

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: September 26, 2013 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari, Albert Koskela, Tom Tikkanen

ATTENDEES: Dennis Hext, Airport Manager Eric Forsberg, County Controller Dennis Juppe (Primary Airport Services) George Kinnunen, Rose Keranen, and Karen Anderson.

AGENDA: A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the August 29, 2013 regular airport meeting minutes.

Motion Carried Unanimously

BILLS: A motion was made by Tom Tikkanen and seconded by Al Koskela to approve and pay the bills in the amount of \$29,329.92 for the airport and \$5,528.81 for the water and sewer fund.

Motion Carried Unanimously

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) Tom Tikkanen – (YES)

FINANCIAL REPORT: Eric Forsberg, County Controller, presented the Airport and Water & Sewer financial reports for the month of August.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

Agenda Item A, “D.A. Glass of America Storage Facility Plans” - The Airport Manager requested permission, on behalf of D.A. Glass of America, to approve plans for a new storage building to be constructed on Lot 9 of the Airport Industrial Park. The approval is a requirement of the Airport Industrial Park Covenants to assure conformity of park standards. Construction of the building is scheduled to begin in October.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item B, “Water Tank Level Monitoring Equipment Proposal.” – The item was tabled until additional bids could be acquired.

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New Business, Agenda Item C, "Building 7 & Ground Water Discharge Permit". – The Airport requested a ground water discharge permit for building 7 from the DEQ. The permit requires a signature by an authorized official of the Airport. The Airport Manager requested approval to have the Airport Committee Chairman sign the permit application request.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item D, "Building 7 & Ground Water Discharge Permit Resolution". – The Airport Manager requested permission to approve a resolution specifically naming the Airport Committee Chairman as the authorized official to sign the DEQ application for the ground water discharge permit for building 7.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) Tom Tikkanen – (YES)

New Business, Agenda Item E, "MDOT Contract No. 2013-0516 – Capital Improvement and Equipment Grant". – The Airport Manager requested permission to have the Airport Committee Chairman sign the State Capital Improvement and Equipment Grant totaling 88,889.00. The local share will be \$8,889.00. The grant will be used to purchase security cameras, automatic – opening terminal doors and a skid steer to remove wildlife habitat.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item F, "MDOT Contract No. 2013-0516 – Capital Improvement and Equipment Grant Resolution". – The Airport Manager requested permission to approve a resolution specifically naming the Airport Committee Chairman as the authorized official to sign the State Capital Improvement and Equipment Grant totaling 88,889.00. The local share will be \$8,889.00. The grant will be used to purchase security cameras, automatic – opening terminal doors and a skid steer to remove wildlife habitat.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) Tom Tikkanen – (YES)

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New Business, Agenda Item G, "Century 21 North Country real estate contract extensions". – The Airport Manager requested permission to have the Airport Committee Chairman sign the contract extensions with Century 21 North Country real estate to market and sell the remaining Airpark Industrial Park lots.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item H, "REA Substation". – The Airport Manager informed the Committee of a request by REA Electric Company to possibly build a substation in the Industrial Park. Specifically, REA wanted to know if the Airport Committee would consider such a request before proceeding. The Committee agreed to consider any future request by REA to purchase property located in the Airport Industrial Park to construct a substation pending review and approval by the Committee.

New Business, Agenda Item I, "Building 7 Improvements". – The Airport Manager informed the Committee a request for bids to repair and rehabilitate the exterior of Building 7 would be advertised locally. The intent is to have bids available for the October meeting with a start date of mid November. Funding for the project would consist of using Car Facility Charges (CFC).

New Business, Agenda Item J, "Contract Modification – General Aviation Apron Rehabilitation". – Bids for the reconstruction of the general aviation apron were over budget. Due to the higher than anticipated bid it is necessary to reduce the size of the project to fit the budget. This required a reduction in the bid by \$439,264.28. The Airport Manager requested approval to have the Airport Committee Chairman sign the contract modification for federal project 3813, General Aviation apron reconstruction, to reflect the scope reduction in order to fit within the available budget.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item K, "Mead & Hunt, Ninth Progress Payment, Construction Inspection and Administration Services, CMX Taxiway A & MIRL, Project R2799300-120408.01, Fed. 3712/C113. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 238222, in the amount of \$7,386.83, for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the Ninth progress payment, Construction Inspection and Administration Services, CMX Taxiway A & MIRL. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item L, "Mead & Hunt, Second Progress Payment, Construction Inspection and Administration Services, CMX General Aviation Reconstruction, Project R2799300-120618.02 amendment No. 1, Fed. 3813/C115. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 238223, in the amount of \$13,452.95, for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the Second progress payment, Construction Inspection and Administration Services, CMX General Aviation Apron Reconstruction. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item M, "Mead & Hunt, First Progress Payment, design and Administration Services, CMX Design North Terminal Apron Reconstruction, Project R2799300-130536.01, Fed. 3813/C116. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 238224, in the amount of \$10,990.28, for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the First progress payment, Design and Administration Services, CMX Design North Terminal Apron Reconstruction. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item N, "Mead & Hunt, First Progress Payment, Design and Administration Services, CMX Conservation Easement Mitigation, Project R2799300-120248.01 Fed. 3813/ENV. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 238242, in the amount of \$16,365.90, for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the First progress payment, Design and Administration Services, CMX Conservation Easement Mitigation. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

Motion Carried Unanimously

"New Business Agenda Item O, "Water/Sewage Report." – For the period from 7/16/13-08/16/13 daily I&I was 6,066 gallons and water loss for the month was 69,930. 2012 I&I 3,279.....2012 water loss – 33,031.

"New Business Agenda Item P, "Airline Monthly Statistics." – For the month of August, 2013 SkyWest enplaned 2,962 passengers and deplaned 3,116. Last year in August SkyWest enplanements were 2,754 compared to this year's enplanements of 2,962 an increase of 208 passengers or 7.5%.

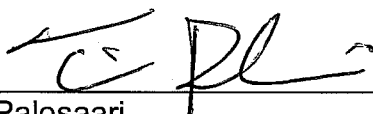
PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held October 31, 2013 in the airport conference room at 4:00 PM.

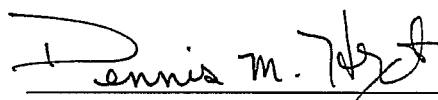
ADJOURNMENT: A motion was made by Tom Tikkanen and seconded by Al Koskela to adjourn the meeting at 4:33PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager