

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: August 31, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tom Tikkanen – Present, Roy Britz – Present, Glenn Anderson – Present

**ATTENDEES:** Dennis Hext – Airport Manager, Jillian Spagnotti, Becky Ylitalo, Geoff Cutsy, President, G&J Site Solutions

**AGENDA:** A motion was made by Glenn Anderson to approve the agenda, seconded by Roy Britz.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Glenn Anderson to approve the July 2023 Airport Meeting Minutes, seconded by Roy Britz.

**Motion Carried Unanimously**

**BILLS:** A motion made by Roy Britz to approve and pay the bills as presented, seconded by Glenn Anderson.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson – Yes

**Motion Carried Unanimously**

**FINANCIAL REPORT:** Becky Ylitalo, County CFO, presented the airport, water and sewer financials for July 2023.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 2, “G&J Site Solutions Proposed Expansion Plans”.** – In the interest of time, the committee addressed Agenda Item 2 to start new business. Geoff Cutsy, President G&J Site Solutions located on Lot 14 of the Airpark Industrial Park, presented expansion plans which included the installation of three grain bins as previously discussed at the April 3, 2023 meeting. Geoff Cutsy requested approval of the expansion plans as presented. A discussion ensued regarding how the grain bins work, safety features, design, and construction.

A motion was made by Glenn Anderson to approve the site plan for three, thirty foot grain bins in the location as presented; second by Roy Britz.

Roll Call Vote: Tom Tikkanen – Yes; Roy Britz – Yes; Glenn Anderson – Yes

**Motion Carried Unanimously**

**New Business, Agenda Item 1, “Install Heater in Hangar 1 - Rails”.** – The heater line between hangar 1 and 2 for the hangar 1 rails is leaking. Repairs to fix the line would require excavation of the road between hangars 1 and 2. As an alternative, the Airport Manager requested proposals to install an energy efficient boiler inside the hangar for the rails and abandon the line between hangars 1 and 2. Requests for proposals to install the heater were sent to RC Mechanical, Air care, and Northern Heating and

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Plumbing. A proposal from RC Mechanical for \$18,792.00 was received while other contractors were unresponsive. This is not a budgeted item.

A motion was made by Glenn Anderson to approve the proposal from RC Mechanical seconded by Roy Britz.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson – Yes

**Motion Carried Unanimously**

**New Business, Agenda Item 3, “Wildlife Training”** – The Airport Manager requested approval to send Phil Anderson to Rhinelander, Wisconsin for FAA required Wildlife Training. The training is a budgeted item.

A motion made by Roy Britz to approve the request seconded by Glenn Anderson

**Motion Carried Unanimously**

**New Business, Agenda Item 4, “Grounds Maintenance Job”** – The Airport Manager requested approval to create a part-time Ground Maintenance position which would also serve as a backup for janitorial duties when necessary.

A motion was made by Roy Britz to approve the request seconded by Glenn Anderson.

**Motion Carried Unanimously**

**New Business, Agenda Item 5, “Mead & Hunt Monthly Progress Report”**. – The Mead & Hunt progress report summarizing activities for the period from July 1, 2023, through July 31, 2023 was presented for Committee review.

**New Business Agenda Item 6, “Water/Sewage Report.”** – For the period from July 14, 2023, to August 14, 2023 (31 days) daily I&I was 2,112 gallons. For the same time period in 2022, I&I was 2,623 gallons. For the period from July 14, 2023, to August 14, 2023 (31 days) water loss was (56,561) gallons. For the same time period in 2022 water loss was 123,163 gallons.

**New Business Agenda Item 7, “Airline Monthly Statistics.”** – For the month of July 2023, SkyWest enplaned 2,391 passengers and deplaned 2,552. Last year in July SkyWest enplanements were 2,281 compared to this year’s enplanements of 2,391 an increase of 110 passengers or 5%. SkyWest experienced 4 cancellations during the month compared to 3 in July of 2022.

**PUBLIC COMMENT:** None

**NEXT MEETING:** The next meeting will be Thursday, September 28, 2023 in the airport conference room at 1:00 PM.

**ADJOURNMENT:** A motion was made by Glenn Anderson to adjourn the meeting at 1:24 pm, second by Roy Britz.

**Motion Carried Unanimously**

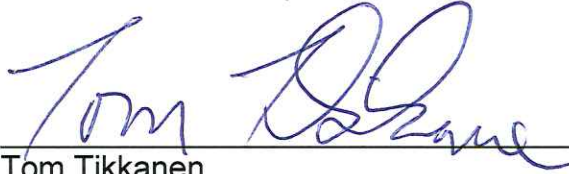
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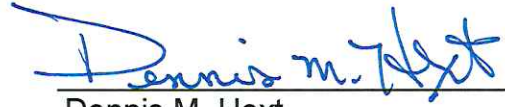
Minutes approved by:



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Tom Tikkanen  
Airport Committee Chairman

Recorded by:



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Dennis M. Hext  
Airport Manager