

AGENDA REPORT

To: Mayor Pat Humphrey and the Clare City Commission
From: Jeremy Howard, City Manager
Date: April 17, 2025
Regarding: Approval to Accept Airport Grant

For the Agenda of April 21, 2025

Background. The city was recently notified that we were successful in being awarded grant funds for the City of Clare Municipal Airport through State Local Program Funding. The City had requested two projects and was awarded funding for both. The first is a 100LL Fuel Dispenser and System Upgrade (\$70,000) and the second is to Seal Pavement Surface/Pavement Joints (\$6,480). The Clare City Commission is now asked to consider approving the acceptance of the grant award (*copy att'd*) and the terms therein as well as authorizing the City Manager and/or City Treasurer to sign any and all necessary documents and allow for any necessary budget amendments required to accept the funds.

Issues & Questions Specified. Should the Clare City Commission approve the acceptance of the State Local Program Funding Grant for the Airport?

Alternatives.

1. Approve the acceptance of the grant.
2. Direct that the offer of the grant be rejected.
3. Defer/delay the decision of this matter to a subsequently scheduled City Commission meeting.

Financial Impact. As reflected in the grant correspondence, acceptance of the grant will provide the city with funds to enhance and update the airport. No matching funds are needed for this grant.

Recommendation. I recommend that the City Commission approve the acceptance of the grant from the State Local Program Funding source as well as authorizing the City Manager and City Treasurer to sign any and all necessary documents and allow for any necessary budget amendments required to accept the funds by the adoption of Resolution 2025-029 (*copy att'd*).

Attachments.

1. State Local Program Funding Grant Award Letter.
2. Resolution 2025-029.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

BRADLEY C. WIEFERICH, P.E.
DIRECTOR

April 8, 2025

Gabe Ambrozaitis
Clare Municipal Airport
10725 S Eberhart Avenue
Clare, Michigan 48617

Dear Gabe Ambrozaitis,

Subject: FY 2025 State Local Program Funding Intent to Award

House Bill 747 Section 1101 appropriates \$4,000,000 for capital development projects at general aviation airports for Michigan. Based on this funding, the Office of Aeronautics is offering the State Local Program, and your airport has been selected to participate.

On January 30, 2025, the Michigan Aeronautics Commission (MAC) approved the attached list of projects for the Fiscal Year (FY) 2025 State Local Program and your project(s) were approved as attached.

To proceed, please submit the following details for each of your approved project(s):

- Detailed scope of work
- Work plan
- Project schedule
- Final bid or actual final cost breakdown, specifying the work to be completed and by whom
- Contact information for authorized contract signer (email address and phone)

If you are unable to secure a contractor or choose not to move forward with your proposed project, please notify the Office of Aeronautics in writing as soon as possible to forfeit the funding.

Please note that MDOT will not be offering a statewide crack sealing and pavement marking program. Airports will need to procure those projects on their own. The dollar amount listed on the MAC approved project list represents the maximum state grant amount. If additional costs arise for crack sealing or pavement marking, they may be considered on a case-by-case basis.

Please provide the updated information to your original FORM 1579, and resubmit it again to our office.

Gabe Ambrozaitis
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Once the scope of work, work plan, project schedule, and final bids/costs are submitted to MDOT, the information will be reviewed and approved and an e-mail along with the sponsor contract will be sent to the authorized signer for signature.

Payments will be processed in two transactions:

1. First Payment: 50% of the total contract budget will be paid upon the contract signature and execution by MDOT, which will also be your notice to proceed.
2. Second Payment: The remaining balance (not exceeding the total contract amount) will be disbursed once proof of costs and grant expenditures documents from the first payment and first 50% of the project was completely expended and sent to MDOT.

To receive any payments, your airport must be registered in SIGMA VSS, our financial system. If you are not already a registered vendor, please complete this step before sponsor contract execution:

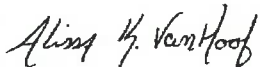
- Website info. - www.michigan.gov/Sigmavss
- Email - SIGMA-Vendor@michigan.gov
- Phone - 517-284-0540

At project completion, you must submit a final financial summary and final contract closeout report including all back up documents for project costs including a one-page summary of the completed project.

Failure to complete the project and submit the required closeout documents by the end of FY 2025 may affect future funding eligibility, and project funds may be recalled.

MDOT Aeronautics is committed to supporting you throughout this process. If you have any concerns or questions, please contact Jim Hartman at 517-242-4968 or hartmanj1@michigan.gov.

Sincerely,



Alissa K. VanHoof, PE
Chief Engineer
Office of Aeronautics

cc: Office of Aeronautics File
Bryan Budds, Director
Linn Smith, Deputy Director
Jim Hartman
Karin Palmer

MAC list

Statewide State/Local Program Funding Recommendations

MAC ITEM	Airport Location	Airport ID	Airport Name	LIC	Description	Category	Est. Project Cost
1	Bellaire	ACB	Antrim County Bellaire Airport	General	New Primary Access Gate	Capital	\$ 80,000
2	Harrison	80D	Clare County Airport	Basic	Upgrade Airfield Lighting RWY 18/36	Capital	\$ 250,000
3	Alma	AMN	Gratiot Community Airport	General	Rehab Area Hangar and Taxilane 2640 sq yd	Capital	\$ 53,318
4	Greenville	6D6	Greenville Municipal Airport	General	Remove Obstructions Part 77	Capital	\$ 87,000
5	Kalamazoo	4NO	Newmans Field	Basic	Tree Removal and Pruning Final	Capital	\$ 4,200
6	Kalamazoo	4NO	Newmans Field	Basic	Power Line Burial	Capital	\$ 62,543
7	Owosso	RNP	Owosso Community Airport	General	Obstruction Removal RWY 36	Capital	\$ 50,000
8	Ray	57D	Ray Community Airport	General	RWY 10/28 2" asphalt cap	Capital	\$ 301,500
9	South Haven	LWA	South Haven Regional Airport	General	Obstruction Removal	Capital	\$ 30,400
10	Coldwater	OEB	Branch County Memorial	General	Construct T Hangar 36 x 184	Revenue	\$ 250,000
11	Cheboygan	SLH	Cheboygan County Airport	General	Acquire Jet A Fuel Trailer	Revenue	\$ 79,828
12	Clare	48D	Clare Municipal Airport	General	100LL Fuel Dispenser and System Upgrade	Revenue	\$ 70,000
13	Gaylord	GLR	Gaylord Regional Airport	General	Install Card Reader and Fuel Recovery System	Revenue	\$ 56,000
14	Grand Haven	3GM	Grand Haven Memorial Airpark	General	Replace Jet A Fuel Dispenser Pumps	Revenue	\$ 64,750
15	Sturgis	IRS	Kirsch Municipal Airport	General	Rehabilitate 6 Unit T hangars	Revenue	\$ 150,000
16	Sturgis	IRS	Kirsch Municipal Airport	General	Acquire Fuel Card reader system	Revenue	\$ 90,000
17	Howell	OZW	Livingston County Spencer J Hardy Airpo	General	Acquire Refurbished GPU	Revenue	\$ 45,000
18	Sparta	8D4	Sparta Municipal Airport	General	Install Jet-Fuel Tank 10,000 and Equip	Revenue	\$ 244,000
19	Cadillac	CAD	Wexford County Airport	General	Fuel Reclaimer	Revenue	\$ 36,466
20	Saginaw	HYX	Saginaw County H. W. Brown Airport	General	Acquire Jet Refueler truck	Revenue	\$ 85,000
21	Charlevoix	CVX	Charlevoix Municipal Airport	General	Acquire SRE Tractor and Blower	Equipment	\$ 89,333
22	Hillsdale	JYM	Hillsdale Municipal Airport	General	Acquire SRE Carrier Loader Plow	Equipment	\$ 101,000
23	Sturgis	IRS	Kirsch Municipal Airport	General	Acquire 17' finish mower and snowblower attachment	Equipment	\$ 92,000
24	Ontonagon	OGM	Ontonagon County Airport	General	Acquire Tractor Mulcher	Equipment	\$ 170,000
25	Zeeland	Z98	Ottawa Executive Airport	General	Acquire Truck W/Plow and 72" Commercial mower	Equipment	\$ 78,744
26	Ste Sault Marie	ANJ	Sanderson Field	General	Acquire Tug and Ground Power Unit	Equipment	\$ 50,000
27	Hessel	5Y1	Albert J Lindberg Airport	General	Seal Pavement Surface/Pavement Joints	Maintenance	\$ 85,000
28	Marshall	RMY	Brooks Field	General	Seal Pavement/Pavement Joints RWY 10/28 and TWY A	Maintenance	\$ 36,000
29	Harrison	80D	Clare County Airport	Basic	Seal Pavement Surface/Pavement Joints 3000 If	Maintenance	\$ 4,806
30	Clare	48D	Clare Municipal Airport	General	Seal Pavement Surface/Pavement Joints CS 4000 If	Maintenance	\$ 6,480
31	Empire	Y87	Empire	Basic	Pavement Markings RWY 17/35 2400'	Maintenance	\$ 25,169
32	Fremont	FFX	Fremont Municipal Airport	General	Seal Pavement Surface/Pavement Joints RWY 10/28 and TWY 60,0	Maintenance	\$ 60,000
33	Grand Haven	3GM	Grand Haven Memorial Airpark	General	Seal Pavement Surface/Pavement Joints 41,000 If all but RWY18/36	Maintenance	\$ 39,270
34	Hillsdale	JYM	Hillsdale Municipal Airport	General	Seal Pavement Surface/Pavement Joints 39,000 If	Maintenance	\$ 46,200
35	East Tawas	6D9	Iosco County Airport	General	Paint Tower	Maintenance	\$ 26,121
36	Jackson	JXN	Jackson County Airport -Reynolds Field	General	Seal Pavement Surface/Pavement Joints	Maintenance	\$ 127,300
37	Sturgis	IRS	Kirsch Municipal Airport	General	Seal Pavement Surface/Pavement Joints and Beacon upgrade	Maintenance	\$ 46,000
38	Howell	OZW	Livingston County Spencer J Hardy Airpo	General	Seal Pavement Surface/Pavement Joints	Maintenance	\$ 47,150
39	Newberry	ERY	Luce County Airport	General	Seal Pavement Surface/Pavement Joints RWY 11/29, Apron and TW	Maintenance	\$ 20,000
40	Marlette	77G	Marlette Township Airport	General	Seal Pavement Surface/Pavement Joints RWY	Maintenance	\$ 23,684
41	Pontiac	PTK	Oakland County International Airport	General	Seal Pavement Surface/Pavement Joints RWY 9R-27L and PM RWY	Maintenance	\$ 166,000
42	Rogers City	PZQ	Presque Isle County Airport	General	Seal Pavement Surface/Pavement Joints GA Apron and TWY	Maintenance	\$ 15,855
43	Saginaw	HYX	Saginaw County H.W. Brown	General	Seal Pavement Surface/Pavement Joints Crack Sealing RWY 10/28	Maintenance	\$ 55,300
44	Sparta	8D4	Sparta Municipal Airport	General	Seal Pavement Surface/Pavement Joints Apron, Taxilanes	Maintenance	\$ 40,000

Application Total \$ 3,541,416

Contingency \$ 458,584

Total SL Program \$ 4,000,000

RESOLUTION 2025-029

A RESOLUTION OF THE CLARE CITY APPROVING THE ACCEPTANCE OF A STATE LOCAL PROGRAM FUNDING GRANT FOR THE CLARE MUNICIPAL AIRPORT.

WHEREAS, the City of Clare applied for a State Local Program Funding Grant for the purpose of acquiring funding for projects at the Clare Municipal Airport; and

WHEREAS, said grant provides funding for a 100LL Fuel Dispenser and System Upgrade (\$70,000) and to Seal Pavement Surface/Pavement Joints (\$6,480); and

WHEREAS, the City has been notified that said grant application has now been approved; and

WHEREAS, the City is now required to accept or decline said grant; and

WHEREAS, the City Commission has duly considered the grant.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the acceptance of the State Local Program Funding Grant for the Clare Municipal Airport.

BE IT FURTHER RESOLVED THAT the Clare City Commission authorizes the Clare City Manager and/or the Clare City Treasurer to sign any and all necessary documents and approve the expenditures and budget amendments related to the grant.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

**The Resolution was introduced by Commissioner _____ and supported by Commissioner _____.
The Resolution declared adopted by the following roll call vote:**

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 21st day of April, 2025.

Diane M. Lyon, City Clerk