

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: March 26, 2015 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari – Present, Albert Koskela – Present Eugene Londo - Absent

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Controller, Dennis Juppe, (Primary Airport Services), Russ Erkkila, and Melinda Donovan.

AGENDA: A motion was made by Albert Koskela and seconded by Tim Palosaari to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Tim Palosaari to approve the February 26, 2015 regular airport meeting minutes as presented.

Motion Carried Unanimously

BILLS: A motion was made by Albert Koskela and seconded by Tim Palosaari to approve and pay the bills as presented.

Motion Carried Unanimously

Roll call – Tim Palosaari – YES Albert Koskela – 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:

New Business, Agenda Item A, “Compact Track Loader – Bid Opening” – Bid specifications for a Compact Track Loader were sent out requesting proposals to be opened at the March Airport Committee Meeting. Funding for the Loader will be provided through a state grant. The State of Michigan will fund 90% while the Airport share is 10%. Three contractors were invited to bid on the project. Two bids were received one from Nortrax Inc. and one from Miller-Bradford & Risberg Inc. The bids were read and recorded as follows:

Miller-Bradford & Risberg Inc. – Base bid \$81,667.00

Nortrax Inc. – Base bid \$82,113.00

The Airport Manager requested a motion approving the successful low bidder pending review of the bid documents for completeness.

A motion was made by Albert Koskela and seconded by Tim Palosaari to approve the low bid pending review.

Motion Carried Unanimously

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New Business, Agenda Item B, “Middle & South Terminal Apron Rehabilitation Bids – Phase III & IV”. – The Airport Manager updated the Committee on the apron rehabilitation project scheduled for the summer of 2015. Sealed bids will be received for the Middle and South Terminal Apron rehabilitation project until 2:00 pm local time Friday, April 17, 2015 at the Mead & Hunt office in Lansing where they will be publically opened and read aloud.

New Business, Agenda Item C, “Sixel Air Service Contract”. – The Airport Manager requested approval to have the Airport Committee Chairman sign an agreement with Sixel Consulting group. The purpose of the contract is to look at the Airports air service needs and discuss those needs with SkyWest Airlines.

A motion was made by Albert Koskela and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item D, “Mead & Hunt, Design Apron Rehabilitation Phase 3&4 Federal Project 4015/C119.” – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 250156 in the amount of \$12,789.95 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the second progress payment, Design Services, CMX 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 Albert Koskela and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item E, “Mead & Hunt, Terminal Building Replacement Study.” – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 250475 in the amount of \$6,560.00 for payment to Mead & Hunt Engineering for the first progress payment, CMX Terminal Building Replacement Study. The cost is reimbursable using AIP/PFC funds provided sponsor begins construction of new terminal. Sponsor share is 2.5% which is reimbursable using PFC funds.

A motion was made by Albert Koskela and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

“New Business Agenda Item F, “Water/Sewage Report.” – For the period from February 19, 2015 to March 19, 2015 (28 days) daily I&I was 5,082 gallons. For the same time period in 2014 I&I was 4,616 gallons. For the period from February 17, 2015 to March 20, 2015 (31 days) water loss (25,529) gallons. For the same time period in 2014 water loss was 87,079 gallons.

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“New Business Agenda Item G, “Airline Monthly Statistics.” – For the month of February, 2015 SkyWest enplaned 1,568 passengers and deplaned 1,465 Last year in February SkyWest enplanements were 1,637 compared to this year’s enplanements of 1,568 a decrease of 69 passengers or 4.0%. SkyWest experienced 9 cancellations during the month compared to 8 in February of 2014. Sun Country Airlines enplaned 89 passengers and deplaned 89 passengers. Combined total enplanements for the month of February 2015 were 1,657.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held April 30, 2015 in the airport conference room at 4:00 PM.

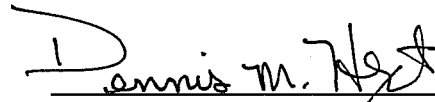
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Tim Palosaari to adjourn the meeting at 4:26PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager