

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: April 25, 2013 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari, Albert Koskela, Tom Tikkanen

ATTENDEES: Airport Manager Dennis Hext, Dennis Juppe (Primary Airport Services), Controller Eric Forsberg, Russ Erkkila, Phil Anderson, Karen Anderson, Steve Williams and Rose Keranen.

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

Motion Carried Unanimously

MINUTES: A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the March 28, 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 as presented.

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 March.

PUBLIC COMMENTS:

OLD BUSINESS:

Agenda Item A - Building 6/7 Water Line Replacement Re-Bid (1 inch line) - Bids were requested to replace the water line between buildings 6 and 7 at the December meeting. Six bids were received and opened at the meeting however, due to funding restraints the item was tabled to explore other options. During the February meeting the Committee requested the Airport Manager solicit a re-bid to replace the line with a 1 inch line verses a 6 inch line. Bill Siler Contracting was the lowest bidder at \$14,500.

The Airport Manager discussed possible funding sources to pay for the repairs to the building 6/7 water line. A discussion ensued regarding system leaks, repairs, and the possibility of hiring Traverse Engineering and another company specializing in leak detection to find leaks and make repairs to the system. Discussion also encompassed whether funds should be used to find system leaks or make repairs to the building 6/7 line.

A motion was made by Al Koskela and seconded by Tom Tikkanen to table the contract for repairs to the building 6/7 water line replacement with Bill Siler, and the contract with Primary Airport Services until the April meeting.

Motion Carried Unanimously

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NEW BUSINESS:

Agenda Item A – Sixel Small Airport Conference Report” – The Airport Manager attended the Small Airports Conference in Tucson and updated the Committee on conference presentations and airline meetings. Meetings with selected airlines went well and it was learned SkyWest is very pleased with the communities support and plans on bidding again when EAS proposals are requested.

Agenda Item B – Retirement and Resignation – The Airport Manager informed the Committee that Tom Ryding is retiring after 19 years of service to the Airport. Tom’s last day will be May 5, 2013. Jessie Taivalkoski will be moved from part-time to full-time to fill Tom’s slot. Jessie has been working part-time now since May 6, 2010 and is an excellent worker who brings many skills to the airport. He will be an asset to the County.

Tom Anderson who works part-time for the airport as a Janitor has accepted a full time janitorial position with Michigan Tech. Tom has agreed to work for us until May 15 while we go through the hiring process to fill his position.

Ads were posted in the paper for the two part-time positions.

Agenda Item C – “Sixel Consulting Agreement” – The Airport Manager requested permission for the Airport Committee Chairman to sign the Sixel consulting “Airline Consulting Services contract. The consultation was necessary to formulate presentations and meet with airlines at the conference in Tucson. The Committee agreed to hire Sixel at the February meeting and it is a budgeted item.

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

Motion Carried Unanimously

New Business, Agenda Item D, “Traverse Engineering Agreement”- The Airport Manager requested permission to hire Dick Supina of Traverse Engineering to find leaks within our water system. Mr. Supina has been selected because of his expertise and his knowledge of the airport water system. Phase one scope of work would include working with airport staff to formulate a process to isolate water line sections, conduct leak detection testing, and prioritize repairs. Phase two would consist of hiring a sub-contractor, specializing in leak detection, to find any remaining leaks.

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

Motion Carried Unanimously

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New Business, Agenda Item E, “Weather Briefing Services – MDOT contract No. 2013-0189”- The Airport Manager requested approval to have the Airport Committee Chairman sign MDOT contract No. 2013-0189, weather briefing services. The purpose of the contract is to provide equipment necessary for pilot weather briefings. The Airport is responsible to provide and maintain the weather briefing equipment, internet, phone etc. and MDOT agrees to pay 50% of the charges for the service.

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

Motion Carried Unanimously

New Business, Agenda Item F, Resolution, “Weather Briefing Services – MDOT contract No. 2013-0189”- The Airport Manager requested approval of a resolution certifying that the Airport Committee Chairman has the authority to sign MDOT contract No. 2013-0189 as referenced above. The resolution is a requirement of the contract.

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

Motion Carried Unanimously

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

New Business, Agenda Item G, “Mead & Hunt, Sixth Progress Payment, Construction Inspection and Administration Services, CMX Design GA Apron Rehabilitation, Project R2799300-120618.01, Fed. 3712/C115. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 234792 in the amount of \$10,397.51 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the sixth progress payment, Construction Inspection and Administration Services, Design of the GA Apron Rehabilitation. 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

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New Business, Agenda Item H, “Loomacres, Inc. First Progress Payment, Wildlife Services, Wildlife Management Plan Development, Grant 3712/ENV. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 12535 in the amount of \$12,775.69 for submittal to MDOT for processing and payment to Loomacres, Inc. for the first progress payment, Wildlife Services, wildlife management plan development. 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

Agenda Item I - Water/Sewage Report – For February 15, 2013 to March 15, 2013 daily Inflow Infiltration (I&I) was 6,141 gallons. For the same period water loss was at 168,100 gallons. For the same period last year I&I was 5,961 gallons and water loss was 85,100 gallons.

“New Business Agenda Item J, “Airline Monthly Statistics.” – For the month of March, 2013 SkyWest enplaned 2,107 passengers and deplaned 1,765. Last year in March SkyWest enplanements were 2,232 compared to this year’s enplanements of 2,107 a decrease of 147 passengers or 6.5%. The decrease can be attributed to 12 cancellations due to weather compared to 4 cancellations in March of 2012.

PUBLIC COMMENTS: Steve Williams, President, DA Glass updated the Committee on the construction progress of the DA Glass facility located in the Airport Industrial Park. He also expressed concerns regarding the possible electrical capacity issues with REA. The possibility exists that if KRC, DA Glass, and the airport electrical consumption usage is at maximum a brown out could happen. The Airport Manager was tasked with setting up a meeting with REA, UPPCO and ATC for the purpose of addressing the issue and formulating a solution.

NEXT MEETING: The next meeting will be held May 30, 2013 in the airport conference room at 4:00 PM.

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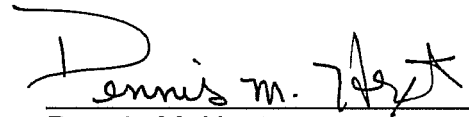
ADJOURNMENT: A motion was made by Al Koskela and seconded by Tom Tikkanen to adjourn the meeting at 5:27PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager