

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: October 31, 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 Dennis Jouppe, (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 with additions.

Motion Carried Unanimously

MINUTES: A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the September 26, 2013 regular airport meeting minutes.

Motion Carried Unanimously

BILLS: A motion was made by Al Koskela and seconded by Tom Tikkanen to approve and pay the bills in the amount of \$38,874.64 for the airport and \$5,084.31 for the water and sewer fund.

Motion Carried Unanimously

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

FINANCIAL REPORT: Dennis Hext, Airport Manager, presented the Airport and Water & Sewer financial reports for the month of September.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

Agenda Item A, “Building 7 Exterior Improvements” - Bids were accepted to make repairs and improvements to the exterior of Building 7. Bid proposals were presented and opened by the Committee as follows:

A1 Drywall – \$11,450
L&R Contracting – \$26,719
CM Morris Group – \$28,133

The Airport Manager requested a motion to approve the lowest bid pending review by Primary Airport Services. Funds to pay for the project will come from the Car Facility Charge (CFC) account.

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 B, "Green Forces Membership" – The Airport Manager requested permission to pay a \$2,500 membership fee to Green Forces. Green Forces is a company formed by MTEC and local businesses to move into the aviation market. So far 5 local companies have contributed dues of \$5,000 along with Michigan Tech, KEDA and Lockheed Martin (\$25,000 annually). MTEC has received a \$387,000 grant to leverage training and salaries for this project. This is phase III of a project started at Sawyer which formed the Green Aviation Coalition consisting of Houghton, Sawyer and Escanaba airports. MTEC has contributed \$50,000 for phase III and requires additional investments to help fund the local share of the grant. The grant requires that Green Forces creates 10 jobs, retain 10 jobs and provide training for local companies to help get them acquire aviation certification required by aviation enterprises. This is a budgeted item.

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

Motion Carried Unanimously

New Business, Agenda Item C, "Century 21 North Country Contracts for Industrial Park lots 19 & 20" – The Airport Manager requested approval to sign agreements with Century 21 North Country to have lots 19 and 20 in the Airport Industrial park listed for sale.

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

Motion Carried Unanimously

New Business, Agenda Item D, "Mead & Hunt, Second 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 238943 in the amount of \$3,190.72 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the Second progress payment, Design and Administration Services, CMX Design North Terminal Apron Reconstruction. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

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

Motion Carried Unanimously

"New Business Agenda Item E, "Water/Sewage Report." – For the period from September 17 to October 16, 2013 daily I&I was 4,043 gallons and water loss for the month was 54,000. 2012 I&I 5,426.....2012 water loss – 172,144.

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“New Business Agenda Item F, “Airline Monthly Statistics.” – For the month of September, 2013 SkyWest enplaned 2,083 passengers and deplaned 1,933. Last year in September SkyWest enplanements were 2,100 compared to this year’s enplanements of 2,083 an decrease of 17 passengers or .5%.

Sun Country enplanements and deplanements totaled 158 in and out or a total of 316. This number is included in our total passenger boarding’s for the airport bringing the total enplanements to 2,241 and deplanements to 2,091.

“New Business Agenda Item G, “Aircraft Air stairs” – The Airport Manager briefed the Committee on the proposed purchase of an aircraft air stairs which is compatible with a B737. The cost is between \$50,000 and \$60,000 and is AIP/PFC grant eligible. If Riverside Resort agrees to continue 737 charter service to Laughlin it will be necessary to purchase the air stairs. The item has been added to the Airport Capital Improvement plan and will be purchased using grant funds. The Committee requested that the Airport Manager find out if the air stairs can be constructed locally.

“New Business Agenda Item H, “Construction and Administration Contract, Building 7 Exterior 2013 project – Primary Airport Services” The Airport Manager requested Committee approval for the building 7 exterior improvements Construction Administration contract with Primary Airport Services.

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

Motion Carried Unanimously

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held November 27, 2013 in the airport conference room at 4:00 PM.

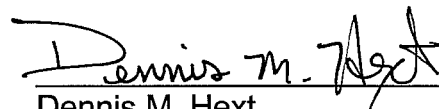
ADJOURNMENT: A motion was made by Al Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:42PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager