) related experience. He has managed and prepared federal environmental impact statements, environmental assessments, and documented categorical exclusions, as well as state environmental documents for a variety of major air carrier and general aviation airports throughout the United States. Mr. Alberts has led the preparation of Categorical Exclusions for numerous development projects at airports in Michigan over the past five years.

Additional project experience includes:

- » **Runway 9-27 Friction Improvement, Charlevoix Municipal Airport, Charlevoix, Michigan--Senior Environmental Planner.**
- » **Obstruction Removal, Bishop International Airport, Flint, Michigan--Project Manager.**
- » **Master Plan Update, Bishop International Airport, Flint, Michigan--Senior Environmental Planner.**
- » **Documented Categorical Exclusion, MBS International Airport, Saginaw, Michigan--Project Manager.**
- » **Documented Categorical Exclusion for a Replacement Aircraft Rescue and Fire Fighting Facility, Gainesville Regional Airport, Gainesville, Florida--Project Manager.**
- » **Master Plan Update (Environmental Analysis), Brunswick Golden Isles Airport, Brunswick, Georgia--Task Manager.**
- » **Environmental Assessment (EA), Louis Armstrong New Orleans International Airport, New Orleans, Louisiana--Senior Environmental Planner.**



Education:

Bachelor of Arts in Geography, University of South Florida, 1997

Publications:

FAA Office of Environment and Energy, 2010 "NEPA: Back to Basics, 2010". White paper identifying issues, best practices, and recommendations to improve the FAA's environmental reviews for future NextGen projects.

Natalie Heath

Environmental Specialist

Ms. Heath has six years of experience conducting National Environmental Policy Act (NEPA) research, analysis, and documentation, as well as experience with the use of Geographic Information Systems (GIS) and the Aviation Environmental Design Tool (AEDT). Previous experience includes:

- » **Simple Written Record Categorical Exclusion, Charlevoix Municipal Airport, Charlevoix, Michigan--Environmental Specialist.**
- » **Documented Categorical Exclusion, Charlevoix Municipal Airport, Charlevoix, Michigan--Environmental Specialist.**
- » **Documented Categorical Exclusion, Bishop International Airport, Flint, Michigan--Environmental Specialist.**
- » **Documented Categorical Exclusion, MBS International Airport, Saginaw, Michigan--Environmental Specialist.**
- » **Documented Categorical Exclusion, Capital Region International Airport, Lansing, Michigan--Environmental Specialist.**
- » **Documented Categorical Exclusion, Put-in-Bay Airport, South Bass Island, Ohio--Environmental Specialist.**



Education:

Master of Science in Urban and Regional Planning, Florida State University, 2012

Bachelor of Science in Environmental Studies and Political Science, Florida State University, 2010

Licenses/Certifications:

Certified Planner, American Institute of Certified Planners (No. 027470), 2014

Affiliations:

Member, American Planning Association

5. KNOWLEDGE/FAMILIARITY WITH FAA AND STATE REGULATIONS, POLICIES, AND PROCEDURES

When considering a firm for an aviation consulting assignment, an airport is best served by a consultant that is familiar with applicable safety and construction rules, requirements, regulations, standards, codes, and advisory material on all levels – airport, local, state, and federal. The RS&H Team is deeply knowledgeable about these regulations, and consists of industry leaders who have assisted in defining the industry standards on which the regulations are based.

RS&H works routinely with both the Federal Aviation Administration Airport District Office (FAA ADO) and Michigan Department of Transportation Office of Aeronautics (MDOT-AERO) staff, including efforts in planning, environmental, and engineering projects. RS&H frequently conducts joint working meetings with both agencies during the capital improvement planning process in order to prioritize and maximize funding opportunities available for the airport. The goal with any project is to work cooperatively with the funding agencies and provide the necessary coordination to make the project move smoothly and successfully to completion.

MDOT - OFFICE OF AERONAUTICS

Working on airport projects in Michigan can be a unique experience, differing from experiences in other states. Knowledge of the procedures and structure is a necessity for a successful project at an airport in Michigan. RS&H understands that Michigan is a Channeling Act State, and funding for general aviation airport development occurs through a block grant agreement with the FAA. These are two distinct items that affect Charlevoix Municipal Airport.

The Michigan Aeronautics Commission (MAC) was created in 1945 to encourage, foster, participate with, and provide grants to the political subdivisions of this state in the development of aeronautics within Michigan. The Aeronautics Code of The State Of Michigan (Act 327 of 1945) states, "The commission may accept, receive, receipt for, and disburse, federal or other money for and on behalf of this state or a political subdivision of this state, for the acquisition, construction, improvement, maintenance, and operation of airports, landing fields, and other aeronautical facilities in this state." As a Channeling Act State, Michigan airport sponsors are required to

RS&H staff work directly with MDOT-AERO and the FAA ADO to solve problems and secure funding.

RS&H understands that the Channeling Act and the State Block Grant Agreement are two distinct items that affect Charlevoix Municipal Airport.

submit their applications for Federal Airport Improvement Program (AIP) grants through the MAC rather than directly to the FAA. The channeling act also requires grants to be channeled through the MAC rather than given directly to the local airport sponsor. During the process and prior to receipt of a grant from the FAA, airport sponsors in Michigan are required to sign a "Sponsor's Agreement" with the MAC, which states the airport sponsor will be obligated to meet the requirements of the MAC in addition to those of the FAA. Thus, the MAC acts as the airport's "Sponsor's Agent" to the FAA for Charlevoix Municipal Airport.

Mr. David Joye, PE will continue to work closely with City staff to develop the ACIP and attend the yearly MAP meetings with MDOT-AERO. Recently, MDOT has implemented the required use of AERO PM, a web-based application for entering and tracking ACIP projects. RS&H staff were part of the first group to be trained in this new application. MDOT-AERO has also recently introduced new E-Invoicing procedures. RS&H staff worked closely with MDOT-AERO and were the first to test and begin implementing the new system.

FEDERAL AVIATION ADMINISTRATION

Not only does RS&H personnel familiarize themselves with regulatory, advisory, and standards documents, they also participate in the document development process. This is a unique and beneficial feature of RS&H. For example, RS&H participated on a task force to review and provide comments on FAA Advisory Circular 150/5300-13A, *Airport Design*. RS&H staff also participated on the TSA's Airport Security Design Guidelines Working Group that updated the FAA's Airport Security Planning, Design, and Construction Guidelines document. In addition, RS&H was contracted by the US Department of Transportation to prepare a handbook to administer the Small Community Air Service Development Program. It is this commitment to active participation during the development of regulations and standards that gives RS&H more than just a familiarity with the applicable requirements.

All airport development projects referenced in this Statement of Qualifications were funded by FAA AIP grants and/or state funding sources, and RS&H provided the grantsmanship required to secure the necessary funding. RS&H regularly assists clients with preparation of the yearly ACIP, FAA grant applications, invoice reimbursement requests, and closeout documentation. RS&H has helped the City of Charlevoix receive over \$4M in federal funding for improvements at Charlevoix Municipal Airport since 2014 and will continue to assist the City with these processes, effectively functioning as an extension of Airport staff.

RS&H staff were the first to full test and begin implementing MDOT-AERO's new E-Invoicing system.

RS&H was contracted to prepare a handbook to administer the Small Community Air Service Development Program.

RS&H has provided aviation consulting services in Michigan for more than 20 years, and nationally for more than 75 years. We have helped the City of Charlevoix procure nearly \$4M in federal grant funding since 2014.

6. SUCCESS OF RECENT PROJECTS

RS&H measures the success of a project not only by being delivered on-time and on-budget but, more importantly, by the client's level of satisfaction. Beyond that, success of a project can also be measured by project awards and special recognition received by outside parties not directly involved in the project.

AWARD OF EXCELLENCE – 2018

RS&H received the Award of Excellence for Taxiway R Reconstruction at Detroit Metropolitan Airport. The project included the removal and replacement of Taxiway R pavement, reconstruction of taxiway shoulders, and replacement of taxiway edge lighting. This project was completed in 2017 as was the last construction phase in the overall Runway 4L-22R Reconstruction program.

AWARD OF EXCELLENCE – 2017

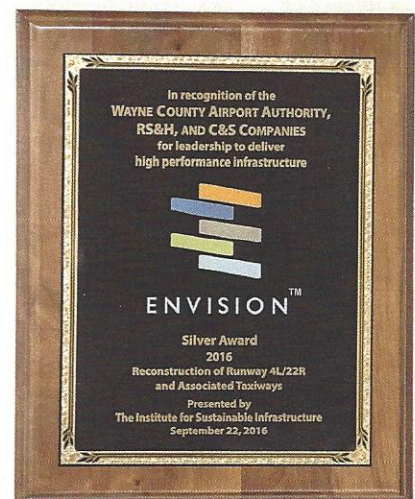
RS&H received the Award of Excellence for Runway 4L-22R and Associated Taxiways at Detroit Metropolitan Airport. The facilities included in the runway complex included 10,000-foot long runway 4L-22R, its parallel Taxiway A and all connector taxiways, end around Taxiway Q, crossfield Taxiway R, and the intersection of Taxiway Q and T. Due to the importance of the runway complex to the operations of the airport, reconstruction was completed in one construction season, beginning in April and reopening in November.

AWARD OF EXCELLENCE – 2017

RS&H received the Award of Excellence for Taxiways Whiskey and Sierra Enhancements at Detroit Metropolitan Airport. The project included the reconstruction of Taxiways W, W2, W3, W4, W6, S, and portions of Taxiways F, V, P4, PP, and PP2. The project was separated into multiple design and construction phases that spanned several years.

ISI ENVISION SILVER AWARD – 2016

The Detroit Metropolitan Airport's Runway and Associated Taxiways Reconstruction project has received the Envision rating system's Silver award from the Institute for Sustainable Infrastructure (ISI), which recognizes sustainable infrastructure across the full range of environmental, social and economic impacts. The airport is operated by the Wayne County Airport Authority (WCAA). This is the 19th project across the country to receive an Envision rating since the program began.



The airport's runway being reconstructed is 10,000 feet long and 150 feet wide. Typically, it is used for aircraft arrivals and can accommodate operations in low-visibility conditions, making it critical to the airport's operational efficiency and business continuity. The project also involves reconstruction of the associated taxiway system, providing a safe connection for aircraft from the runway to the passenger terminals at the Detroit Metro Airport. In total, the project encompasses 6.5 miles of airfield pavement.

AWARD OF MERIT – 2015

RS&H received the Award of Merit for the Runway 18-36 Rehabilitation at Bishop International Airport from the Asphalt Pavement Association of Michigan and Michigan Department of Transportation. The project included the milling and overlay of the 7,850-foot long runway including the runway intersection with Runway 9-27. This intersection was completed over a series of night closures that allowed the airport to remain open for all regularly scheduled arrivals and departures.



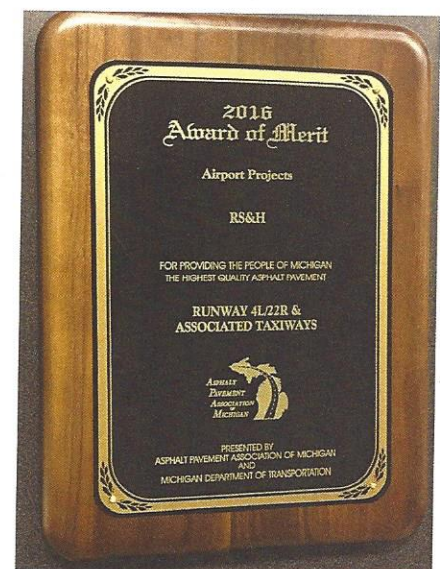
AWARD OF EXCELLENCE – 2013

RS&H received the Award of Excellence for New Terminal Development-Phase 10 at MBS International Airport from the Michigan Concrete Paving Association. The project consisted of the entire terminal apron, and the perimeter road that connected the old terminal to the new terminal. The project was completed on-time and under-budget.



AWARD OF MERIT - 2016

RS&H received the Award of Merit for the Runway 4L/22R Reconstruction project at Detroit Metropolitan Airport. The project included the reconstruction of the 10,000 foot long Runway 4L/22R, its parallel Taxiway A and all connector taxiways, end around Taxiway Q, cross field Taxiway R, and the intersection of Taxiways Q and T. Due to the importance of the runway complex to the operations at the airport, reconstruction had to be completed in one construction season, beginning in April with completion and reopening in November. Early in the process decision was made to install a temporary security fence so the project could be completed outside of the AOA and reducing overall cost.



7. REFERENCES

Integrity is one of the foundations upon which RS&H has built its success over the past 75 years. RS&H believes the best measure of its performance and integrity is based on the testimony of its clients. Therefore, we encourage the selection committee to contact the references regarding RS&H's capabilities to serve the aviation consultant needs of the Charlevoix Municipal Airport

MICHAEL TROUT, A.A.E.

Executive Administrator
MDOT Office of Aeronautics
2700 E. Service Drive
Lansing, Michigan 48906
517-335-9568
troutm1@michigan.gov

RS&H has worked closely with MDOT Office of Aeronautics project management, technical, and administrative staff for over two decades and, in that time, we have developed strong working relationships within the agency. This work has included project planning and programming, design reviews, grant administration, construction reviews, and project closeout documentation for all of our Michigan air carrier and general aviation clients.

STEVEN P. SMIGELSKI

Airport Manager
Alpena County Regional Airport
1617 Airport Road
Alpena, Michigan 49707
989-354-9601
smigelskis@alpenacounty.org

RS&H has provided general consulting services to the Alpena County Regional Airport since 2007. Services provided have included a variety of airfield rehabilitation projects including runway and taxiway rehabilitation, airport layout plan updates, terminal building renovations, equipment procurement, and the design of a new passenger terminal building.

JEFF NAGEL, A.A.E.

Airport Manager
MBS International Airport
8500 Garfield Road
Freeland, Michigan 48623
989-695-5555, ext. 8
nagel@mbsairport.org

RS&H has provided on-call consulting services at MBS International Airport since 2005. Services have included a wide variety of airfield and terminal development, planning, and environmental projects. Typical services for capital improvement projects have included full design services, as well as construction administration and inspection services. Major projects completed within the past five years include the New MBS Terminal Complex, a Master Plan Update, runway and apron rehabilitations, and snow removal equipment procurement.

RICHARD MUSSON

Chairperson
Shiawassee Airport Board
205 Airport Drive
Owosso, Michigan 48867
989-277-8889
rlmusson@charter.net

RS&H has served as Owosso Community Airport's General Aviation Consultant for 20 years and is one of the greatest examples of RS&H's commitment to a local community. Services provided include a vast array of projects, including major runway and taxiway extension, aviation easement procurement, T-hangar construction, beacon replacement, crack sealing and pavement markings, and airport layout plan update.

CRAIG WILLIAMS, A.A.E.

Airport Director
G-3425 West Bristol Road
Flint, Michigan 48507
810-235-6560
cwilliams@bishopairport.org

RS&H has served as the professional aviation consultant at Bishop International Airport for nearly 30 years. RS&H has provided a wide variety of consulting services throughout the major transformation of the Airport. Major projects recently completed include runway and apron rehabilitations, taxiway reconstruction, parking lot reconstruction, building renovations, and a Master Plan update.

April 2, 2018

Mr. Matthew Wyman
Charlevoix Municipal Airport Manager
C/O City Clerk, Joyce Golding
210 State Street
Charlevoix, MI 49720

RE: Request for Qualifications (RFQ)
City of Charlevoix, Charlevoix Municipal Airport

Dear Mr. Wyman:

The Charlevoix Municipal Airport is both a critical transportation asset and economic engine for the City and the region. The Prein&Newhof team desires to expand on our 7-year relationship of successful municipal engineering services for the City, and be your partner to maintain and enhance the Airport's role in aviation that will further benefit your community.

In addition to the rich history of projects our team has, we are uniquely able to serve you, as our team will be led by Bob Nelesen, who has the experience, MDOT and FAA relationships, and the ability to responsively serve you from Traverse City. He will be supported by our other Michigan offices already working in the community, as well as by subconsultants in specialty areas, to provide you with cost-effective expertise. Mr. Nelesen has visited your airport, met with your staff, and is familiar not only with your projects, but your goals. Our team is ready to partner with you to face the exciting challenges and opportunities your airport faces. This sets us apart from our competition.

Enclosed is evidence of our qualifications and ability to serve you, the airport, and the City of Charlevoix.

We strongly encourage you to contact our airport references to learn how Prein&Newhof has served them. We have built our company on integrity and service, and the result has been satisfied clients and long-term relationships. We'd love to continue our long-term relationship with the City by serving as your airport engineering consultant.

Sincerely,

Prein&Newhof


Christopher J. Cruickshank, PE
Aviation Team Leader
& Board Secretary


Mark Prein, PE
City of Charlevoix Client Lead
& Vice President

Contents

1	Familiarity & Understanding of Airport Needs
5	Corporate History and Background in Aviation Consulting
9	Personnel Qualifications
16	Knowledge & Familiarity with FAA & State Procedures
18	Recent Successful Projects
27	References
28	Awards and Recognition
A1	Appendix: Subconsultants

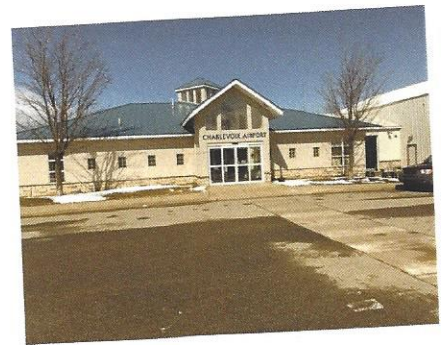
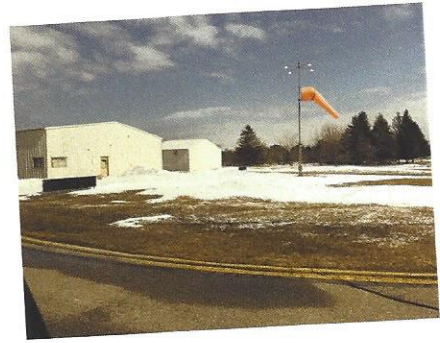
To enhance our familiarity and understanding of your airport and projects, Prein&Newhof's proposed Project Manager, Bob Nelesen, and Senior Airport Consultant, Phil Johnson, recently conducted an onsite visit with Mr. Wyman and Mr. Miller. Based upon this conversation, we have assembled a team that has worked successfully at other airports. Discussion of and considerations for your projects are provided below:

ALP Updates

The current Airport Layout Plan (ALP) was completed in 2013. However, future facilities such as the proposed hangar and fuel farm need to be identified on the future development sheet. If future projects are not illustrated on the ALP, they are not eligible for capital improvement funds under the FAA's Airport Improvement Program (AIP). This update will also implement revised FAA geometric standards that have subsequently changed and modify concepts that have been determined to no longer be feasible. The revised plan and any new concepts will be reviewed with City officials and provided with an opportunity for community review and input. Our most recent ALP update projects are for: Cherry Capital Airport (Traverse City), Delta County Airport (Escanaba), Dowagiac Municipal Airport (Dowagiac).

Fueling

The airport is seeking to expand its Jet A fuel supply. The location for this facility will need to be added to the ALP, as discussed above. A location away from the apron would both facilitate deliveries and avoid apron congestion, especially as Jet A is predominantly dispensed by mobile refuelers. Considerations for this new fuel system could include a re-circulation loop, which would help the fuel remain filtered and facilitates Jet A longevity. State and Federal regulations require that the Spill Prevention Control and Countermeasure Plan be updated when this facility comes online. In order for the proposed fuel facility to qualify for Non-Primary Entitlement Airport Improvement Program funding, documentation and justification for a revenue-generating project will require review and approval by MDOT Aeronautics Office. Our most recent fueling system projects have been for Greenville Municipal Airport (Greenville) and Fitch H. Beach Airport (Charlotte).





Gates, fencing, security

In addition to perimeter fence modifications that could be required for land releases and/or land acquisitions, updated gates controls have been identified. Prein&Newhof has experience with the design and construction of perimeter fencing and access control systems for both TSA controlled and non-TSA controlled facilities. We have recently completed gate and fence projects for Gerald R. Ford International Airport (Grand Rapids), Cherry Capital Airport (Traverse City), and Ford Airport (Iron Mountain).



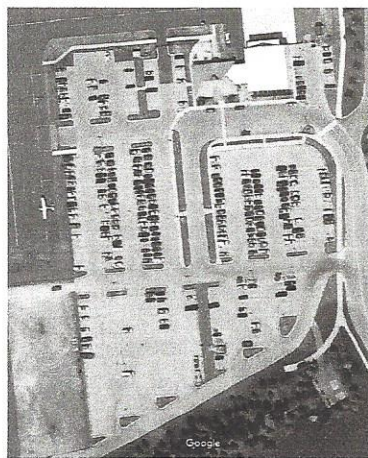
Terminal Building

Modifications to the terminal building have been contemplated to expand the hold room area. The concept expansion would move the exterior wall closer to the edge of the existing roofline. A detailed review of affected building systems will be required to verify what modifications are needed. Our most recent terminal projects have been for Gerald R. Ford International Airport (Grand Rapids), Dowagiac Municipal Airport (Dowagiac), and Padgham Field (Allegan).



Equipment Building

The existing equipment building may need adjustments depending on the final determination of additional snow removal equipment to be obtained. A multi-purpose tractor and secondary plow could be accommodated, especially if other equipment that will no longer be utilized is able to be sold. Our most recent equipment building projects have been for Ford Airport (Iron Mountain), Manistee County Blacker Airport (Manistee), and Mackinac Island Airport.



Vehicle parking

The existing parking lot area is not beneficial for snow removal operations. The evaluation of parking lot layout and expansion opportunities will allow for the modifications necessary to improve these conditions. Our most recent parking lot projects have been for Gerald R. Ford International Airport (Grand Rapids), Ford Airport (Iron Mountain), and Mackinac County Airport (St. Ignace).

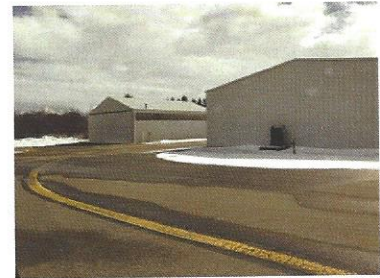
Airfield pavement

Airfield pavements are your most critical asset. Recent projects have addressed the runway, taxiway, and apron. However, continued maintenance through cracksealing and remarking will be required. In addition, planned ramp expansion will accommodate improved traffic flow by eliminating larger private turbine aircraft operations in commercial carrier areas. Our most recent airfield pavement projects have been for Delta County Airport (Escanaba), Ford Airport (Iron Mountain), Fitch H. Beach Airport (Charlotte), Griffith Field (Lakeview), Mackinac County Airport (St. Ignace), and Mackinac Island Airport.



Hangars

Multiple areas currently exist for hangar development, but land acquisition of certain properties could facilitate other airport development plans. These areas will be evaluated, discussed, and identified on the updated ALP. Aircraft types and sizes will be evaluated to make sure hangars are developed in support of their respective business cases and revenue for the airport. Our most recent box hangar and T-hangar projects have been for Mason County Airport (Ludington), Oceana County Airport (Shelby), Delta County Airport (Escanaba), and Padgham Field (Allegan).



Land acquisition

In order to achieve airport revenue goals through revenue-generating development, it may be necessary for the Airport to acquire multiple parcels along the Bridge Street/ US-31 corridor. Compliance with FAA regulations pertaining to land releases will also be required for the ball park area. Our most recent land acquisition projects have been for Grand Haven Memorial Airpark (Grand Haven), Manistee County Blacker Airport (Manistee), and Dowagiac Municipal Airport (Dowagiac). We have also recently assisted with a land release for non-aeronautical use at Cherry Capital Airport (Traverse City) and Delta County Airport (Escanaba).





Communication and representation

When we analyze any project, we try to pay attention to your real needs—the outcomes you want—and understand any issues that might interfere with our ability to produce those outcomes for you. Often, our clients express their needs as solutions. As consultants, we try to understand your needs and filter them through a wide perspective so we can provide you the outcomes you desire — sometimes in ways you may never have imagined. Prein&Newhof prides itself on listening, understanding, and communicating. Our direction will come from the City and Airport management, but we understand that there are stakeholders and tenants at the airport that are part of making the Airport a successful enterprise. As aviation industry professionals, we are available to facilitate the communication of goals and constraints that allow policy-makers and businesses to make informed decisions.

Firm History

Tom Newhof and Ed Prein founded Prein&Newhof in 1969. They believed a company's strength lies not only in degrees and technical skills, but in dedication to thinking ahead, building lasting relationships, and crafting long-term solutions. This philosophy still guides us today and is our greatest asset, our competitive advantage, and the basis of our firm's values.

INVEST WISELY: We seek long-term, sustainable solutions—refusing to cut corners or compromise quality. We use our time and resources efficiently while delivering value to our clients.

DEVELOP RELATIONSHIPS: We develop long-term relationships with communities, businesses, and our own employees. P&N has been serving several of our municipal clients since 1969 and the Gerald R. Ford International Airport since 1983. We work collaboratively with municipal governments and regulatory agencies to reach our clients' goals. P&N's professionals communicate openly and thoughtfully while remembering our actions often speak louder than our words.

BUILD EXPERTISE: We strive to be experts in our field and well-qualified to meet our clients' changing needs. P&N adapts our services as our professionals learn new skills to better serve our clients. We interact with our clients to ask for feedback on our performance. We are not content with the status quo, constantly seeking new ways to improve.

TAKE RESPONSIBILITY: We are responsible to our clients and our communities to be completely honest and ethical in all we do.

SUPPORT COMMUNITY: We will be a positive force in our communities—making every community we live in and every community we serve a better place to live and work.

Our values have guided us since the beginning, and our dedication to them has made Prein&Newhof one of the most trusted engineering firms in Michigan. But as common-sense as these values may seem, we do not assume our corporate culture will take care of itself. We apply our values in hundreds of little decisions made every day – speaking with kindness and respect, working with and not against others, going the extra mile to do the job right, foregoing our personal preferences, making time to learn and improve, taking action and accepting responsibility for it, and telling the whole truth.





Prein&Newhof differs from most airport consulting firms as we work in other markets and areas of civil engineering, such as the other municipal work we do for the City. This often allows us to be efficient with our project resources.

Our Airport Team has been serving clients from small and non-hub to general aviation airports for over 34 years. Our work in municipal engineering supports our Airport Team. Besides our airport expertise, we design streets, drainage, water, sewer, and feature other specialized practices such as landscape architecture. P&N has our own surveying and lab departments. We have geotechnical engineers, pavement specialists, a GIS department and an FAA-certified UAS (drone) survey operator. Our airport clients tell us it makes their jobs easier to work with a firm who can handle a range of issues as we do.

P&N will respond to any issues and questions that arise without billing for little extras. So, if you have a question, call us! Our priority is to build long-term collaborative relationships that enhance our clients' success.

P&N takes part in and supports the Great Lakes Chapter of the American Association of Airport Executives (AAAE), Michigan Association of Airport Executives (MAAE), and is a member of the Airport Consultants Council (ACC).

Contact Information

Mr. Bob Nelesen will be your main contact, and work will be performed from our Traverse City office.

BOB NELESEN, PE

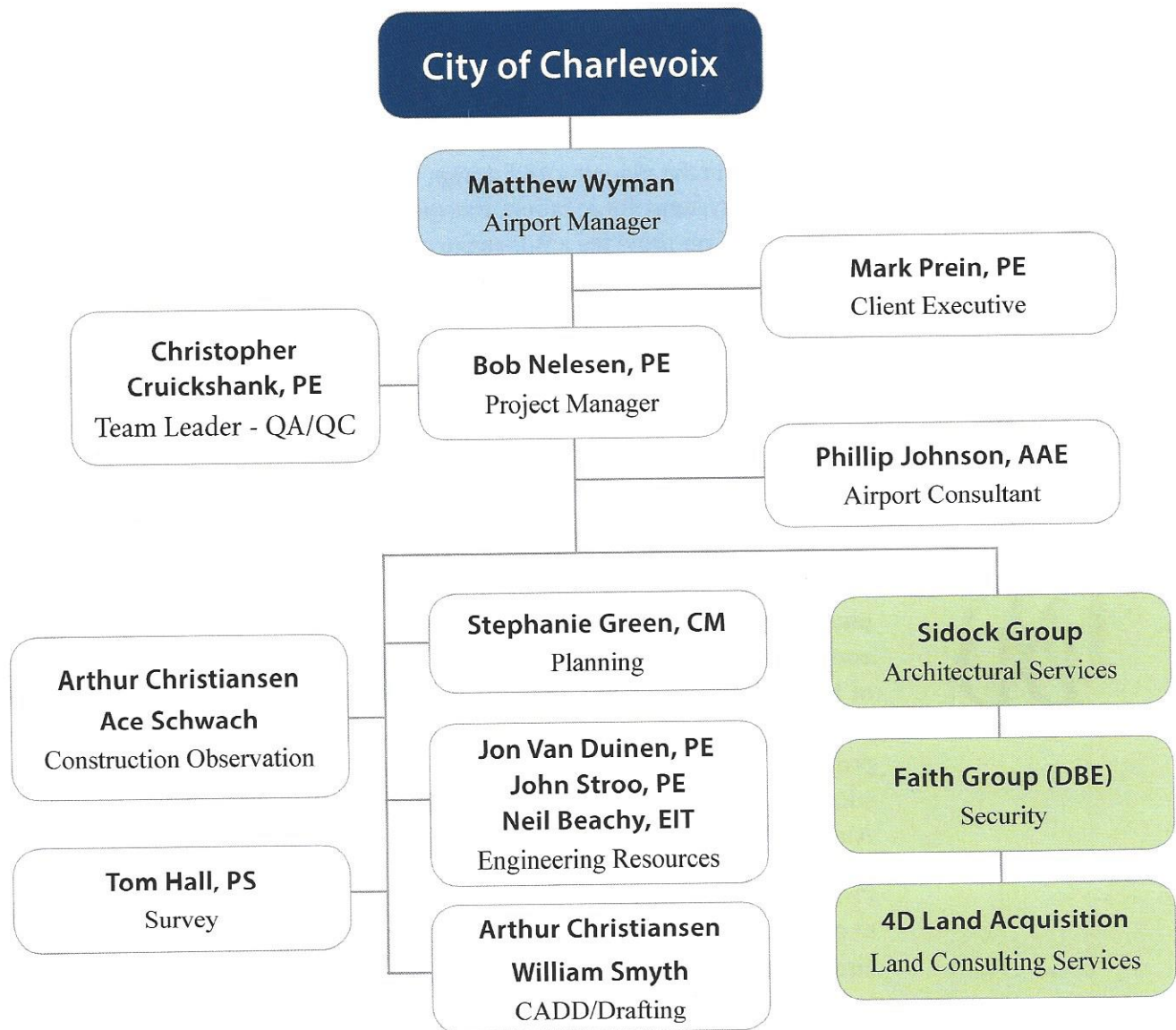
1220 Airport Access Road
Traverse City, MI 49686
t. 231-946-2394
f. 231-946-0580
bnelesen@preinnewhof.com



Traverse City
Cadillac
Muskegon
Grand Rapids
Holland
Kalamazoo

Bob Nelesen, PE is proposed as Prein&Newhof's project manager. He will be responsible for coordinating and managing all planning, engineering, and related services. Bob has 16 years of airport engineering experience.

Our team is represented below, and resumes for key team members follow.



SubConsultants



Sidock Group, Inc., is a Michigan Corporation that has provided full architecture and engineering services to both public and private clients across a variety of project types. Most specifically, in the Airport/Aviation market, Sidock has designed both new construction and renovations for passenger and general aviation terminal buildings, an air traffic control tower, snow removal equipment storage buildings, aircraft hangars, FBO facilities, and aviation fueling facilities. Sidock's personnel are familiar with MDOT, FAA, US Army COE, USAF design requirements.



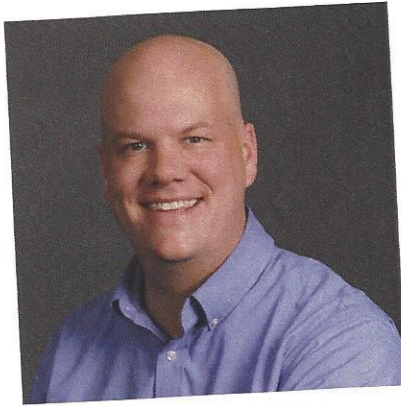
Faith Group

Faith Group LLC is a full-service consulting/engineering firm specializing in the planning and design of security, IT, safety and operational systems for aviation, transportation and critical infrastructure clients. The firm provides a full-range of services that include developing security and IT master plans, system design documents, requests for proposals, system testing, construction phase services and commissioning. Since its inception, Faith Group has provided these services at more than 75 facilities across North America and internationally.



Mr. Tim Davis at **4D Land Acquisition** has over 17 years of experience in providing land and right-of-way acquisition services to utilities and governmental agencies for airport, road, sidewalk, sewer, power line, substation, pipeline and, wind projects. His background includes planning; cost development; negotiation, relocation, siting, permitting, zoning, and property management including: demolition; supervision of land and environmental surveys; preparation of market studies; procurement of appraisals; title searches; document preparation; and project management. Prein&Newhof has worked with him recently on successful projects at Dowagiac Municipal Airport and Mason County Airport.

Prein&Newhof will utilize qualified airport subconsultants as needed to provide successful projects. DBE firms will also be engaged as circumstances allow.



Bob Nelesen, PE

Senior Project Manager

Bob Nelesen has over 16 years of experience in the management and design of airfield engineering projects including: airfield layout, cost estimating, planning, construction safety/security issues, construction inspection, and construction management for aviation facilities. His experience in aviation development projects includes: asphalt pavement, concrete pavement, pavement rehabilitation/reconstruction, storm water analysis and design, site grading, visual aids, and lighting/electrical systems. He also has experience with municipal transportation projects including: roadway, drainage, water, and wastewater design projects.

Education

Master of Business Administration
Texas State University, 2008

BSE Engineering – Civil
Concentration
Calvin College, 2003

License

PE Texas, 2007 (Inactive)
PE Michigan, 2009

Certification & Training

FAA AGIS Certified, 20110828–
175

Airport Pavements Short Course
Airport Engineering and
Management Short Course
Soil Erosion and Sedimentation
Control

Professional History

Prein&Newhof, 2012–present
URS Corporation, 2001–2007,
2009–2012
KSA Engineers, 2007–2009

Representative Projects

BUILDINGS

- **Mackinac Island Airport** Snow Removal Equipment Building
- **Gerald R. Ford International Airport:** Concourse & Concessions Expansion, Consolidated Checkpoint
- **Dowagiac Municipal Airport** New Terminal Building
- **Ford/Dickinson County Airport:** SRE Building Improvements, Sand Storage Building Improvements, Terminal Entrance Improvements, Water Line replacement
- **Delta County Airport:** New Loading Bridge/Ramp & Holdroom Improvements
- **Gaylord Regional Airport:** SRE Building Construction
- **Manistee County Blacker Airport:** SRE Building Expansion
- **Presque Ile County Airport:** SRE Building
- **Muskegon County Airport:** ARFF Building Expansion, Rental Car Facility Improvements Study

EQUIPMENT ACQUISITION

- **Manistee County Blacker Airport:** SRE Loader and Towed Sweeper
- **Ford/Dickinson County Airport:** SRE Loader, Plow, Blower and Towed Sweeper, SRE Truck with Displacement Plow
- **Delta County Airport:** SRE Truck with Displacement Plow
- **Mackinac County Airport:** SRE Multicarrier Vehicle
- **Mackinac Island Airport:** SRE Multicarrier Vehicle
- **Greenville Municipal Airport:** SRE Multicarrier Vehicle
- **Luce County Airport:** SRE Loader, Plow, & Blower
- **Mason County Airport:** SRE Loader

Prein&Newhof



- **Twin County Airport:** SRE Plow

PAVEMENT RECONSTRUCTION / REHABILITATION

- **Cherry Capital Airport:** Runway 10/28 Rehabilitation
- **Lakeview Griffith Field:** Runway 9/27 Reconstruction
- **Fitch H. Beach Municipal Airport:** Runway 3/21 Rehabilitation
- **Muskegon County Airport:** Apron Reconstruction & Expansion
- **Rogers City Airport:** Airfield Pavement Rehabilitation
- **Delta County Airport:** Runway 18/36 and Taxiway A Rehabilitation, Aviation Apron and Taxilane
- **Ford–Dickinson County Airport:** Runway 1/19 Rehabilitation, Apron and Taxiway Reconstruction
- **Huron County/Bad Axe Airport** Runways
- **Gaylord Regional Airport:** Terminal Apron & Taxiway
- **Mackinac Island Airport:** Runway 8/26 & Parallel Taxiway Reconstruction
- **Curtis Field Airport:** Reconstruct & Rehabilitate Runway 17–35 and Parallel Taxiway, Reconstruct Terminal Parking Lot
- **Southwest Texas International Airport:** Rehabilitate Runway 14–32, Taxiways, and Reconstruct Terminal Apron
- **Brownwood Regional Airport,** Brownwood, Texas: Rehabilitate Runway 17/35 and 13/31

NEW PAVEMENT CONSTRUCTION

- **Cherry Capital Airport:** Runway 10 Extension
- **Gladwin Zettel Airport:** Parallel Taxiway
- **Clare Municipal Airport:** Runway 4/22 Parallel Taxiway
- **Austin Bergstrom International Airport:** Perimeter Road Extension

AIRPORT LAYOUT PLAN UPDATES

- **Delta County Airport**
- **Ford/Dickinson County Airport**
- **Gaylord Regional Airport**
- **Dowagiac Municipal Airport**
- **Luce County Airport**
- **Wittman Regional Airport**
- **Twin County Airport**

APPROACH SURVEYS AND TREE CLEARING

- **Muskegon County Airport**
- **Gaylord Regional Airport**
- **Grand Haven Memorial Airport**
- **Mackinac County Airport**
- **Mason County Airport**

LIGHTING / SIGNAGE

- **Mackinac County Airport:** Airfield Lighting Rehabilitation
- **Muskegon County Airport:** ATCT Lighting Control Panel
- **Cherry Capital Airport:** Runway 10/2/ Lighting and Signage Rehabilitation, Runway 10 MALSR
- **Delta County Airport:** Runway 9/27 Signage Improvements
- **Ford/Dickinson County Airport:** Airfield Vault Equipment Replacement
- **Luce County Airport:** Airfield Lighting Reconstruction
- **HH Coffield Airport:** Lighting and NAVAID Improvements

HANGARS

- **Mackinac County Airport:** Box Hangar Development
- **Mason County Airport** 6-Unit T–hangar
- **Delta County Airport** Box Hangar Development
- **Sault–Sanderson Airport:** T–hangar, Box Hangar



Jonathan V. Van Duinen, PE

Project Manager

Jon Van Duinen is a senior civil/airport engineer that has over 20 years of experience in airport design and planning. He has worked with a wide variety of Michigan airports, from commercial airports to small general aviation fields. Experience includes pavement design, approach clearing, Navaid sighting, stormwater design, and building design. His thorough understanding of the FAA Advisory Circulars and the AIP Handbook allows his clients to get the best design for each project.

Education

B.S. Civil Engineering
Calvin College, 1998

License

PE Michigan, 2012

Professional History

Prein&Newhof, 2013 – present
URS Corporation, 1997–2012

Representative Projects

HANGARS

- **Mason County Airport:** 6-Unit T-hangar
- **Lakeview Griffith Field:** Box Hangars
- **Delta County Airport:** Box Hangars

PAVEMENT RECONSTRUCTION / REHABILITATION

- **Gaylord Regional Airport:** Terminal Apron & Taxiway
- **Oakland International Airport:** Taxiway C
- **Delta County Airport:** Runway 18/36 and Taxiway A

AIRPORT LAYOUT PLAN UPDATES

- Gaylord Regional Airport
- Grand Haven Memorial Airpark
- Lakeview Griffith Field

APPROACH SURVEYS AND TREE CLEARING

- Gaylord Regional Airport
- Grand Haven Memorial Airpark
- Mason County Airport

LIGHTING / SIGNAGE

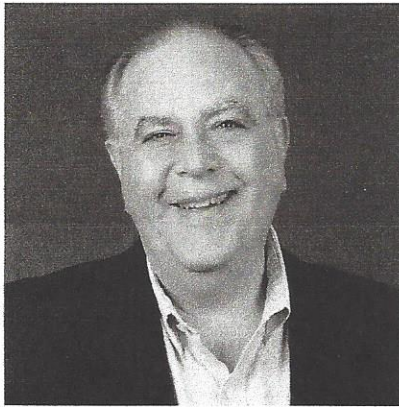
- Delta County Airport
- Oakland International Airport
- Ford/Dickinson County Airport

Awards

Team Member Michigan Aviation Consultant of the Year, 2013
Michigan Bureau of Aeronautics

Award of Excellence, 2017

Muskegon County Airport, Michigan Concrete Paving Association



Phillip E. Johnson, A.A.E.

Senior Aviation Consultant

Phillip Johnson joined Prein&Newhof's airport team in October 2017. He has 28 years of airport experience and over 37 years of professional aviation related experience. Most recently, he served as the Senior Vice President & COO of the Gerald R. Ford International Airport from 1994 to 2017. At the Gerald R. Ford International Airport, he was responsible for business management, operations, maintenance, public safety, capital development, public relations, marketing, air service development, media contacts, and community presentations.

Education

Master of Science, Systems Management
University of Southern California, 1988
Bachelor of Science, Business
Administration
Azusa Pacific University, 1984
Associate of Science, Air Traffic
Management
Mount San Antonio College, 1978

Licenses

Accredited Airport Executive, 1994
Certified Airport Executive, 1995
State of Michigan Airport Manager &
Assistant Airport Manager License, 1994
Commercial Pilot License with Instrument
and Multi-Engine Ratings, 1978

Professional History

Prein&Newhof, 2017-present
Gerald R. Ford International Airport, 1994-
2017
Long Beach Airport, 1991-1994
Los Angeles International Airport, 1989-
1991
Hughes Aircraft Company, 1985-1989
FAA, Oakland Air Route Traffic Control
Center, 1978-1981
National Air Enterprises, Brackett Airport,
1976-1978

Personal Awards

Great Lakes Chapter – AAAE Outstanding Service Award
Hughes Aircraft Company Graduate Fellowship Award
Magna cum Laude; Alpha Chi Honor Society
Mt. San Antonio College Student of Distinction Award
Bank of America Community College Award

Professional Activities

American Association of Airport Executives (AAAE)

Member, Board of Directors, 2011-2013
Member, Policy Review Committee, 2014-2017
Chair, Airline Economics & Air Service Committee, 2011-
2014

Great Lakes Chapter - American Association of Airport Executives (GLC - AAAE)

President, 2008-2009
Chair, National Air Service Conference, 2005-2006

Michigan Association of Airport Executives (MAAE)

President, 2002-2003

State of Michigan Commercial Air Service Advisory Committee

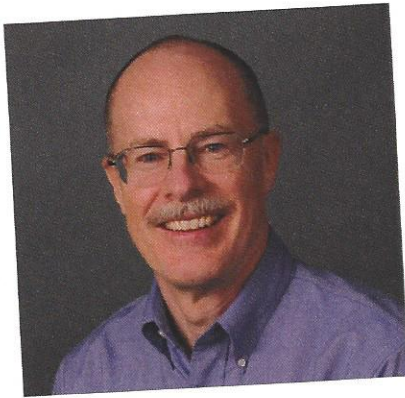
Board of Directors, Experience Grand Rapids, 2011-2013

Cascade Charter Township Planning Commission

American Planning Association – Michigan Chapter

Aircraft Owners and Pilots Association (AOPA)

Experimental Aircraft Association (EAA)



Chris Cruickshank, PE

Senior Project Manager, Corporate Secretary

Chris serves as Prein&Newhof's Technical Services Team Leader, specializing in three areas of practice:

Geotechnical: Chris's geotechnical and construction materials experience includes airports, high-rise buildings, regional shopping centers, transmission towers, retaining walls, bridges, roadways, sewage treatment facilities, water storage tanks, and utility installations involving both open cuts and tunnels.

Environmental: Chris's experience includes environmental assessment of properties (Phase I & II ESAs and BEAs) for real estate transactions, as well as remediation of underground storage tank sites, oil wells, automobile salvage yards, and other contaminated sites. He also prepares SPCC and SWPP plans for industrial sites.

Structural: Chris's structural expertise includes rehabilitation designs for concrete sewers and wastewater tanks. He also performs safety inspections, prepares emergency action plans, and provides forensic engineering for dams.

Education

M.S. Civil Engineering
University of Detroit, 1991

B.S. Civil Engineering
Michigan Technological University,
1984

License

PE Michigan, 1990

PE Indiana, 2010

Training

ASFE Loss Prevention

40-Hour HAZWOPER

ASTM Risk-Based Corrective Action

Confined Space Training

Structural Condition Assessment of
Existing Structures

Fundamentals of Deep Foundation Design

Design & Construction Using
Geosynthetics

Professional Activities

American Society of Civil Engineers

Michigan Society of Professional
Engineers (Professional Practices &
Legislation Committee Chair)

Professional History

Prein&Newhof, 2006-present

NTH Consultants, 1985-2006

Professional Service Industries, 1984-
1985

Awards

Engineer of the Year, 2014

Michigan Society of Professional Engineers, Western
Chapter

Representative Projects

- **Delta County Airport:** Runway 18/36, Taxiway A Rehab & Airfield Marking
- **Gerald R. Ford International Airport Authority:** 2017 On-Call Services, East Auxiliary Lot Driveway and Bus Lane Modifications, 2017 You Are Here Sign Updates, 2013 Airport Pavement Rehab. Program 0 Construction Observation and Testing, Employee Parking Lot Expansion and Rehabilitation, 2014 Pavement Construction Observation, Winter Operations Sand Procurement, L-3 Hangar Analysis (voided project is a duplicate of 2160152), L-3 Hangar Analysis, 2016 Airside Pavement Maintenance, Entrance Loop from Northbound Patterson Avenue to Eastbound John J. Oostema Boulevard, Runway 8L/26R Surface Treatment
- **Harbor - Petoskey Area Airport Authority:** Harbor Springs Municipal Airport RFQ

Prein&Newhof

Regulatory Context

With shrinking funding sources, Federal and State agencies have increased scrutiny of airport projects. The airport regulatory framework is complex and is becoming more so. Prein&Newhof's in-depth knowledge of the rules, regulations, and policies of FAA and MDOT Aeronautics is a great asset for this.

Airport Capital Improvement Projects (ACIP) Planning

Prein&Newhof works with its clients every year to develop their updated ACIP. MDOT Aeronautics is updating its procedures for submitting ACIPs, and we will work through the implementation phase of this new process on your behalf.

We will listen to your needs, guide you through the decision process, and suggest ways to finance your projects. We will work with MDOT Aeronautics (Jim Reverman) to review and represent your interests.

Funding

We are familiar with using the new Airport Improvement Program Handbook for project eligibility and justification. New Standard Operating Procedures (SOPs) are further influencing scopes of work and costs. Our team's work follows up-to-date policies when determining both the eligibility and funding priority for airport development projects.

Our team's work will be based on up-to-date policies when determining both the eligibility and funding priority for airport development projects.

Planning and Design

Airport planning covers a range of considerations. Prein&Newhof uses many of the FAA Advisory Circulars (ACs) in our planning efforts, including airfield planning, aeronautical surveys, design, safety and construction standards, environmental processing guidelines, and terminal planning principles. In particular, we are familiar with the recent changes to the design and survey circulars.

The FAA guidance contained in the various Advisory Circulars, Orders, and Federal Aviation Regulations show the backbone of successful airport development planning and implementation. Given our aviation-related experience, our team has a thorough understanding of FAA and State of Michigan rules. We go to association conferences and read web/email notices to stay current on changes and trends, and we have regular communication with MDOT Aeronautics and FAA staff.

Modifications to Standards

Sometimes proposed development does not meet the rules stipulated by the FAA. No two airports are alike. As seasoned professional airport consultants, we can present justifications to the FAA and MDOT Aeronautics to help you with “right-sized” and cost effective solutions, while still maintaining the required safety norms.

Environmental

Once a project is ready to start, the National Environmental Protection Act (NEPA) process follows. We work with an MDOT Aeronautics Environmental Specialist to get the environmental clearances to build your project.

Our team has conducted many environmental-related planning and permitting efforts. They include:

- Wetland mitigation
- Tree surveys
- Stormwater Pollution Prevention Plans (SWPPP)
- Spill Prevention Control and Countermeasure Plans (SPCC)
- NPDES/ DEQ permitting
- NEPA compliance documents
- Environmental due diligence assessments (EDDA)
- Phase I & II environmental site assessments

Exhibit A Property Map Updates

The Exhibit A shows airport-owned and federally-obligated lands. This document both protects and obligates the airport’s property interests. Our staff has completed over six Exhibit A updates for Michigan airports in the past five years.

We are currently working with two other airports who are required to use the new FAA Standard Operating Procedure (SOP) for Exhibit A’s. This update is very labor-intensive, and is something we only recommend when required. However, our team understands the vast array of information that needs to be identified and acquired to make these projects successful. We can present the information in a GIS format for ease of use and coordination with our clients’ other GIS based management systems.

Our staff has completed six Exhibit A updates for Michigan airports in past years.

As seasoned professional airport consultants, we can present justifications to the FAA and MDOT Aeronautics to assist you with “right-sized” and cost effective solutions, while still maintaining the required safety norms.

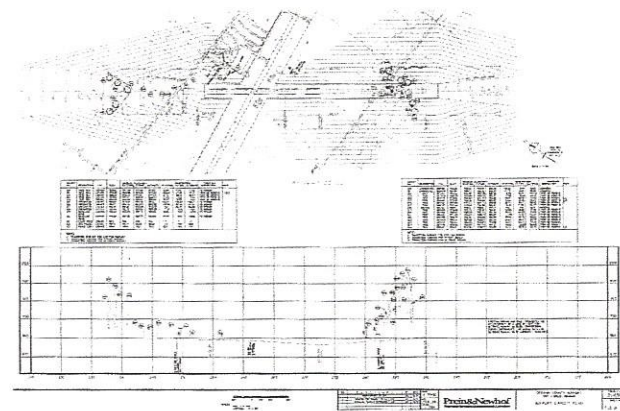
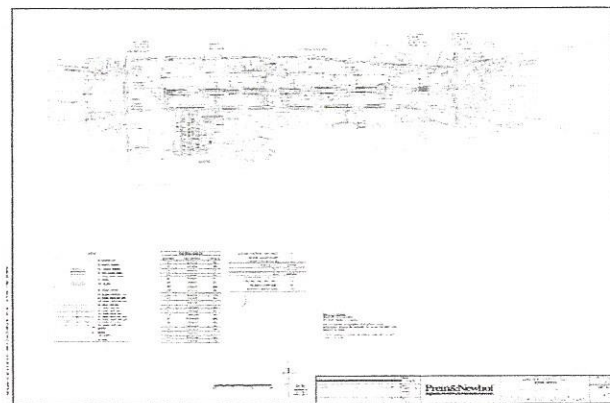
Airport Layout Plan Updates

Prein&Newhof has significant experience with all phases of airport planning, working both in-house and in partnership with national experts. We are dedicated to careful planning as an essential part of airport design. Good planning and thoughtful sequencing is a proven way to maximize your return on investment.

The P&N team has created and updated Airport Layout Plans for airports throughout Michigan. We also have experience with Airport Master Plans, Airport Access Plans, Terminal Area Plans, Approach and Clear Zone Plans, Airport Zoning Plans, and Airport Business Park Plans. P&N has staff GIS professionals who are familiar and experienced with the FAA eALP/eGIS standards.

We have created and/or updated Airport Layout Plans for many airports, including the following:

- Cherry Capital Airport
- Muskegon County Airport
- Mason County Airport
- Oakland County International Airport
- Ford Dickinson County Airport
- Delta County Airport
- Luce County Airport
- Mackinac Island Airport
- Oceana County
- Padgham Field
- Lakeview Griffith Field
- Oakland County - Troy Airport
- Manistee County Blacker Airport



Fuel Farm Systems

Prein&Newhof has planned, designed, and coordinated a variety of Fuel Farm system development projects. Systems have involved both 100LL and Jet A fuel type installations, above and below ground tanks, monitoring systems, as well as self-service card reader applications. Most importantly, we are familiar with the State and Federal regulations governing fuel systems, and can help you update your existing Spill Control and Countermeasure Plan (SPCCP), Storm Water Pollution Prevention Plan (SWPPP), and Pollution Incident Prevention Plan (PIPP). With many clients, we have been able to merge these documents into a more operationally and cost effective regulatory compliance document called an Integrated Contingency Plan (ICP). The ICP consolidates all three documents, thereby eliminating the need to update redundant information in the future.

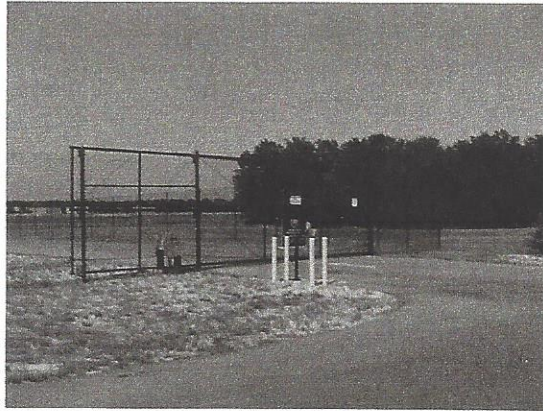
Prein&Newhof has been involved with Fuel Farm System and related development at:

- Greenville Municipal Airport
- Padgham Field (Allegan, MI)
- Gerald R. Ford International Airport
- Oceana County Airport (Hart, MI)

In addition to this experience, individual Prein&Newhof team members have experience with Fuel Farm system projects at:

- Mackinac County Airport (St. Ignace, MI)
- Dowagiac Municipal Airport
- Grand Haven Municipal Airport
- Delta County Airport (Escanaba, MI)
- KI Sawyer Airport (Marquette, MI)
- Twin County Airport (Menominee, MI)
- Austin Executive Airport / Bird's Nest (Austin, TX)
- Big Spring – McMahon-Wrinkle Airport (Big Spring, TX)
- Brady Municipal Airport (Brady, TX)
- Port Isabel / Cameron County Airport (Port Isabel, TX)



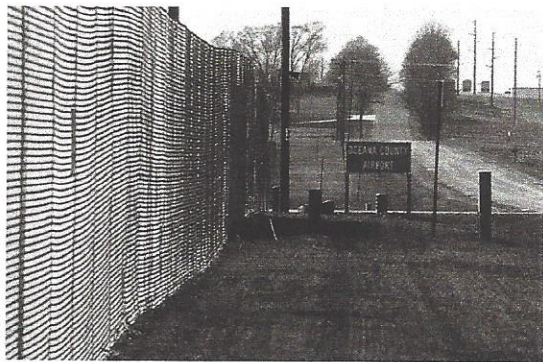


Airfield Fencing

Security is essential to the safe operation of every airport, keeping wildlife from the runways and trespassers off the premises. Prein&Newhof has experience designing security fencing, gates, electric gate operators, and access control systems at several airports.

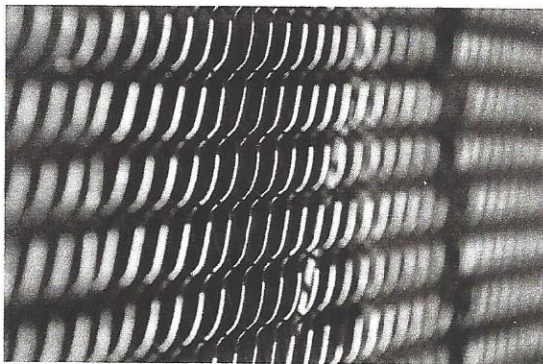
We have designed security and animal control fencing for:

- Cherry Capital Airport
- Gerald R. Ford International Airport
- Muskegon County Airport
- Oakland County International Airport
- Ford\Dickinson County Airport
- Oceana County Airport
- Manistee County Blacker Airport
- Mason County Airport
- Oakland Troy Airport



In addition to this, Prein&Newhof team members have experience with gate, security, and animal control fencing at:

- Delta County Airport
- Gaylord Regional Airport
- Mackinac Island Airport
- Sault-Sanderson Airport
- Twin County Airport



Rehabilitation & Expansion of Landside Pavements

Prein&Newhof has extensive experience designing new and replacement pavement for access roads, service roads, and parking lots, including limited-access parking for security and revenue control. We have found that construction phasing during primary access road design is critical, and we put significant effort into assuring that access is maintained at all times.

Cherry Capital Airport: Access Road, Parking

Gerald R. Ford International Airport:

- Gateway Drive Rehabilitation/Extension & Walsh Drive Rehabilitation
- Terminal Area Parking Improvements
- Economy Parking Lot, Phases 1-3
- Freight Drive Reconstruction
- ARFF Pavement Reconstruction
- Ross Drive Rehabilitation
- Employee Parking Lot Expansion & Rehabilitation
- Oostema Boulevard / 44th Street Improvements
- Corporate Drive Reconstruction
- Ground Transportation & Parking Study

Oakland County International Airport: Access Road, Parking

Muskegon County Airport: Access Road, West Ramp Access Road

Dowagiac Municipal Airport: Terminal Parking

Ford\Dickinson County Airport: Terminal Parking

Manistee County Blacker Airport: Parking Lot Expansion

Greenville Municipal Airport: Entrance Road Rehabilitation



Snow Removal Equipment Acquisition

Prein&Newhof has many years of experience guiding the acquisition of Snow Removal Equipment (SRE) for Michigan airports.

Our approach begins with determining equipment needs based on the physical layout of the airport. We then work with the sponsor to determine what kind of equipment best fits their operational needs and what options are required. Throughout the process, we assist the sponsor with grant reporting and submittal requirements.

Cherry Capital Airport

- High Speed Airport Sweeper Specifications
- High Speed Snow Plow Truck with Material Spreader Specifications
- Airport Front End Loader with Attachments Specifications
- Airport Rotary Snow Blower with Attachments Specifications

Mackinac County Airport

- 110 HP Four-wheel-drive utility vehicle with attached rotary plow, sweeper, displacement plow and bucket

Mason County Airport

- Front End Loader with Plow

Delta County Airport

- 470 HP Plow truck with 12-ft. underbody plow and 22-ft. front reversible plow

Ford Airport

- 154 HP Front end loader with three cubic yard bucket, 20-ft. displacement plow and 14-ft. snow box
- 150 HP self-driven rotary plow
- 300 HP tow behind sweeper with 18-ft. broom and forced air blower



Greenville Municipal Airport

- 110 HP Four-wheel-drive utility vehicle with attached rotary plow, sweeper, displacement plow and bucket

Luce County Airport

- Front end loader with self-driven 250 HP rotary plow and displacement plow

Mackinac Island Airport

- 58 HP four wheel drive utility vehicle with attached rotary plow, sweeper, displacement plow and bucket

Manistee County Blacker Airport

- 105 HP four wheel drive tractor with 2 cubic yard bucket
- 300 HP tow behind sweeper with 12-foot broom

Airfield Pavement Rehabilitation

The key to successful rehabilitation is figuring out why the pavement began to deteriorate. P&N's geotechnical engineers work with our airport engineers to identify subsurface problems and develop solutions appropriate to site conditions.

Airfield pavement extensions are a natural step in airport growth, and Prein&Newhof has designed extensions to numerous runways, taxiways, and aprons. We also have significant experience updating Runway Safety Areas (RSA) and object-free areas, including grading changes, ground service facilities, perimeter roads, and obstruction removal.

We have experience with both Portland Cement Concrete (PCC) and Hot Mix Asphalt (HMA) rehabilitation, including bonded and unbonded concrete overlays. We also have experience designing and building all common types of new pavements, including PCC, HMA, Porous Friction Courses, and turf. Our experience includes:

Cherry Capital Airport

- Runway 18/36 Rehabilitation
- Runway 10/28 Rehabilitation
- Runway 10/28 Extension

Fitch H. Beach Municipal Airport: Runway, Taxiway, Apron Joint Repair

Greenville Municipal Airport: Taxiway and Taxistreet Rehabilitation, Runway 10/28 Overlay

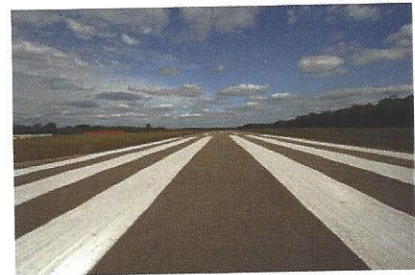
Lakeview Airport-Griffith Field: Major Rehabilitation Runway 10/28

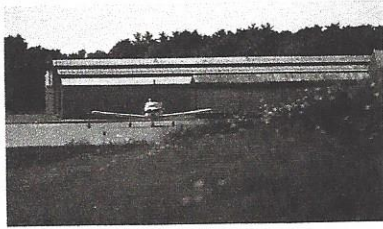
Padgham Field, Allegan, Michigan: Runway Realignment

Oceana County Airport: Parallel Taxiway Extension

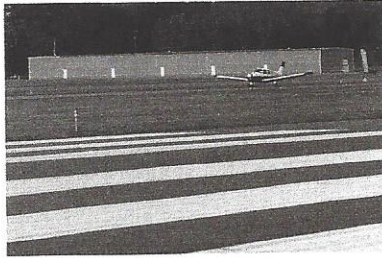
Muskegon County Airport

- Reconstruction & Expansion of General Aviation Apron
- Rehabilitation of Tee Hangar Aprons
- North Ramp & Taxiway Rehabilitation
- Southwest Ramp & Taxiway Rehabilitation
- Reconstruction & Porous Friction Course Runway 14/32
- Rehabilitation & Porous Friction Course Runway 6/24

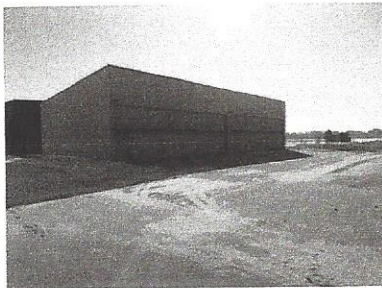




Greenville Municipal Airport



Padgham Field Airport



Delta County Airport

Hangars

Prein&Newhof has significant experience assisting with the construction of airport buildings of all types, including hangars. To complement our experience, Prein&Newhof has teamed with Sidock. Lead architect Brad Butcher, your terminal's architect, is based in Gaylord and can bring all of the resources of the firm to provide a successful project.

Hangar Design, like the design of any building that protects people or assets, begins with the development of a program. Program development defines the budget, the schedule, space requirements (such as aircraft type and size), and accommodations for other supporting spaces, site location and access, and code or other restrictions for fire protection, building height, and life safety issues. With a hangar building, the aircraft type also plans into the size and layout requirements of the building space. The hangar door has to be sized to accommodate the wing span length, nose to tail length and tail height of the largest aircraft being stored inside the building and become part of the programming requirements. Programming requirements, once defined, lead to preliminary design drawings which represent the floor plan and exterior elevations, along with building sections, for the proposed hangar. Preliminary plans are presented to the client for review and comment. Typically, a preliminary opinion of probable cost accompanies the preliminary design. Once the design and budget are approved by the client, the architect/engineer prepares construction documents which are used for bidding, permits, and construction of the work.

Experience

- Cherry Capital Airport: Box Hangars and T Hangars
- Muskegon County Airport: T-Hangar Site Development
- Padgham Field, Allegan: T-Hangars
- Greenville Municipal Airport: T-Hangar
- Mason County Airport: T-Hangars
- Oceana County Airport: T-Hangar
- Delta County Airport: Box Hangars
- Manistee County Blacker Airport: T-Hangars

Terminal and SRE Building Design & Rehabilitation

Runways may be the backbone of an airport, but the buildings are where a lot of work gets done. Prein&Newhof has significant experience assisting with the construction of airport buildings, including terminals, Snow Removal Equipment (SRE) buildings, Airport Rescue & Fire Fighting (ARFF) buildings, and others.

During the master planning process, we work with you to determine the best location and configuration of each building, fitting them within existing service roads and lanes to make each building easily accessible and shorten emergency response time.

We assist you in finding the best qualified architect to plan and develop each building based on its unique purpose, your operational desires, and the architects' expertise.

Experience

- Cherry Capital Airport: South Terminal Building, ARFF Building, SRE Building and Sand Storage Building
- Gerald R. Ford International Airport: Survey & Construction Services for GFIA Parking Structure, Air Cargo and Trade Center Site Development, Remote Rental Car Site Development, Concourse B Expansion
- Oakland County International Airport: Terminal Building Rehabilitation
- Manistee County Blacker Airport: Terminal Building, SRE Building Expansion
- Mason County Airport: SRE Building
- Greenville Municipal Airport: 2,000-square-foot Terminal Building with Solar Array
- Oceana County Airport: SRE Building



Cherry Capital Airport



Greenville Municipal Airport



Manistee Airport

Approach Clearing, Obstruction Removal & Land Restoration

Prein&Newhof has been part of numerous land acquisition and land release processes for the purposes of revenue generating development and airspace protection. We will partner with you to help navigate the political and legal issues you may face.

Throughout the process with its complexities involved in acquiring, developing, and releasing parcels, it is necessary for the airport to comply with federal grant assurances. These grant assurances ensure that airport development is consistent with local plans and the interest of the local community, while providing self-sustainability for the airport. P&N will work with you through community planning coordination, financial planning, and the various documentation efforts required to satisfy the requirements of the federal grant assurances. Our clients have been able to develop commercial and industrial sites as well as a dog park and a solar farm.

We have successfully worked with 4D Land Acquisition for fee simple and avigation easement projects at airports. 4D has extensive knowledge of the FAA rules and regulations for land acquisition. In addition, they use common sense to work with land owners to obtain a fair price for both parties. Property and easement acquisition processes must be followed. Negotiations with property owners, maintenance of public relations and funding will be just some of the considerations you will need to pursue land acquisition.

We also have experience with identifying and removing obstructions associated with approach surface protection. Although there are several methods to survey trees (aerial survey, look down radar, conventional optical methods), none of them are foolproof. A combination of methods or detailed physical survey generally works best, but they are both expensive. In either case, the approach must be verified from the ground when the work is done. We have also recently purchased a UAV (drone) which allows us to cost effectively provide aerial surveys of trees. One of our surveyors is an FAA Part 107 commercially certified drone pilot. This has given us insight into the use of UAVs around airports and allows us to assist you as you work with your local UAV pilots. After assessment, we have designed and managed obstruction removal projects. Our crews have experience observing the approach surfaces, setting aerial controls, identifying individual trees, and working with the full spectrum of land owners. We are regularly called upon by our clients to check potential obstruction or confirm obstruction removal following the MDOT annual inspection process.

Our recent experience includes land work at the following airports:

- Manistee County Blacker Airport
- Delta County Airport
- Cherry Capital Airport
- Mason County Airport
- Oakland County International Airport
- Dowagiac Municipal Airport



Prein&Newhof was founded on an unwavering commitment to integrity and competence. Our reputation in both aviation and in our other areas of work is that we are honest, fair, professional, and thorough. We place the client's interests first and we stand behind our work.

We have served our municipal clients continuously since our founding in 1969, and have served airport clients since the early 1980's.

We encourage you to contact any of our references—your colleagues in the aviation industry—to confirm our reputation.

Ford\Dickinson County Airport

Tim Howen, Airport Manager
(906) 201-1866
thowen58@hotmail.com

Cherry Capital Airport

Kevin Klein, Airport Director
(231) 947-2250 x 104
kevin.klein@tvcairport.com

Gaylord Regional Airport

Matt Barresi, Airport Director
(989) 732-4218
mbarresi@otsegocountymi.gov

Mackinac County Airport

Paul Fullerton, Airport Manager
(906) 643-7327
cessnaa185f@yahoo.com



ADDITIONAL

- Michigan Asphalt Paving Association & MDOT
2006, 2002, 2000, 1999, 1990, 1984 & 1983
- Michigan Concrete Paving Association & MDOT
1991, 1996, 1997, 1998

MDOT Consultant of the Year

- Airports, 2013, 2005, 2001, 1996, 1991, 1984 & 1980

Asphalt Pavement Association of Michigan, Award of Merit

- Runway 9/27 and T-Hangar Aprons, Oakland Troy Airport, 2012
- Runway 14/32 Improvement, Muskegon County Airport, 2008

Asphalt Pavement Association of Michigan, Award of Excellence

- GFIA Runway 8L/26R Reconstruction project, 2015
- Gateway & Walsh Drives Reconstruction, Gerald R. Ford International Airport, 2011
- Runway 9R/26L, Oakland County International Airport, 2009

Michigan Concrete Paving Association, Award of Excellence

- Muskegon County Airport, Terminal Apron Reconstruction, 2016
- Gerald R. Ford International Runway 8R/26L and Associated Taxiways, 2001
- Gerald R. Ford International Airport Cargo and Trade Center Site Development, 2000
- Gerald R. Ford International Runway 17/35 and Associated Taxiways, 1998

Michigan Asphalt Paving Association & MDOT, Award of Excellence

- W.K. Kellogg Regional Airport, Runway 5/23, 1998

American Society of Civil Engineers Western MI Branch, Outstanding Civil Engineering Achievement

- Gerald R. Ford International Airport Stormwater Management System
- Kent County International Airport Runway 17-35, 1998

Appendix

Bradley J. Butcher, AIA

Senior Project Manager | Senior Project Architect

Mr. Butcher has over 33 years of experience in the design of municipal, resort, commercial, military and residential projects. A proponent of Universal Design, Brad takes great pride in assisting Clients in developing ideas that accommodate their lifestyles and work environments, along with enabling them to learn more about why quality architectural solutions enhance the quality of life.

CREDENTIALS

- Registered Architect
- NCARB Certified

EDUCATION

- Bachelor of Architecture
Lawrence Technological University
- Bachelor of Science -
Architecture
Lawrence Technological University

PROFESSIONAL AFFILIATIONS

- American Institute of Architects
- President; Upper Great Lakes
Chapter, AIA Michigan

SELECT PROJECT EXPERIENCE

Municipal

Gaylord Downtown Development Authority
Pavilion on Court Street
Pavilion on Court Downtown Restrooms
Facade Improvement Program

- 120-124 East Main Street - Plaza Properties
- 138 West Main Street - Diana's Delights Restaurant
- 144 West Main Street - Tools to Teach

Gaylord Regional Airport General Aviation Terminal,
Gaylord MI Livingston County Airport General Aviation
Terminal, Howell MI Otsego County MI

- Conservation District Nature Center/Storage
Building
- Animal Shelter Feasibility Study
- County Building Rehabilitation
- EMS Headquarters
- Public Library Expansion Feasibility Studies
- Public Library Expansion
- Community Building Renovation
- Courthouse Window and Door Replacements

Schoolcraft County Airport Snow Removal Equipment
Storage Facility, Manistique MI



Robert M. (Mark) Roth, Jr., P.E.

Project Engineer | Civil/Structural

Mr. Roth has 40 years of experience in civil and structural engineering for aviation, manufacturing, warehouse, food distribution, food processing, and commercial projects. His expertise encompasses steel, concrete, masonry and timber construction, as well as site design, storm water drainage and retention, utility design, asphalt and concrete pavement systems, and FAA Advisory Circulars.

CREDENTIALS

Registered Engineer

EDUCATION

- Bachelor of Science, Civil
Engineering
Michigan Technological University

PROFESSIONAL AFFILIATIONS

- NCEES Certified
- American Concrete Institute
- American Institute of Steel
Construction
- American Society of Civil Engineers
- Engineering Society of Detroit
- International Building Council
- Michigan Society of Professional
Engineers
- National Society of Professional
Engineers
- Structural Engineering Association of
Michigan

AVIATION PROJECT EXPERIENCE

Alpena CRTC Airforce Training Base, Flightline Fence,
Alpena MI

Atlantic Aviation, Cleveland Hopkins International
Airport, Cleveland OH

- Hangar Door Replacement

Dart Container Hangar, Mason MI

Gratiot County Airport Hangar Roof Repair, Alma MI

Millennium Aviation, Reading PA

- New Hangar Facility

Peninsula Aviation, Oakland County International
Airport, Waterford MI

- New FBO Facility - Due Diligence
- New FBO Office

Pentastar Aviation - Oakland County International
Airport, Waterford MI

- Taxiway C Modification of Standards

Pittsburgh Institute of Aeronautics, Youngstown-
Warren Regional Airport, Vienna OH

- Aircraft Maintenance Training School Addition &
Renovation

PTK Airport Partnership, Oakland County International
Airport, Waterford MI

- Oakland Air - Building Condition Assessment
- Taubman Hangar - Building Condition Assessment



A2 Faith Group, LLC



Faith Group

Faith Group LLC is a full-service consulting/engineering firm specializing in the planning and design of security, IT, safety and operational systems for aviation, transportation and critical infrastructure clients.

Faith Group's project specific qualifications and experience includes:

- | | | |
|---|--------------------------------|--|
| ▶ Airport Security Plans (ASP) | ▶ Identity Management Software | ▶ Legacy Systems Integration |
| ▶ IT and Security Master Plans (ITSMP) | ▶ GIS Integrations | ▶ Policy and Procedure Development |
| ▶ IP and Analog CCTV | ▶ Fiber Distribution System | ▶ Safety and Emergency Operations Planning |
| ▶ Access Control Systems (ACS) | ▶ LAN/WAN Design | ▶ Mobile Application Development |
| ▶ Video Analytics | ▶ Database Integration | ▶ Operations/Data Centers |
| ▶ Perimeter Security | ▶ Infrastructure/Network | ▶ Emergency Communications |
| ▶ Physical Security | ▶ Social Media Planning | ▶ Common Use Equipment |
| ▶ Video storage systems | ▶ FIDS/BIDS/GIDS | |
| ▶ Camera testing | ▶ Wayfinding/Dynamic Signage | |
| ▶ Physical Security Information Management (PSIM) | ▶ M/E/P/Fire Protection | |
| | ▶ Commissioning | |

The firm provides a full-range of services that include developing security and IT master plans, system design documents, requests for proposals, system testing, construction phase services and commissioning. Since its inception, Faith Group has provided these services at more than 75 facilities across North America and internationally. In addition to providing quality systems engineering, Faith Group focuses on planning for the operational and business processes that must be identified prior to designing and applying security and technology to a facilities' environment. By working with clients up front in this critical part of the process, Faith Group provides "as-is" and "to-be" business analysis coupled with sound engineering practices in order to meet the varied needs of their clients. At the core, Faith Group helps clients develop a new vision for the future and the tools required to help the client meet their new agenda.

Founded in 2004, Faith Group is comprised of more than 55 highly-skilled professionals, most with more than 20 years of hands-on experience ranging from all aspects of operations to airport security, IT, safety and command control systems planning and design. The firm has experience with multiple terminal expansion and modernization programs including systems planning and design for holdrooms, baggage systems, security checkpoints, concession spaces, administrative offices, and airport/emergency operations centers, as well as FIS facilities. Faith Group is headquartered in St. Louis, MO with regional offices in Minneapolis, MN, Philadelphia, PA, Los Angeles, CA, Orlando, FL, Atlanta, GA and Gaithersburg, MD. Faith Group is also DBE certified through the Michigan Unified Certification Program.

BRIAN SCHERRER, CM, DSCE

Project Manager/Systems Designer

Education:

*Bachelor of Science,
Aviation
Management*

*Florida Institute of
Technology,
Melbourne, Florida*

Certifications:

*AAAE Certified
Member, (CM)*

*Digital Signage
Certified Expert
(DSCE)*

*Incident Command
System, ICS-100*

Private Pilot

Affiliations:

*Airport Council
International, (ACI)*

*American
Association Airport
Executives, (AAAE)*

*AAAE Corporate
Steering Group
Committee Member*

*Florida Airports
Council (FAC)*

Brian has ten years of aviation experience, including eight years in airport planning and development. He has experience in construction and project management, multi-user flight information display system design, dynamic signage and passenger wayfinding design, closed-circuit television and access control system design, airport IT master plan development, and emergency management response.

Memphis International Airport, Concourse Modernization-Design - Memphis, Tennessee
Project Manager/Subject Matter Expert for the renovation and expansion of Concourse B, which includes consolidating the Airport's operations from three concourses to one. Brian is managing stakeholder involvement, managing budgets, and leading a seven-person team in designing, administering bid phase services, and construction administration for technology design services incorporating modifications to access control, CCTV, Multi-User Flight Information Display (MUFIDS), telecommunications, dynamic signage, common cabling, DAS/Wi-Fi, and public address systems.

Gerald R. Ford International Airport, Consolidated Checkpoint & Concession Galleria - Grand Rapids, Michigan

Project Manager for the consolidation of Concourse A & B checkpoint, which includes renovation and expansion of the current facility. The project includes: design of CCTV coverage in the checkpoint; design of dynamic signage for advertising (video walls) and queue wait time management; and expansion of other systems including access control, dynamic signage, public address, hearing loop and the flight information display system. Brian also is supervising the design of a new communications room with supporting network infrastructure.

Gerald R. Ford International Airport, Security Systems Improvement - Grand Rapids, Michigan

Project Manager supervising a 13-person team, handling stakeholder relations, and managing budgets for the expansion of CCTV, access control, and support systems throughout the concourses. This includes cabling and telecommunication room infrastructure, local area network (LAN), and the integration of these systems with existing components where possible, as well as incorporating the flexibility to support future changes.

Gerald R. Ford International Airport, Concourse Expansion - Grand Rapids, Michigan

Project Manager for the redevelopment of Concourse B, which included existing facility expansion to include two additional passenger gates, concessions, and retail areas. Brian designed the new MUFIDS and managed a three-person team that assessed current systems and systems architecture, including: public address, hearing loop, CCTV, and access control. The team also developed enhancement recommendations as well as final design documents to support the technology and security enhancements.

Cincinnati-Northern Kentucky International Airport, T3 Consolidation/Concourse A Reactivation - Hebron, Kentucky

Construction Manager/Systems Designer for the replacement of the MUFIDS, as part of a fast track consolidation/renovation project that included the Terminal 3 ticket lobby and baggage claim, 16 gates on Concourse A to support airside operations and passenger tunnel. Brian oversaw the installation and commissioning of the system as well as coordinated cut-over and phasing.

Bill and Hillary Clinton National Airport, Terminal Development Study - Little Rock, Arkansas

Construction Manager for the new MUFIDS as part of the terminal area redevelopment program during a four-month construction period. Brian oversaw the installation and commissioning of the system as well as coordinated cut-over and phasing.

Los Angeles World Airports, Midfield Satellite Concourse Planning Phase - Los Angeles, California

Designer for the planning phase of an 11-gate development as part of a new remote concourse at Los Angeles International Airport. Brian was involved in the design planning to extend existing EVIDS and common use systems at Los Angeles International Airport into the new concourse, which included supporting specifications, high-level block diagrams of

systems, and floor plan documents showing recommended locations of major equipment and telecommunications rooms.

Oakland International Airport, Dynamic Signage Assessment - Oakland, CA

Dynamic Signage SME to Oakland for the evaluation of new signage options within the Airport's new security checkpoint, and digital wayfinding displays around the security checkpoint. The project generated multiple 3D models utilizing REVIT, and provided strategic recommendations and analysis for signage options within the new facility.

El Paso International Airport, Passenger Facing Systems Assessment and Recommendation - El Paso, Texas

Systems Designer for ELP, working on an assessment of the existing digital signage, public address and shared use environment. The assessment provided a report on the existing conditions at the Airport, and a follow-on document and presentation provided a recommendation and cost estimate for future enhancements. The recommendations would overhaul and replace the flight information display system at the Airport, install shared use check in counters, kiosks and gates, and replace the public address system head end. This recommendation was utilized for a submittal to the Federal Aviation Authority for AIP funding, and the project is now moving ahead in mid-2017.

Reno-Tahoe International Airport, Flight Information Display & Integrated Public Address System - Reno, Nevada

Project Manager/Lead Designer for a nine-person team designing a Multi-User Flight Information Display System (MUFIDS) and integrated public address system. The goal of the project is to evaluate the current systems and provide a design to upgrade or replace the necessary components, bringing the systems up to current standards, as well as providing a means of integration between the two systems.

Memphis International Airport, Perimeter Intrusion Detection System - Memphis, Tennessee

Project Manager leading an eight-person team in the design and construction administration of a Perimeter Intrusion Detection System (PIDS), which incorporates multiple technologies providing precise detection abilities across the expansive perimeter. The project involves design and integration of on-fence and other detection technologies supplemented with CCTV for verification and tracking of intruders. The system strategy leverages existing communication and power infrastructure and encompasses integration with other physical security systems.

Tulsa International Airport, Perimeter Access Control System Upgrade - Tulsa, Oklahoma

Project Manager for the development of a new airfield wireless infrastructure to support the needs of the access control system and CCTV and perform upgrades to all active common user perimeter gates. Brian led the team that developed a Basis of Design report including construction cost estimates, procurement strategy and a phasing plan, and he is now managing the full design and construction administration phase of the upgrade project.

Southwest Florida International Airport, Flight Information Display System (FIDS) and Wayfinding Upgrades - Ft. Myers, Florida

Project Manager/Designer for the addition of new small (2x2) and large (5x3) format video walls with surface-mounted ultra-thin bezel displays. Brian designed and managed the replacement of the entire system that removed outdated wayfinding and FIDS monitors in the commercial terminal for thin chassis LED backlit monitors. He also managed the removal of the pay phone system and designed the replacement personal electronic charging stations for passengers in the terminal, as well as new electronic information display directories.

Eppley Airfield, Terminal Area and Technology Infrastructure Planning - Omaha, Nebraska

Systems Analyst for the development of a security and technology infrastructure plan to support improved operations and modernize the facility over a five-year phased implementation program. Brian supported the planning effort and integration with the physical facility planning effort, including an evaluation and upgrading of technology systems to support the new operating model. He also participated in stakeholder meetings and industry benchmarking research.

SAL MAZZOLA, PSP**Sr. Security Systems Designer****Education:**

*Bachelor of Science
Business
Communications, 1978*

*Northwest Missouri
State University
Maryville, Missouri*

Certifications:

*ASIS – Physical Security
Professional (PSP)
Registration #236928*

Affiliations:

*American Society of
Industrial Security
Association*

*National Burglar Fire
Alarm Association*

*National Institution for
the Certification of
Engineering
Technologists*

Publications:

*Building Industry
Consulting Services
International (BICSI):
"Electronic Safety and
Security Design
Reference Manual
(ESSDRM)"
May 2006*

*"Electronic Security
System Design
Requirements Manual",
BICSI, January 2006*

*Radio Technical
Commission for
Aeronautics (RTCA):
"Standards for Airport
Security Access Control
Systems" (DO-230) April
2003*

Product Experience:

*Access Control: Lenel,
DSX, Johnson Controls,*

Sal has more than 35 years of experience in the planning, design and installation of state-of-the-art low voltage systems for transportation, industrial, commercial and large retail facilities. He maintains current knowledge of security technology including specialized expertise for Perimeter Intrusion Detection Systems (PIDS), CCTV, and Access Control Systems (ACS) as well as security planning and integration strategies. Sal effectively combines hands-on experience and excellent communication skills to create cost effective, constructible, and practical designs. He is board certified by the American Society of International Security (ASIS) as a Physical Security Professional and specializes in specification writing. This accreditation represents a high level of knowledge about the application and design of physical security equipment and technologies.

Detroit Metropolitan Wayne County Airport, CCTV System Improvement - Detroit, Michigan

Senior Systems Designer for the enhancement of the existing CCTV camera system, including the supporting systems upgrade that involved network, infrastructure, space, and MEP for the airport campus. Sal developed a Basis of Design report that included construction cost estimates, a procurement strategy, and a phasing plan.

Honolulu International Airport, Terminal Modernization Program Master Architect Team, Security Planning and Design Services - Honolulu, Hawaii

Senior Systems Designer for a multi-year on-call services contract covering security planning and design services for a concourse replacement. Sal designed cameras and access control for the Inter-Island Terminal Expansion, and is currently involved in construction administration.

Reno-Tahoe International Airport, In-Line Baggage Screening System - Reno, Nevada
Project Designer for the planning, design and construction phase services related to the installation of a new in-line baggage system. Sal's design included the relocation of airline ATO spaces, new ticket counters, new TSA command and control facilities, and various building additions. He also led the field validation, planning and design of all low voltage systems including access control, CCTV, airport and airline communications systems, public address and development of a shared common use premise distribution systems. Additionally, Sal and his design team created concepts for CUTE/CUSS systems installation and the potential implementation of a shared tenant services telephone system.

Gerald R. Ford International Airport, Consolidated Checkpoint & Concession Galleria - Grand Rapids, Michigan

Senior Designer for the consolidation of Concourse A & B checkpoints, which included renovation and expansion of the current facility. Sal was responsible for CCTV design, TSA systems support, and access control on the project.

Long Beach Municipal Airport, Terminal Renovations - Long Beach, California
Senior Project Designer for design services in the renovation of the historic terminal and addition of a new concourse providing hold rooms and passenger amenities. Sal was responsible for the engineering design of access control, CCTV, premise distribution system cabling, network, and telecommunications systems. This included programming/planning/concept design, schematic design, design development, construction documents design, and the development of phasing requirements for relocation of airlines during construction. Sal completed extensive high level planning, field work, and site surveying to take the design to a schematic level.

Atlantic City International Airport, Terminal Enhancements - Atlantic City, New Jersey
Senior Designer for the terminal/FIS expansion program security and technology planning and design services. Sal completed the initial design for expansion of the current fiber infrastructure, development of a new SJTA (now Port Authority NY/NJ) LAN infrastructure, expansion of common use systems and facilities, ACS/CCTV, FIDS/BIDS, and other telecommunications systems.

Gerald R. Ford International Airport, Security Systems Improvement - Grand Rapids, Michigan

Sr. Security Systems Designer for the expansion of CCTV and CCTV support systems

AMAG Software House,
Hirsch, HID; Honeywell

ID Credential: Lenel,
DSX, Johnson Controls,
AMAG, Software House,
Quantum Secure,
Intellisoft

CCTV: Vicon, Pelco,
Panasonic, American
Dynamics, Lenel,
Milestone, ONSSI,
DVTel, Axis

Intercom: Aiphone,

Intrusion: Bosch, DMP,
Honeywell, GE

throughout the concourses, including infrastructure (cabling and telecommunication rooms) and local area network (LAN), ACS and integration of these systems with existing components where possible, as well as the flexibility to support future changes. Sal was also involved in the cost/benefit analysis for a new Primary Communications Center. He developed the requirements for space allocation, the IT room and access control upgrades.

Memphis International Airport, CCTV / Access Control System - Memphis Tennessee
Security Systems Lead Designer for the development of an airport-wide access control and extensive CCTV system replacement and upgrade project that included a new airport IT infrastructure. The entire system was network based utilizing multi-megapixel cameras and diverse recording/monitoring locations for resiliency. Sal completed field work to determine existing conditions, as-is business process analysis, technology inventory, gap analysis, and a security system concept of operations assessment. He also designed several bid packages and corrected security plan gaps on a fast track basis.

Piedmont Triad International Airport, Airport Security System/Access Control System Project - Greensboro, North Carolina

Senior Project Designer for the replacement of the ACS, upgrade of the badging system, and coordination and review of the new control room. Sal conducted extensive data collection and reviewed existing electronic security systems. He also prepared a security program with alternatives, a road map for technology implementation, a Basis of Design, and construction documents for bidding the project. Additionally, Sal provided construction phase services to review systems submittals, on-site installation, and testing observation and project close-out procedures

San Antonio International Airport, Aviation IT & Security Design Services - San Antonio, Texas

Program Technology Lead for the planning, design, and construction administration of a multi-year, multi-phase program involving numerous airport security and technology systems upgrades including new garage CCTV equipment and terminal upgrades. Sal also handled specification writing as well as consulting services to a number of companies involved in the project.

Gulfport-Biloxi International Airport, Access Control System Upgrade - Gulfport, Mississippi

Sr. Systems Designer for design development, bid documents, cost estimates, software RFQ development, vendor selection support, and construction administration services for an access control system replacement and upgrade at the airport. The facilities include the main terminal and concourse, remote buildings, vehicle gates and additional doors. The system upgrade also includes an identity management system, access control system equipment, electronic locks, and required updates to the supporting network/IT infrastructure.

Philadelphia International Airport, On-Call Services, Security Master Plan - Philadelphia, Pennsylvania

Project Manager on a multi-year on-call services contract for telecommunications and security systems. Sal created a security master plan including 10-year project history, regulatory compliance audit, and recommendations related to policy, procedure and technologies for the future. He also is handling design work for a cargo city security plan, facilities hardening plan, and physical security hardening plan.

Chattanooga Metropolitan Airport, Access Control System Replacement - Chattanooga, Tennessee

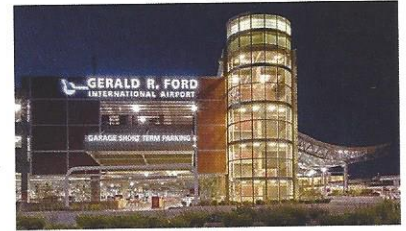
Project Designer on a multi-phase project for the replacement of the existing security access control system. Sal's design included a concept study for replacement of the security system as well as CCTV and control room enhancements, design documents, and construction phase services. He also included is a video analytics system to replace a buried cable system for SIDA perimeter intrusion detection.

Nashville International Airport, Security Improvements - Nashville, Tennessee

Project Designer for the upgrade of the existing airport CCTV analog system, replacement of existing airport digital video recording system, and additional vehicle gates connected to the existing airport ACS.

Gerald R. Ford International Airport Security System Improvements

AIRPORT SIZE:	Small Hub
COMPLETION:	Prof. Services 2017, Construction 2017
DURATION:	18 months
PROJECT COST:	\$4 million
FEE:	\$350,000
PROJECT ROLE:	Prime
OWNER:	Gerald R. Ford International Airport Authority
REFERENCE:	Casey Ries, Engineering Manager cries@grr.org (616) 233-6040



With the Airport's growth in service, serving more than 20 cities and 2 million passengers, the need arose for security improvements at the Airport. The existing access control and CCTV systems at GFIA were installed in 2005 and upgraded in 2010. Concerns about the aging system and standards compliance required the current system to be evaluated.

Faith Group was selected to provide security system improvements for the Access Control system (130 doors), Identity Management system and CCTV system (380 cameras). The scope includes the expansion of CCTV and CCTV support systems throughout the concourses, including infrastructure (cabling and telecommunication rooms) and LAN, ACS and integration of these systems with existing components where possible, as well as the flexibility to support future changes. In addition, the physical infrastructure was analyzed for the proposed upgrades to support the proper operation and maintenance of the security systems.

Supporting systems design included enhanced flexibility to allow the system to support new technologies; integration to provide seamless interoperability between existing/new applications; and development of open architecture design, video storage and resiliency against server failure or power malfunction. FG worked with Security, Operations and IT to develop a new LAN that would increase operational security and reduce management of the system. The project included architect of a new Cisco based LAN with redundant Core switches, redundant active/active Cisco ASA firewalls. This LAN was designed to support the full campus-wide multicast video surveillance, building access control, wireless network delivery, Administrative systems, terminal systems, voice and management. The GRR LAN supports all airport operations for the next 5-7 years and supports VRF and VLAN Security, enabling the airport to easily adopt future management capabilities like Software Defined Networking.

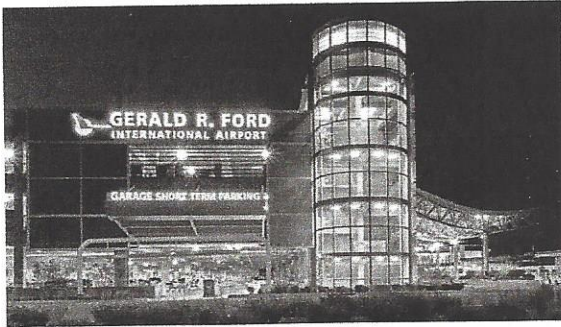
Professional services included:

- ▶ Stakeholder coordination and needs analysis
- ▶ Technological assessment and preliminary design services for CCTV, ACS, IDMS, LAN and infrastructure. An analysis of supporting systems was also conducted.
- ▶ Cost/benefit analysis for perimeter ACS (AOA access points), primary communications center upgrades/relocation, alternate communications center relocation, identity management software and additional CCTV coverage locations
- ▶ Construction cost estimates

Key Staff: Faith Varwig – Principal-in-Charge
Brian Scherrer – Project Manager
Sal Mazzola – Sr. Security Systems Designer
 Tony Hart – Sr. Network Engineer
 Nick Zerwig – Sr. Network Engineer
 C.B. Will – CAD/Systems Designer
 David Caputo – QA/QC
 Carl Hauck – Engineer of Record, QA/QC

Gerald R. Ford International Airport Consolidated Checkpoint & Concession Galleria

AIRPORT SIZE:	Small Hub
COMPLETION:	Prof. Services 2017, Construction 2017
DURATION:	3 years
CONSTRUCTION COST:	\$32 Million
FIRM FEE:	\$350,000
PROJECT ROLE:	Subconsultant to Architectural Alliance
OWNER:	Gerald R. Ford International Airport Authority
REFERENCE:	Casey Ries, Engineering Manager cries@arr.org (616) 233-6040



Consolidation of Concourse A & B checkpoint, which included renovation and expansion of the current facility. Terminal expansion project to accommodate a security checkpoint consolidation and concessions areas. The Main Terminal will receive a 57,000 SF expansion on the east side. The marketplace level will include a seven-lane consolidated checkpoint (five lanes built immediately and two future lanes). The project included design of CCTV coverage in the checkpoint and expansion of other existing technologies including access control, dynamic signage, public address and the flight information display system. Also included is construction and design of a new communications room with supporting network infrastructure.

Key Staff: **Brian Scherrer – Project Manager**
 Sal Mazzola – Project Engineer



SUMMARY RESUME: TIM DAVIS, SR/WA

Mr. Davis has over 17 years of experience in providing land and right-of-way acquisition services to utilities and governmental agencies for airport, road, sidewalk, sewer, power line, substation, pipeline and, wind projects. His background includes planning; cost development; negotiation, relocation, siting, permitting, zoning, and property management including: demolition; supervision of land and environmental surveys; preparation of market studies; procurement of appraisals; title searches; document preparation; and project management.

RECENT EXPERIENCE

Michigan Department of Transportation:

- **Local Agency Program:** Audits of real estate portion of projects receiving State/Fed funding.
- **Excess Property Disposal:** Manage sale of excess property from initiation through transfer.

Mason County Airport: Project management and execution of acquisition services for three easements necessary for airport safety. Grantors included a large Michigan bank corporation and two small businesses.

Dowagiac Municipal Airport: Negotiated easement acquisitions for airport expansion safety project in Dowagiac, Michigan, including securing appraisal/review and coordination of closing.

Atlanta Municipal Airport: Pursuing avigation easement or fee acquisition of two parcels.

ADDITIONAL AIRPORT EXPERIENCE

Muskegon County Airport; Jackson County Airport; W. K. Kellogg Airport; Oscoda County Airport; Livingston County Airport; Southwest Michigan Regional Airport; Fremont Municipal Airport; MBS Airport

4D Acquisition & Consulting, LLC, Team

Personnel	Expertise	Years of Experience	Licenses and Certifications
Tim Davis	PM, Acquisition, Relocation	17	MI RE Broker, SR/WA
Kevin Cole	Acquisition	12	MI RE Broker, RPL
Tom Davis	PM, Acquisition	45	

Prior 4D Projects with Prein&Newhof

Dowagiac Municipal Airport

Mason County (Ludington) Airport

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Electric Green Pricing Program

DATE: April 16, 2018

PRESENTED BY: Don Swem, Electric Superintendent

BACKGROUND:

Michigan has passed legislation requiring all electric utilities to offer a "Green Pricing Program". With assistance from the Michigan Public Power Agency (MPPA), Charlevoix has set up a program to comply. Customers will be able to choose between 25%, 50%, 75%, and 100% of their power to come from renewable (green) sources, such as wind, solar, hydro or landfill gas. The customer will then pay an added cost for the percentage they choose. At this time we are setting the additional cost at \$0.01 per kWh of their monthly usage times the percentage chosen. For example, if a customer uses 700 kWh in a month and has chosen to have 50% as renewable, then they will be charged an extra \$3.50 on their electric bill ($700 \text{ kWh} \times 50\% \times \$0.01/\text{kWh} = \$3.50$).

The program is completely voluntary - customers are not required to participate. If they do choose to participate then we have set a limit that they cannot change their decision more than once every six months. MPPA has set up a web page that will allow customers to sign up for the program. We will put a link to that web page on the City website.

When customers choose to participate we will track their usage and the percentage they chose to calculate how many total kWh's need to be "green". We will then buy Renewable Energy Credits to match the total needed. If in the future the Credits become more expensive we will have to change the rate to cover the added cost. At this time it is predicted that the penny per kWh will cover the costs for the foreseeable future.

RECOMMENDATION:

Motion to amend the 2018-2019 fee schedule to add provisions of the "Green Pricing Program" as described.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Recreation Program Discounts

DATE: April 16, 2018

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

Council has approved the 2018-2019 Schedule of Fees and Charges. The Recreation Department has identified a need in the community, as an incentive, to offer discounts as they apply to program marketing, multi-sibling and/or multi-week program participation.

There are a variety of ways these discounts could be used. For instance, if a family with three children were interested in attending day camp at resident rates, the family would pay \$300.00 for one week. If we offered a \$15.00 discount for the second and third child, the family would save \$30.00. Many families send all of their children for multiple weeks. The savings could encourage these families to participate in additional weeks during the summer.

Additionally, we may offer discounts through social media promotions or partnerships.

Any offered discount will be tracked through the Rec Desk software and used to evaluate outcomes. The intent is to create value and increase attendance.

RECOMMENDATION:

Motion to authorize the Recreation Director to offer program discounts or fee reductions for our activities and services beyond the previously set rates.

ATTACHMENTS:

- ▣ Camp Brochure 2018
- ▣ Recreation Fee Schedule 2018-2019

✓	Sessions / Weekly Themes
	Week 1: June 18-22: Nature Week! Come explore nature at Mt. McSauba. Little Traverse Conservancy will be here all week doing some cool activities in our beautiful area.
	Week 2: June 25-29: Outdoor Education Week! Come learn how to set up a tent, use a compass, start a fire, and more!
	Week 3: July 2-6 (No camp on July 4th): America the Beautiful! This week celebrating our country's birth-day with traditional games and activities.
	Week 4: July 9-13: World Cup McSauba 2018! It's the World Cup this summer and we are celebrating it at McSauba. Be ready to run, shoot, score, pass, and defend your favorite team!
	Week 5: July 16-20: Games Galore! Come play some of your favorite games: dodge ball, kickball, Capture the Flag, and more! It will be a fun week!
	Week 6: July 23-27: Water, Water Everywhere! It's water week at McSauba with the dunk tank, slip n slide, and other fun water games. Be ready to get wet! Wear your suit under camp clothes each day.
	Week 7: July 30 – Aug 3: Super Heroes Week! Be your favorite Super Hero this week dressing the part, and doing super human feats! We will be testing your strength and smarts.
	Week 8: Aug 6-10: Mystery Week at McSauba! Who knows what this week will bring? Come find out! Each day will be a fun-filled mystery. It may be the best week yet!

Please make checks payable to Charlevoix Recreation and drop off or mail to 210 State Street Charlevoix, MI 49720.

Credit Card Visa MasterCard Discover Total \$ _____

Card # _____ Exp _____

Name on Card _____ CVC _____

Camp Hours and Fees

Drop-off is at 8:30AM and Pick-up is at 4:00PM
 Because our days are packed with scheduled activities, it is important that our Campers arrive on time. It is equally important that Campers are picked up on time as many of our Counselors have second jobs they need to get to. Thank you for helping us stay on time!

The weekly rate for day camp is \$100 for residents within the city limits of Charlevoix or residents of Charlevoix Township. The non-resident weekly rate is \$120. The week of July 2 is \$75 for everyone regardless of residency due to no camp on the 4th of July.



Camp McSauba 2018



Summer Day Camp
 09223 McSauba Road
 Charlevoix, MI 49720
 231-547-3267 (Lodge) 231-547-3253 (Rec Dept)
www.charlevoix.recdesk.com

Camp McSauba accepts all campers without discrimination due to color, race, national origin, gender, or any other basis prohibited by law.

About Us

Camp McSauba is a summer day camp for kids ages 5 - 13. This year we are offering 8 theme weeks, full of fun and sun-filled days. Explore nature, swim in Lake Michigan every afternoon, learn about animals and their habitats from Little Traverse Conservancy, play new games and enjoy some old favorites. Make new friends and memories at Camp McSauba!

Our Crew

Jane Milan is the Camp Director at Mt. McSauba. This is Jane's third year with us and she is excited to see some familiar faces and meet new ones. Jane has taught elementary education in private international schools and in the US for over twenty years.

All of our Counselors are high school and college-age students who have current CPR and First Aid training, and some also have Lifeguard training. The Counselors will engage with the campers in all activities, provide a safe and fun environment, and create new summer memories.

We are all looking forward to a fun and unforgettable camp season!



2018 Weekly Themes

- Week 1: June 18-22: Nature Week!** Come explore nature at Mt. McSauba. Little Traverse Conservancy will be here all week doing some cool activities in our beautiful area.
- Week 2: June 25-29: Outdoor Education Week!** Come learn how to set up a tent, use a compass, start a fire, and more!
- Week 3: July 2-6 (No camp on July 4th): America the Beautiful!** This week celebrating our country's birthday with traditional games and activities.
- Week 4: July 9-13: World Cup McSauba 2018!** It's the World Cup this summer and we are celebrating it at McSauba. Be ready to run, shoot, score, pass, and defend your favorite team!
- Week 5: July 16-20: Games Galore!** Come play some of your favorite games: dodge ball, kickball, Capture the Flag, and more! It will be a fun week!
- Week 6: July 23-27: Water, Water Everywhere!** It's water week at McSauba with the dunk tank, slip n slide, and other fun water games. Be ready to get wet! Wear your suit under camp clothes each day.
- Week 7: July 30 – Aug 3: Super Heroes Week!** Be your favorite Super Hero this week dressing the part, and doing super human feats! We will be testing your strength and smarts.
- Week 8: Aug 6-10: Mystery Week at McSauba!** Who knows what this week will bring? Come find out! Each day will be a fun-filled mystery. It may be the best week yet!

Registration

Camper's Name _____

Gender M F Date of Birth ____/____/____

T-Shirt Size Youth or Adult Sm Med Lg XL

Parent/Legal Guardian _____

Address _____

City _____ State _____ Zip _____

Email (required) _____

Home Phone _____ Cell _____

Emergency Contact _____

Emergency Contact Phone _____

If Camp McSauba is authorized to release your camper to another adult, please indicate their name(s) below:

I give permission for my camper to walk or bike home.

Please initial one _____ Yes _____ No

If your camper has any illness, injury, allergies or other health concern, please explain: _____

WAIVER I waive and release any loss or injury incurred which I or my child(ren) might make against the City of Charlevoix, employees or volunteers as a result of participating in City of Charlevoix activities or using its facilities. I understand that the City of Charlevoix is not responsible for personal property lost, damaged or stolen.

I give permission to the City of Charlevoix to use photographs and/or video which may include me or my child(ren) for the purpose of promotion.

I agree with the waiver above.

Signature _____ Date _____

Recreation

Pavilion Reservation

	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	\$30.00	\$55.00
Picnic Pavilion Rental - Weekend or Holiday	50.00	80.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	50.00	100.00
Use of Public Property (case by case basis) (must be approved)	200.00	750.00
Wedding on Public Property (must be approved)	200.00	750.00

Sports Fees

Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	150.00
Youth Sport (per person)	25.00	25.00

Skate Park (Carpenter Avenue)

Daily Pass	5.00	5.00
Seven Day Punch Card	10.00	12.00
Summer Pass	30.00	40.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A "resident" must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	100.00	120.00

Mt. McSauba Ski Hill

Weeknight Daily	\$10.00	\$15.00
Weekend Daily	13.00	18.00
Season Pass: 1 Person	135.00	215.00
Each Additional Family Member	70.00	80.00

Equipment Rental

Downhill Skis or Snowboard	10.00	12.00
Cross Country Skis or Snowshoes (8 hour rental)	5.00	8.00
Cross Country Skis or Snowshoes (24 hour rental)	10.00	12.00

Lessons

Group Ski or Snowboard Lessons (per person)	45.00	50.00
Group Ski or Snowboard Lessons with Rental (per person)	55.00	60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	25.00	30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	35.00	40.00

Skating Rink

Daily Fee	1.00	1.00
Season Pass	30.00	30.00
Ice Skate Rental	1.00	1.00

Mt. McSaubu Area Rental Fee

Initial Rate (Two hours)	150.00	250.00
Additional rate per hour	100.00	100.00
Supervisor fee per hour (Required)	25.00	25.00

Charlevoix Golf Club

Daily Rates

9 Holes	\$15.00
18 Holes	25.00

The Golf Course Superintendent is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card	50.00
Pull Cart Rental	3.00
Upper Locker Rental	30.00
Lower Locker Rental	40.00

Season Pass

	<u>Resident</u>	<u>Non-Resident</u>
Single	320.00	465.00
Family	495.00	625.00
Student	185.00	200.00
Senior Citizen - Single	255.00	400.00
Senior Citizen - Double	385.00	535.00

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Technology Improvements

DATE: April 16, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Earlier this spring, Council approved a phase 1 of improvements to our technology infrastructure including new fiber wiring in City Hall and the ordering of certain equipment.

With the beginning of this new fiscal year, we are proposing the second phase of work be completed which continues to build out the City's internal fiber optic network. This allows us to better secure our information and also builds the backbone toward providing public, high-speed wireless internet service.

This work will also greatly enhance the security of our data by creating an in-house, networked back-up system, installing locking cabinets, and other security measures to protect data. We'll be coupling this work with training for staff on how to be savvy with data security and ways to improve. I've included for your review a recent article from The New York Times on the problems caused by the lack of data security in the City of Atlanta. While these improvements will not likely be seen publicly, it is important that the internal functions of our organization are safe and secure.

Funds for this work have been budgeted in different departments; we do expect to realize some long-term savings as we eliminate redundant connections. This work, specifically the expansion of fiber networking to nearly all of our locations, opens up the prospect of a new, more efficient telephone system. Estimates of this suggest we could save up to \$20,000 per year once we move in that direction.

The following is the breakdown by vendor of the work being proposed; this includes hardware, software, and labor where applicable (an all-in cost):

- Feyen Zylstra: \$58,275 (cabling infrastructure upgrades and expansion)
- System Specialists: \$63,507 (network and server upgrade implementation and management)
- Oudbier Instrument: \$3,700 (water tower monitoring upgrades after fiber installed)
- Aspen Wireless: \$2,000 (marina office connection to public Internet)
- Dell: \$2,225 (police server)

Systems Specialists have been advising us on IT matters for several years and are very familiar with our network. They worked with both Feyen Zylstra and AmComm (two vendors we've used in the past) to obtain pricing on installing fiber cabling. Feyen Zylstra is recommended for both approach to the project and their lower cost.

GOALS:

Promote strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to authorize the technology updates as described for \$129,707.

ATTACHMENTS:

- ▯ A Cyber Attack Hobbles Atlanta- from the New York Times

U.S.

A Cyberattack Hobbles Atlanta, and Security Experts Shudder

By ALAN BLINDER and NICOLE PERLROTH MARCH 27, 2018

ATLANTA — The City of Atlanta's 8,000 employees got the word on Tuesday that they had been waiting for: It was O.K. to turn their computers on.

But as the city government's desktops, hard drives and printers flickered back to life for the first time in five days, residents still could not pay their traffic tickets or water bills online, or report potholes or graffiti on a city website. Travelers at the world's busiest airport still could not use the free Wi-Fi.

Atlanta's municipal government has been brought to its knees since Thursday morning by a ransomware attack — one of the most sustained and consequential cyberattacks ever mounted against a major American city.

The digital extortion aimed at Atlanta, which security experts have linked to a shadowy hacking crew known for its careful selection of targets, laid bare once again the vulnerabilities of governments as they rely on computer networks for day-to-day operations. In a ransomware attack, malicious software cripples a victim's computer or network and blocks access to important data until a ransom is paid to unlock it.

"We are dealing with a hostage situation," Mayor Keisha Lance Bottoms said this week.

The assault on Atlanta, the core of a metropolitan area of about six million people, represented a serious escalation from other recent cyberattacks on American

cities, like one last year in Dallas where hackers gained the ability to set off tornado sirens in the middle of the night.

Part of what makes the attack on Atlanta so pernicious are the criminals behind it: A group that locks up its victims' files with encryption, temporarily changes their file names to "I'm sorry" and gives the victims a week to pay up before the files are made permanently inaccessible.

Threat researchers at Dell SecureWorks, the Atlanta-based security firm helping the city respond to the ransomware attack, identified the assailants as the SamSam hacking crew, one of the more prevalent and meticulous of the dozens of active ransomware attack groups. The SamSam group is known for choosing targets that are the most likely to accede to its high ransom demands — typically the Bitcoin equivalent of about \$50,000 — and for finding and locking up the victims' most valuable data.

In Atlanta, where officials said the ransom demand amounted to about \$51,000, the group left parts of the city's network tied in knots. Some major systems were not affected, including those for 911 calls and control of wastewater treatment. But other arms of city government have been scrambled for days.

The Atlanta Municipal Court has been unable to validate warrants. Police officers have been writing reports by hand. The city has stopped taking employment applications.

Atlanta officials have disclosed few details about the episode or how it happened. They have urged vigilance and tried to reassure employees and residents that their personal information was not believed to have been compromised.

Dell SecureWorks and Cisco Security, which are still working to restore the city's systems, declined to comment on the attacks, citing client confidentiality.

Ms. Bottoms, the mayor, has not said whether the city would pay the ransom.

The SamSam group has been one of the more successful ransomware rings, experts said. It is believed to have extorted more than \$1 million from some 30 target organizations in 2018 alone.

It is not ideal to pay up, but in most cases, SamSam's victims have said that they can more easily afford the \$50,000 or so in ransom than the time and cost of restoring their locked data and compromised systems. In the past year, the group has taken to attacking hospitals, police departments and universities — targets with money but without the luxury of going off-line for days or weeks for restoration work.

Investigators are not certain who the SamSam hackers are. Judging from the poor English in the group's ransom notes, security researchers believe they are probably not native English speakers. But they cannot say for sure whether SamSam is a single group of cybercriminals or a loose hacking collective.

Ransomware emerged in Eastern Europe in 2009, when cybercriminals started using malicious code to lock up unsuspecting users' machines and then demanding 100 euros or similar sums to unlock them again. Over the past decade, dozens of online cybercriminal outfits — and even some nation states, including North Korea and Russia — have taken up similar tactics on a larger scale, inflicting digital paralysis on victims and demanding increasing amounts of money.

Cybersecurity experts estimate that criminals made more than \$1 billion from ransomware in 2016, according to the F.B.I. Then, last May, came the largest ransomware assault recorded so far: North Korean hackers went after tens of thousands of victims in more than 70 countries around the world, forcing Britain's public health system to reject patients, paralyzing computers at Russia's Interior Ministry, at FedEx in the United States, and at shipping lines and telecommunications companies across Europe.

A month later, Russian state hackers deployed similar ransomware to paralyze computers in Ukraine on the eve of the country's independence day. That attack shut down automated teller machines in Kiev, froze government agencies and even forced workers at the Chernobyl nuclear power plant to monitor radiation levels manually. Collateral damage from that attack affected computers at Maersk, the Danish shipping conglomerate; at Merck, the American-based pharmaceutical giant; and even at businesses in Russia.

Attempted ransomware attacks against local governments in the United States have become unnervingly common. A 2016 survey of chief information officers for jurisdictions across the country found that obtaining ransom was the most common purpose of cyberattacks on a city or county government, accounting for nearly one-third of all attacks.

The survey, conducted by the International City/County Management Association and the University of Maryland, Baltimore County, also found that about one-quarter of local governments reported that they were experiencing attacks of one kind or another, successful or not, at least as often as once an hour.

Yet less than half of the local governments surveyed said they had developed a formal cybersecurity policy, and only 34 percent said they had a written strategy to recover from breaches.

Experts said government officials needed to be more aggressive about preventive measures, like training employees to spot and sidestep “phishing” attempts meant to trick them into opening the digital door for ransomware.

“It’s going to be even more important that local governments look for the no-cost/low-cost, but start considering cybersecurity on the same level as public safety,” said David Jordan, the chief information security officer for Arlington County, Va. “A smart local government will have fire, police and cybersecurity at the same level.”

Ms. Bottoms, who took office as mayor of Atlanta in January, acknowledged that shoring up the city’s digital defenses had not been a high priority before, but that now “it certainly has gone to the front of the line.”

“As elected officials, it’s often quite easy for us to focus on the things that people see, because at the end of the day, our residents are our customers,” Ms. Bottoms said. “But we have to really make sure that we continue to focus on the things that people can’t see, and digital infrastructure is very important.”

During the ransomware attack, local leaders have sometimes been able to do little but chuckle at a predicament that was forcing the city to turn the clock back decades.

Asked on Monday how long the city might be able to get by doing its business strictly with ink and paper, Ms. Bottoms replied: “It was a sustainable model until we got computer systems. It worked for many years. And for some of our younger employees, it will be a nice exercise in good penmanship.”

Security researchers trying to combat ransomware have noticed a pattern in SamSam’s attacks this year: Some of the biggest have occurred around the 20th of the month.

Allan Liska, a senior intelligence analyst at Recorded Future who has been tracking the group, said in an interview that he believed that SamSam gains access to its victims’ systems and then waits for weeks before encrypting the victims’ data. That delay, Mr. Liska said, makes it harder for responders to figure out how the group was able to break in — and easier for SamSam’s hackers to strike twice.

The Colorado Department of Transportation was able to restore its systems on its own after a SamSam attack, without paying SamSam a dime. But a week later, the hackers struck the department again, with new, more potent ransomware.

“They are constantly learning from their mistakes, modifying their code and then launching the next round of attacks,” Mr. Liska said.

Alan Blinder reported from Atlanta, and Nicole Perlroth from Boulder, Colo.

A version of this article appears in print on March 28, 2018, on Page A14 of the New York edition with the headline: Atlanta Hobbled by Major Cyberattack That Mayor Calls ‘a Hostage Situation’.

© 2018 The New York Times Company

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Purchase of ESRI GIS Software

DATE: April 16, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Over the years, we have worked toward more complete mapping details for our utility services. This is referred to as geographic information systems or GIS. ESRI is the largest providers of GIS information and would host our data and make it accessible for a wide-variety of uses. Beyond the traditional utilities, GIS data can be used for economic development functions and land use planning.

Our staff has been meeting with representatives of ESRI and we recommend moving forward with a contract with them to host and maintain our GIS data including training for our staff. If there is a sewer issue in the field, staff will be able to use tablets in the field to track the flow of lines and plan for repairs. They will also be able to track repairs and improvements made to the systems over time and graphically show where we are seeing system problems.

The cost for this package is \$25,650. This full amount is included in our budget however in working with Prein & Newhof, we believe we can charge this expense to our SAW grant and pay just a 10% match. As such, we recommend moving forward in this direction.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Motion to authorize the City Manager to approve an agreement with ESRI for GIS services for \$25,650 in accord with their proposal and authorize this expense be charged to SAW.

ATTACHMENTS:

- ▣ ESRI Quote



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: 909-793-2853 Fax: 909-307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 03/08/2018 To: 06/06/2018*

Quotation # 20525101

Date: March 8, 2018

Customer # 478956 Contract # 2011MPA7115

City of Charlevoix
Planning & Zoning Dept
210 State St
Charlevoix, MI 49720-1345

ATTENTION: Mark Heydlauff
PHONE: (231) 547-3263
FAX:

Material	Qty	Description	Unit Price	Total
93206	1	ArcGIS Desktop Standard Single Use License	6,300.00	6,300.00
153148	5	ArcGIS Online Named User Level 2 Term License	500.00	2,500.00
153418	1	ArcGIS Online Service Credits; Block of 1,000	100.00	100.00
126959	10	Esri Training Pass per Day Up to 49 Days per Year One Year Term	565.00	5,650.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Joe Araiza

Email: jaraiza@esri.com

Phone: 312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation and of your signed agreement with Esri, if applicable, and the most current product specific scope of use document found at <http://www.esri.com/~media/Files/Pdfs/legal/pdfs/e300.pdf>. If no such agreement covers any item, then Esri's standard terms and conditions, and current product specific scope of use, found at <http://www.esri.com/legal/software-license> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance of this quotation is limited to the terms of this quotation. State and local government entities in California or Maryland buying under the State Contract are also subject to the terms and conditions found at <http://www.esri.com/legal/supplemental-terms-and-conditions>. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. The quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri). Delivery is FOB Origin.

If sending remittance, please address to: Esri, P.O. Box 741076, Los Angeles, CA 90074-1076



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: 909-793-2853 Fax: 909-307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 03/08/2018 To: 06/06/2018

Quotation # 20525101

Date: March 8, 2018

Customer # 478956 Contract # 2011MPA7115

City of Charlevoix
Planning & Zoning Dept
210 State St
Charlevoix, MI 49720-1345
ATTENTION: Mark Heydlauff
PHONE: (231) 547-3263
FAX:

Material	Qty	Description	Unit Price	Total
144576	1	The Web GIS Launch Kit – Basic services package provides up to 3 days of on-site support by 1 Esri consultant to configure and populate an ArcGIS Organization (ArcGIS Online or ArcGIS Enterprise) with maps and apps using the data and content available. The Esri consultant will start with a resource assessment to determine the available GIS content, capabilities and information product needs. Based on the results the consultant will work with you to prioritize the maps and apps that can be configured during the time available. During the process of configuring the maps and apps, the Esri consultant will show you how to configure your ArcGIS organizational settings, populate the account with content, and provide best practices on leveraging Web GIS. The Web GIS Launch Kit also includes knowledge transfer on: Authoring, registering and sharing content, creating web maps, management and administrative tools, using Web GIS in workflows, and securing content and governance. If the above activities are completed prior to the end of the engagement remaining on-site time can focus on configuring Esri Foundational Apps or building additional Information Products. Topics outside the scope of the Web GIS Launch Kit include but are not limited to: ArcGIS Enterprise Software Installation, Migration of Databases and Applications, Application Development. Customers will be provided a Web GIS Launch Kit questionnaire prior to the on-site visit. The price includes airfare, hotel, car rental, per diem, and other direct costs. On-site support will be provided at a mutually agreed upon customer location during one trip within the United States on consecutive business days during a single work week. By purchasing this service, the customer agrees to Services Packages Terms and Conditions (G-363-D Addendum) which shall take precedence over any other terms and the customer's purchase order. If not attached, these Terms and Conditions can be viewed on the web at http://www.Esri.com/legal/service-agreements.html . This services package requires the customer to prepare for Esri's visit. The preparation requirements and foundational apps covered are outlined at http://www.Esri.com/legal/service-agreements.html and all services will be provided in accordance with the requirements and assumptions provided therein. Scheduling will be based on resource availability.	11,100.00	11,100.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Joe Araiza

Email: jaraiza@esri.com

Phone: 312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation and of your signed agreement with Esri, if applicable, and the most current product specific scope of use document found at <http://www.esri.com/~media/Files/Pdfs/legal/pdfs/e300.pdf>. If no such agreement covers any item, then Esri's standard terms and conditions, and current product specific scope of use, found at <http://www.esri.com/legal/software-license> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance of this quotation is limited to the terms of this quotation. State and local government entities in California or Maryland buying under the State Contract are also subject to the terms and conditions found at <http://www.esri.com/legal/supplemental-terms-and-conditions>. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. The quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri). Delivery is FOB Origin.

If sending remittance, please address to: Esri, P.O. Box 741076, Los Angeles, CA 90074-1076



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: 909-793-2853 Fax: 909-307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 03/08/2018 To: 06/06/2018*

Quotation # 20525101

Date: March 8, 2018

Customer # 478956 Contract # 2011MPA7115

City of Charlevoix
Planning & Zoning Dept
210 State St
Charlevoix, MI 49720-1345
ATTENTION: Mark Heydlauff
PHONE: (231) 547-3263
FAX:

Item Total:	25,650.00
Subtotal:	25,650.00
Sales Tax:	0.00
Estimated Shipping & Handling(2 Day Delivery) :	0.00
Contract Pricing Adjust:	0.00
Total:	\$25,650.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Joe Araiza

Email: jaraiza@esri.com

Phone: 312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation and of your signed agreement with Esri, if applicable, and the most current product specific scope of use document found at <http://www.esri.com/~media/Files/Pdfs/legal/pdfs/e300.pdf>. If no such agreement covers any item, then Esri's standard terms and conditions, and current product specific scope of use, found at <http://www.esri.com/legal/software-license> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance of this quotation is limited to the terms of this quotation. State and local government entities in California or Maryland buying under the State Contract are also subject to the terms and conditions found at <http://www.esri.com/legal/supplemental-terms-and-conditions>. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. The quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri). Delivery is FOB Origin.

If sending remittance, please address to: Esri, P.O. Box 741076, Los Angeles, CA 90074-1076



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: 909-793-2853 Fax: 909-307-3049
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 03/08/2018 To: 06/06/2018*

Quotation # 20525101

Date: March 8, 2018

Customer # 478956 Contract # 2011MPA7115

City of Charlevoix
Planning & Zoning Dept
210 State St
Charlevoix, MI 49720-1345
ATTENTION: Mark Heydlauff
PHONE: (231) 547-3263
FAX:

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$ _____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Joe Araiza

Email: jaraiza@esri.com

Phone: 312-609-0966 x5383

The items on this quotation are subject to and governed by the terms of this quotation and of your signed agreement with Esri, if applicable, and the most current product specific scope of use document found at <http://www.esri.com/~media/Files/Pdfs/legal/pdfs/e300.pdf>. If no such agreement covers any item, then Esri's standard terms and conditions, and current product specific scope of use, found at <http://www.esri.com/legal/software-license> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance of this quotation is limited to the terms of this quotation. State and local government entities in California or Maryland buying under the State Contract are also subject to the terms and conditions found at <http://www.esri.com/legal/supplemental-terms-and-conditions>. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. The quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri). Delivery is FOB Origin.

If sending remittance, please address to: Esri, P.O. Box 741076, Los Angeles, CA 90074-1076

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: April 16, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Harbormaster

Pat Klooster has been hired to be our new Harbormaster and will work under the direction of the Recreation Director as we restructure this area. Mr. Klooster has extensive experience working in the Marina and I believe he will continue to serve us well.

B. Downtown Parking

Late last month, I met with the DDA Board regarding ongoing suggestions that we include designated spaces for senior citizens downtown. Staff believed that making more handicap spaces would not improve the situation since they are limited to only being used by those with stickers and some of those who might take advantage of a senior space would not have a sticker. The DDA Board consensus was again to recommend we engage in a parking study of our downtown to look at potential improvements while not carving out special designations in the short run. A similar request from seasonal boaters was met with the same reply; the board believes we would be better off looking at all options rather than looking at individual groups. I will work toward bringing proposals for such a study- potentially in cooperation with a neighboring community.

ATTACHMENTS:

- ▣ January DDA Minutes
- ▣ February DDA Minutes
- ▣ DDA Minutes 01-22-2018
- ▣ DDA Minutes 02-26-2018
- ▣ PC Minutes 02-12-2018

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MINUTES
Monday, January 22, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Rick Wertz
Members Present: Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, John Yaroeh
Members Absent: Kirby Dipert, Tami Gillespie, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Work Session Minutes – January 15, 2018
- B. DDA/Main Street Meeting Minutes – December 19, 2017
- B. Committee Meeting Minutes
- C. Annual Report to MEDC

Member Owens noted that Carissa Mullaney's name was spelled wrong in the minutes. Motion by Member Owens, second by Member DiMartino, to approve the Consent Agenda as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson stated that they received a redevelopment liquor license application (329 Bridge Street), but at this time it is incomplete. The City Clerk wanted them to know that once the required materials were provided, Staff may be requesting a special meeting for the Board's review prior to going to Council.

Director Dotson introduced Melissa (Missy) Jollette as the new Farmers Market Manager. Ms. Jollette responded to questions from the Board members.

B. Wayfinding Signage Update

Director Dotson stated that four signs were installed and she noted 95% positive reviews for the new signs.

C. 2018 Work Plans Update

Director Dotson stated that because of the timing of the work sessions and the changes that they have made to the budget she wanted to give the Committees more time to digest the changes. She stated that two Committees have met since they had their work session and she commented that several work plans will be approved next month.

7. Old Business

A. Draft 2018-19 Budget

Director Dotson stated that with the changes that the Board discussed during the work session on January 15th they were down to \$33,500 in expenditures more than the projected revenue. This leaves \$428,000 left in cash. Member Yaroeh suggested that withholding the \$30,000 library payment would correct the deficit. Member Wertz felt they should keep the commitment to the library. Members Christner and Owens stated that they were comfortable with the \$33,500 figure.

Motion by Member Yaroeh, second by Member Owens, to approve the budget [as presented] and present it to City Council for approval. Motion passed by unanimous roll call vote.

8. New Business

9. Public Comment

10. Request for Future Agenda Items

Member Owens stated that two meetings ago they discussed leased parking spaces for Hoffman/McClean and they tabled it. Director Dotson stated that they will revisit that issue at the next meeting.

Member Yaroach requested an update on the downtown DDA business district WIFI availability. Member Owens stated that free WIFI was available in East Park and Director Dotson stated that it also worked in most businesses.

11. Board Comments

Member Yaroach felt that delivery vehicle parking on the street during the Farmers Market was an issue.

Member Owens questioned if the Board could get the results of the exit interviews that Director Dotson conducts with any businesses moving out of the area. Director Dotson stated that she could formalize it, but for now it was word of mouth type of interviews; and she could include that in her monthly reports.

Member Yaroach stated that he would like the Executive Director to send a letter of appreciation and acknowledgement to John Campbell for his work on the Design Committee. The Board members concurred.

12. Adjourn

Motion by Member Yaroach, second by Member DiMartino, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:58 p.m.

Joyce Golding/fgm

City Clerk

Rick Wertz

Vice Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, February 26, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, Rick Wertz, John Yaroch
Members Absent: Tami Gillespie, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Meeting Minutes – January 22, 2018
- B. Committee Minutes
- C. Monthly Report to MEDC – January 2018

Motion by Member Yaroch, second by Member DiMartino, to approve the Consent Agenda. Motion passed by unanimous voice vote.

6. Reports

A. Executive Director's Report

Director Dotson stated that work plans would be presented at the March 26th meeting.

B. Wayfinding Signage Update

Director Dotson referenced a map that depicted the locations of "P" signs for parking lots throughout the downtown area. All of the primary wayfinding signs have been installed as of this date. She stated that the directional arrow on the sign located at the corner of Grant and Park Avenue would be corrected shortly.

C. Branding Update

Director Dotson stated that there were a number of questions lately about who owns the rights to the brand artwork. She stated that the DDA/Main Street Program own the rights to the brand. She commented that a5 indicated that they would be available to help the Board making decisions with regard to brand usage. Discussion followed regarding the two most recent requests for use of the brand by the *Charlevoix Convention and Visitors Bureau* and the *Mercado at Van Pelt Alley*. The Board concurred to write a policy addressing brand requests.

7. Old Business

A. Façade Grant Incentive Program Guidelines Revision

Director Dotson stated that the Design Committee set two deadlines for the grants knowing that they only have \$10,000. She stated that ~~the main focus was to eliminate one of the major revisions they made was that they got rid of~~ the opportunity to phase in projects and they were just welcoming people to reapply if they have a phased project. She was seeking feedback from the Board on the point system. Member Owens suggested that the section entitled *Source of Funding* should include "provided funding is available". Discussion followed regarding sections of the revised Guidelines and the point system.

Motion by Member Wertz, second by Member Owens, to approve the draft amendments to the Charlevoix Main Street DDA Façade Grant Incentive Guidelines with the minor changes from the Board. Motion passed by unanimous voice vote.

B. Reserved Parking Spaces

Director Dotson stated that the topic of reserved parking was brought to the DDA in October 2017 by the City Manager after receiving a request from Hoffman McLane CPA Firm in relation to their new location in the Beacon Center. The

reason they were being asked to consider this topic was to give their recommendation to City Council. She stated it was not a potential source of revenue for the DDA, it was revenue directly to the City. She asked other cities about their programs and most communities had a comprehensive parking study conducted. She recommended looking at the entire downtown parking situation. Member Yaroach recalled the City did a study within the last ten years. Director Dotson stated that she would research further as to whether the City conducted a parking study.

Motion by Member Owens, second by Member Wertz, to recommend that City Council does a parking study or update an existing one if such a study exists. Motion passed by unanimous voice vote.

8. New Business

A. Wayfinding Sign 30b Relocation

Director Dotson stated that it was brought to her attention that there was a problem with sign 30B for two reasons: it blocks the business signage for Schulman Paddleworks and also makes loading and unloading kayaks difficult. She explained the alternatives provided by Pro Image Design.

Bill Schulman, owner, stated that the current sign location entirely obstructs their business signage. He explained that they sold 50-60 boats last summer and people pull in front of the store to load the boats and the sign pole will make it almost impossible to load the boats. He preferred alternate location number one.

Discussion followed about the alternate sign locations, pedestrian crossings, and signs obstructing views on the sidewalk. Member DiMartino questioned if they could have a local company move the sign at a lower price than what Pro Image would charge. Member Yaroach disagreed with moving the sign to alternate location number one and stated that the sign should be moved back to the original planned location across from Park Avenue in Bridge Park, and that an appeal should be made to MDOT for permission to place the sign in the original location. He proposed that they try to go back to the original location for maximum visibility for everyone and discussion followed regarding the pros and cons of changing the sign location. Chair Dipert stated that the consensus was that the Board wanted the sign moved from its current location to a more agreeable location and the Board concurred. Director Dotson stated that she would continue to work on this to reach a solution.

Motion by Member Owens, second by Member Christner, to relocate the wayfinding primary directional sign #30b to a mutually agreed upon location, either the initial location if MDOT approves it, if not then alternate location number one and to obtain bids from local businesses for the sign relocation and confirm if there is something in the warranty that they would void by using someone other than Pro Image to move the sign. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Member Yaroach, second by Member Christner, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:58 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MINUTES
Monday, January 22, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Vice Chair: Rick Wertz
Members Present: Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, John Yaroach
Members Absent: Kirby Dipert, Tami Gillespie, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Work Session Minutes – January 15, 2018
- B. DDA/Main Street Meeting Minutes – December 19, 2017
- B. Committee Meeting Minutes
- C. Annual Report to MEDC

Member Owens noted that Carissa Mullaney's name was spelled wrong in the minutes. Motion by Member Owens, second by Member DiMartino, to approve the Consent Agenda as corrected. Motion passed by unanimous voice vote.

6. Reports

A. Director's Report

Director Dotson stated that they received a redevelopment liquor license application (329 Bridge Street), but at this time it is incomplete. The City Clerk wanted them to know that once the required materials were provided, Staff may be requesting a special meeting for the Board's review prior to going to Council.

Director Dotson introduced Melissa (Missy) Jollette as the new Farmers Market Manager. Ms. Jollette responded to questions from the Board members.

B. Wayfinding Signage Update

Director Dotson stated that four signs were installed and she noted 95% positive reviews for the new signs.

C. 2018 Work Plans Update

Director Dotson stated that because of the timing of the work sessions and the changes that they have made to the budget she wanted to give the Committees more time to digest the changes. She stated that two Committees have met since they had their work session and she commented that several work plans will be approved next month.

7. Old Business

A. Draft 2018-19 Budget

Director Dotson stated that with the changes that the Board discussed during the work session on January 15th they were down to \$33,500 in expenditures more than the projected revenue. This leaves \$428,000 left in cash. Member Yaroach suggested that withholding the \$30,000 library payment would correct the deficit. Member Wertz felt they should keep the commitment to the library. Members Christner and Owens stated that they were comfortable with the \$33,500 figure.

Motion by Member Yaroach, second by Member Owens, to approve the budget [as presented] and present it to City Council for approval. Motion passed by unanimous roll call vote.

8. New Business

9. Public Comment

10. Request for Future Agenda Items

Member Owens stated that two meetings ago they discussed leased parking spaces for Hoffman/McClean and they tabled it. Director Dotson stated that they will revisit that issue at the next meeting.

Member Yaroach requested an update on the downtown DDA business district WIFI availability. Member Owens stated that free WIFI was available in East Park and Director Dotson stated that it also worked in most businesses.

11. Board Comments

Member Yaroach felt that delivery vehicle parking on the street during the Farmers Market was an issue.

Member Owens questioned if the Board could get the results of the exit interviews that Director Dotson conducts with any businesses moving out of the area. Director Dotson stated that she could formalize it, but for now it was word of mouth type of interviews; and she could include that in her monthly reports.

Member Yaroach stated that he would like the Executive Director to send a letter of appreciation and acknowledgement to John Campbell for his work on the Design Committee. The Board members concurred.

12. Adjourn

Motion by Member Yaroach, second by Member DiMartino, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:58 p.m.

Joyce Golding/fgm

City Clerk

Rick Wertz

Vice Chair

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY / MAIN STREET MEETING
Monday, February 26, 2018 at 5:30 p.m.
210 State Street, Charlevoix, Michigan

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

Chair: Kirby Dipert
Members Present: Richard Christner, Fred DiMartino, Carissa Mullaney, Maureen Owens, Rick Wertz, John Yarocho
Members Absent: Tami Gillespie, Luther Kurtz
City Staff: Lindsey Dotson, Executive Director

4. Inquiry into Potential Conflicts of Interest

5. Consent Agenda

- A. DDA/Main Street Meeting Minutes – January 22, 2018
- B. Committee Minutes
- C. Monthly Report to MEDC – January 2018

Motion by Member Yarocho, second by Member DiMartino, to approve the Consent Agenda. Motion passed by unanimous voice vote.

6. Reports

A. Executive Director's Report

Director Dotson stated that work plans would be presented at the March 26th meeting.

B. Wayfinding Signage Update

Director Dotson referenced a map that depicted the locations of "P" signs for parking lots throughout the downtown area. All of the primary wayfinding signs have been installed as of this date. She stated that the directional arrow on the sign located at the corner of Grant and Park Avenue would be corrected shortly.

C. Branding Update

Director Dotson stated that there were a number of questions lately about who owns the rights to the brand artwork. She stated that the DDA/Main Street Program own the rights to the brand. She commented that a5 indicated that they would be available to help the Board making decisions with regard to brand usage. Discussion followed regarding the two most recent requests for use of the brand by the *Charlevoix Convention and Visitors Bureau* and the *Mercado at Van Pelt Alley*. The Board concurred to write a policy addressing brand requests.

7. Old Business

A. Façade Grant Incentive Program Guidelines Revision

Director Dotson stated that the Design Committee set two deadlines for the grants knowing that they only have \$10,000. She stated that ~~the main focus was to eliminate one of the major revisions they made was that they got rid of~~ the opportunity to phase in projects and they were just welcoming people to reapply if they have a phased project. She was seeking feedback from the Board on the point system. Member Owens suggested that the section entitled *Source of Funding* should include "provided funding is available". Discussion followed regarding sections of the revised Guidelines and the point system.

Motion by Member Wertz, second by Member Owens, to approve the draft amendments to the Charlevoix Main Street DDA Façade Grant Incentive Guidelines with the minor changes from the Board. Motion passed by unanimous voice vote.

B. Reserved Parking Spaces

Director Dotson stated that the topic of reserved parking was brought to the DDA in October 2017 by the City Manager after receiving a request from Hoffman McLane CPA Firm in relation to their new location in the Beacon Center. The

reason they were being asked to consider this topic was to give their recommendation to City Council. She stated it was not a potential source of revenue for the DDA, it was revenue directly to the City. She asked other cities about their programs and most communities had a comprehensive parking study conducted. She recommended looking at the entire downtown parking situation. Member Yaroach recalled the City did a study within the last ten years. Director Dotson stated that she would research further as to whether the City conducted a parking study.

Motion by Member Owens, second by Member Wertz, to recommend that City Council does a parking study or update an existing one if such a study exists. Motion passed by unanimous voice vote.

8. New Business

A. Wayfinding Sign 30b Relocation

Director Dotson stated that it was brought to her attention that there was a problem with sign 30B for two reasons: it blocks the business signage for Schulman Paddleworks and also makes loading and unloading kayaks difficult. She explained the alternatives provided by Pro Image Design.

Bill Schulman, owner, stated that the current sign location entirely obstructs their business signage. He explained that they sold 50-60 boats last summer and people pull in front of the store to load the boats and the sign pole will make it almost impossible to load the boats. He preferred alternate location number one.

Discussion followed about the alternate sign locations, pedestrian crossings, and signs obstructing views on the sidewalk. Member DiMartino questioned if they could have a local company move the sign at a lower price than what Pro Image would charge. Member Yaroach disagreed with moving the sign to alternate location number one and stated that the sign should be moved back to the original planned location across from Park Avenue in Bridge Park, and that an appeal should be made to MDOT for permission to place the sign in the original location. He proposed that they try to go back to the original location for maximum visibility for everyone and discussion followed regarding the pros and cons of changing the sign location. Chair Dipert stated that the consensus was that the Board wanted the sign moved from its current location to a more agreeable location and the Board concurred. Director Dotson stated that she would continue to work on this to reach a solution.

Motion by Member Owens, second by Member Christner, to relocate the wayfinding primary directional sign #30b to a mutually agreed upon location, either the initial location if MDOT approves it, if not then alternate location number one and to obtain bids from local businesses for the sign relocation and confirm if there is something in the warranty that they would void by using someone other than Pro Image to move the sign. Motion passed by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn

Motion by Member Yaroach, second by Member Christner, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 5:58 p.m.

Joyce Golding/fgm

City Clerk

Kirby Dipert

Chair

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, February 12, 2018 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair: Sherm Chamberlain

Members Present: Judy Clock, Mary Eveleigh, Nelson Fletcher, Brian Gelb, Rick Golding, Dennis Halverson, RJ Waddell

Members Absent: Toni Felter

Staff Present: Kathy Egan, Community Planner Networks Northwest

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Clock, second by Member Eveleigh, to approve the agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the January 8, 2018 Minutes

Motion by Member Eveleigh, second by Member Fletcher, to approve the minutes of January 8, 2018 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Continue Public Hearing Zoning Ordinance Amendment: Article 11 Signs

a. Staff Presentation

Chair Chamberlain stated that the City Attorney reviewed the draft revisions to the new Sign Ordinance and made some modifications based upon the U.S. Supreme Court's 2015 case *Reed v. Town of Gilbert*. Planner Egan said she agreed with the revisions.

Chair Chamberlain stated in reviewing the draft it appeared that a lot is put on the Zoning Administrator to make interpretations about banners and when someone disagrees with the Zoning Administrator's opinion the individual could appeal that decision and he wondered whether the City could waive the fee for sign appeals. After discussion, no changes were made to the appeals process that goes through the Zoning Board of Appeals.

Planner Egan referenced provisions in the draft ordinance that the City Attorney recommended changes to, including:

- 5.101(1)(h) – remove reference to the Banner Program. City Attorney recommended “getting rid of the banner program altogether” or put in place “a permitting process open to all”. Chair Chamberlain stated that the Zoning Administrator would have to make the determination as to whether the event advertised “creates a benefit to the City”. Discussion followed regarding treating banners as temporary signs or keeping the existing language in place. Planner Egan stated that the key was to make sure that the application process and the banner program language are content neutral. Commission agreed to take out the language referencing that the event advertised must “create a benefit to the city”. She stated that they could make the language referencing the two locations for banners (adjacent to the city golf course and at the intersection of M-66 and US-31) to read: “signs in these two areas require approval of the Zoning Administrator”. The Commission agreed to leave the existing language regarding banners in place.
- 5.101.(2)(a) Signs Authorized Without a Sign Permit – Commission agreed to change signs posted on private property from one square foot to two square feet.
- 5.101.(5)(a) Unsafe Signs – Planner Egan stated that unsafe signs were covered in the Nuisance Ordinance under “abatement of dangerous signs”, but the Nuisance Ordinance refers back to this section. Chair Chamberlain recalled that the Commission felt that it was best to keep everything related to signs in the Sign Ordinance including dangerous or unsafe signs. After discussion, the Commission concurred to leave the Unsafe Sign section as written.

Motion by Member Clock, second by Member Fletcher, to approve the Sign Ordinance with the City Attorney's comments and the Commission's discussion tonight. Motion passed by unanimous voice vote.

2. Discussion: Boarding Houses

Substantial discussion followed regarding companies buying homes to rent to their seasonal employees, locations for boarding houses, safety issues, short-term rental requirements, defining particular areas for boarding houses, and the possible need for a long-term rental ordinance to ensure safe dwellings and limit the number of people living in a home. Planner Egan stated that she would do more research regarding long-term rentals and boarding houses.

3. Redevelopment Ready Communities Report

Planner Egan stated that the draft Report of Findings was completed and it included specific action steps. Chair Chamberlain suggested that Planner Egan sit down with the City Manager to identify priorities for the action steps. Planner Egan stated she has been putting together a To Do list from the Commission meeting minutes, Sarah Lucas's notes, and other resources and suggested that the Commission determine their priorities at the next meeting,

4. Meeting Ending Time

Chair Chamberlain suggested establishing an ending meeting time and Planner Egan commented that they could set an ending time of 8:00 p.m. and the agenda could read: ADJOURNMENT by 8:00 p.m. unless otherwise extended by motion. The Commission concurred with the suggestion.

H. Old Business

I. Staff Updates

1. Zoning Administrator Interview Process Update

Planner Egan stated that Sarah Lucas and the City Manager should make a candidate selection by the end of next week.

2. Planning Commissioner General Comments

Planner Egan stated that the Solid Waste Ordinance was tentatively scheduled for a City Council public hearing on March 19th. Chair Chamberlain updated the Commission on the status of the Division Street project.

3. Planner Report

J. Request for Next Month's Agenda or Research Items

Planner Egan stated that she would change the By-Laws to reflect the new meeting time of 6:00 p.m. to consider at the next meeting.

K. Adjournment

Motion by Member Fletcher, second by Member Clock, to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:34 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair

CHARLEVOIX CITY COUNCIL

Other Council Business

TITLE: Closed Session- Pending Union Negotiations

DATE: April 16, 2018

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Pursuant to MCL 15.268(c), I request Council enter closed session for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing. In this case, we will begin negotiation of a new CBA with the Communication Workers of America next week.

RECOMMENDATION:

Motion to enter closed session in accord with MCL 15.268(c) for the purpose of discussion strategy related to a collective bargaining agreement.