

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: April 1, 2014 (March Meeting) TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Anton Pintar – Present, Scott Ala – Present Tom Tikkanen - Present

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Controller, Dennis Jouppe, (Primary Airport Services), Bill Voght, John Britz, George Kinnunen Mark Osborne, Rose Keranen, and Karen Anderson.

PUBLIC HEARING – PROPOSED WATER/SEWER RATE INCREASE: The Airport Committee Chairman opened the public hearing at 4:01PM. A discussion ensued detailing the necessity for the proposed increases due to increased operating costs, new DEQ regulations and rate increases by both Michigan American Water Company and Torch Lake Sewage Authority. The Chairman requested public comments.

Mark Osborne representing the Keweenaw Research Center was concerned about how large the increase was. He suggested that if there are any future increases they should be smaller in nature so it is not such a shock to their budget.

The public hearing was closed at 4:20PM

AGENDA: A motion was made by Anton Pintar and seconded by Scott Ala to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Scott Ala and seconded by Anton Pintar to approve the February 27, 2014 regular airport meeting minutes as presented.

Motion Carried Unanimously

BILLS: A motion was made by Anton Pintar and seconded by Scott Ala to approve and pay the bills as presented.

Motion Carried Unanimously

Roll Call – Anton Pintar – YES Scott Ala – YES Tom Tikkanen – YES

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

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

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New Business, Agenda Item A, "Aircraft Incident Update". – The Airport Manager updated the Committee on an aircraft incident which happened at the airport on March 31, 2014 at approximately 1:45pm. An aircraft lost directional control upon landing on runway 13 due to a sudden gust of wind. The aircraft veered off of the runway into the snow in the Runway Safety Area (RSA). There were no injuries to the pilot and no extensive damage to the aircraft occurred. The airport was closed while extraction and removal operations commenced. During the aircraft removal process another aircraft requested permission to land at the airport. The aircraft was told to divert to another airport because the runway was closed. The aircraft didn't feel he had enough fuel to safely land at another airport so a fuel emergency was declared by the pilot. The airport also declared "Alert 1" status as a precautionary measure. The aircraft landed without incident and removal operations of the first aircraft resumed. The aircraft was successfully removed from the runway at approximately 7:45PM and the airport was re-opened.

New Business, Agenda Item B, "Proposed Water/Sewer rate increase". – The Airport Manager requested permission to increase the water fee from \$16.90 per 1000 gallons to \$20.39 per 1000 gallons and increase the sewer fee from \$12.89 per 1000 gallons to \$28.56 per 1000 gallons

A motion was made by Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

New Business, Agenda Item C, "TES Traverse Engineering Services, P.C. Agreement" – The Airport Manager requested approval to have the Airport Committee Chairman sign an agreement with Traverse Engineering Services to update the Airport Water System ordinance.

A motion was made by Anton Pintar and seconded by Scott Ala to approve the request.

Motion Carried Unanimously

New Business, Agenda Item D, "Royale Air Service Airport Use Agreement" – The Airport Manager requested permission to have the Airport Committee Chairman sign the airport use agreement with Royale Air Service.

A motion was made by Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item E, "Hangar 2 CSA Sublease agreement" – The Airport manager requested permission to have the Airport Committee Chairman sign the hangar 2 sublease agreement between SkyWest and CSA.

A motion was made by Anton Pintar and seconded by Scott Ala to approve the request.

Motion Carried Unanimously

New Business, Agenda Item F, "Hangar 2 Ameriflight Sublease agreement" – The Airport manager requested permission to have the Airport Committee Chairman sign the hangar 2 sublease agreement between SkyWest and Ameriflight.

A motion was made by Anton Pintar and seconded by Scott Ala to approve the request.

Motion Carried Unanimously

New Business, Agenda Item G, "Hangar 2 FedEx Sublease agreement" – The Airport manager requested permission to have the Airport Committee Chairman sign the hangar 2 sublease agreement between SkyWest and FedEx.

A motion was made by Anton Pintar and seconded by Scott Ala to approve the request.

Motion Carried Unanimously

New Business, Agenda Item H, "Mead & Hunt North Terminal Apron Construction and Administration agreement" – The Airport manager requested permission to have the Airport Committee Chairman sign the construction and administration agreement with Mead & Hunt for the rehabilitation of the North Terminal Apron.

A motion was made by Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

New Business, Agenda Item I, "Mead & Hunt, Fifth Progress Payment, CMX Design Conservation Easement Mitigation, Project R2799300-120248.01, Fed. 3813/ENV." – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 242058 in the amount of \$5,310.90 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the fifth progress payment, Design Services, CMX Design Conservation Easement Mitigation. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

A motion was made by Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item J, “Mead & Hunt, Sixth Progress Payment, CMX Design North Terminal Apron Reconstruction, Project R2799300-100536.01, Fed. 3813/C116. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 242041 in the amount of \$6,381.45 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the sixth progress payment, Design 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 Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

New Business, Agenda Item K, “Mead & Hunt, Second Progress Payment, CMX Design Passenger Boarding Ramp, Project R2799300-140178.01, Fed. 3914/C117. – The Airport Manger requested approval to have the Airport Committee Chairman sign invoice 242042 in the amount of \$512.00 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the second progress payment, Design Services, CMX Design Passenger Boarding Ramp. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

A motion was made by Scott Ala and seconded by Anton Pintar to approve the request.

Motion Carried Unanimously

“New Business Agenda Item L, “Water/Sewage Report.” – For the period from February 19, 2014 to March 18, 2014 daily I&I was 4,616 gallons and water loss for the month was 89,884 gallons. 2013 I&I 6,141.....2013 water loss 162,316 gallons.

“New Business Agenda Item M, “Airline Monthly Statistics.” – For the month of February, 2014 SkyWest enplaned 1,637 passengers and deplaned 1,562. Last year in February SkyWest enplanements were 1,732 compared to this year’s enplanements of 1,637 a decrease of 95 passengers or 5%. SkyWest experienced 8 cancellations during the month compared to 7 in February of 2013.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held April 24, 2014 in the airport conference room at 4:00 PM.

ADJOURNMENT: A motion was made by Scott Ala and seconded by Anton Pintar to adjourn the meeting at 5:00PM.

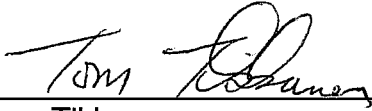
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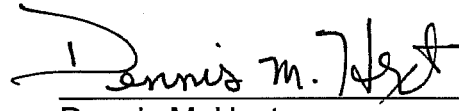
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Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager