

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: April 24, 2014 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 Juppe, (Primary Airport Services), John Britz, George Kinnunen, Rose Keranen, and Karen Anderson.

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

Motion Carried Unanimously

MINUTES: A motion was made by Anton Pintar and seconded by Scott Ala to approve the April 1, 2014 (March meeting) regular airport meeting minutes as presented.

Motion Carried Unanimously

BILLS: A motion was made by Scott Ala and seconded by Anton Pintar 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 March.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item A, “FAA Annual Airport Inspection”. – The Airport Manager updated the Committee on The FAA the annual airport inspection conducted on April 1, 2014. The inspection revealed no discrepancies. It is not easy to come out of an inspection with no write ups and it is only the second time in over 25 years the airport has been able to accomplish a perfect inspection. It is only possible because of the dedication and hard work by the airport staff.

A motion was made by Scott Ala and seconded by Anton Pintar to write a letter from the Airport Committee congratulating the airport employees on a job well done.

Motion Carried Unanimously

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New Business, Agenda Item B, “SkyWest Airlines Into Plane Fuel Agreement, Amendment No.2”. – The Airport Manager requested a motion to have the Committee Chairman sign the “Into Plane Fuel agreement – Amendment No.2” between SkyWest Airlines and Houghton County Memorial Airport.

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

Motion Carried Unanimously

New Business, Agenda Item C, “SkyWest Airlines Airport Use Agreement, Amendment No.2” – The Airport Manager requested a motion to have the Committee Chairman sign the “Airport Use Agreement – Amendment No. 2” between SkyWest Airlines and Houghton County Memorial Airport.

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

Motion Carried Unanimously

New Business, Agenda Item D, “Mead & Hunt, Sixth 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 242793 in the amount of \$1,665.47 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the sixth 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

New Business, Agenda Item E, “Mead & Hunt, Seventh 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 242770 in the amount of \$14,890.05 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the seventh 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

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New Business, Agenda Item F, "Mead & Hunt, Third 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 242771 in the amount of \$640.00 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the third 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 G, "Water/Sewage Report." – The water/sewer report was unavailable and will be presented at the next meeting.

"New Business Agenda Item H, "Airline Monthly Statistics." – For the month of March, 2014 SkyWest enplaned 2,042 passengers and deplaned 1,887. Last year in March SkyWest enplanements were 2,107 compared to this year's enplanements of 2,042 a decrease of 65 passengers or 3%. SkyWest experienced 9 cancellations during the month compared to 12 in March of 2013.

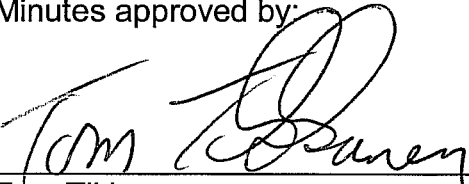
"New Business Agenda Item I, "TLSA Meeting" – The Committee asked the Airport Manager to attend a meeting of the Torch Lake Sewage Authority. The Committee members are unable to attend because of scheduling conflicts.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held June 3, 2014 in the airport conference room at 4:00 PM.

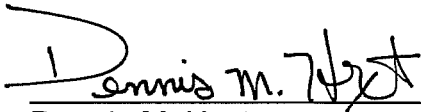
ADJOURNMENT: A motion was made by Scott Ala and seconded by Anton Pintar to adjourn the meeting at 4:31PM.

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager