

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: June 25, 2015 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

**ATTENDEES:** Dennis Hext, Airport Manager, Eric Forsberg, County Controller, Dennis Jouppe, (Primary Airport Services), Jeff Ratcliffe, KEDA, George Kinnunen, Bill Voght, Russ Erkkila, and Rose Keranen.

**AGENDA:** A motion was made by Albert Koskela and seconded by Eugene Londo to approve the agenda with additions.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Eugene Londo and seconded by Albert Koskela to approve the May 28, 2015 regular airport meeting minutes as presented.

**Motion Carried Unanimously**

**BILLS:** A motion was made by Albert Koskela and seconded by Eugene Londo to approve and pay the bills as presented.

**Motion Carried Unanimously**

Roll call – Tim Palosaari – YES Eugene Londo – Yes Albert Koskela – YES

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

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “DOT EAS request for proposals”.** – Airport Manager Dennis Hext updated the Committee on the EAS RFP. On June 8, 2015 the Department of Transportation issued an order requesting proposals from air carriers interested in providing essential air service at Paducah, Kentucky, Houghton, Muskegon, and Eau Claire Wisconsin. On June 19<sup>th</sup> Mr. Hext met with SkyWest Airlines and Sixel Consulting (via phone conference) to discuss their intentions regarding Houghton. Specifically, discussions focused on the possibility of bidding SkyWest Delta to Minneapolis versus SkyWest United to Chicago O’Hare. Other topics included United’s poor customer service, reliability issues, O’Hare airport congestion, and the community’s strong support to switch airlines and airport hubs. SkyWest considered the possibility of switching brands however, Delta was unable to consider such a request due to scope clause contractual limitations with their pilot union. Due to these limitations SkyWest informed Mr. Hext they would most likely bid under the United brand to O’Hare airport. Proposals are due by July 10, 2015 with a new 2 year term beginning February 1, 2016.

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**New Business, Agenda Item B, “Building 7 Improvements – Landscaping and Roofing Rehabilitation”.** - Four contractors submitted Sealed bids to rehabilitate building 7. Improvements include landscaping and replacement of the roof. Both are causing water damage to the building. Funding for the project is reimbursable using Car Facility Charges. The following bids were received and opened for review and approval.

L&R Contracting - \$54,147.00

MJO Contracting - \$42,961.00

S&L Excavating - \$41,725.00

A1 Drywall - \$34,800.00

The Airport Manager requested a motion to approve the successful bidder pending review.

A motion was made by Eugene Londo and seconded by Albert Koskela to approve the request.

**Motion Carried Unanimously**

**“New Business Agenda Item C, “MDOT Capital Improvement and Equipment Grant”.** – Houghton County Memorial Airport applied for and received a capital improvement and equipment grant from the State to purchase a mulching attachment for the compact track loader. The Airport Manager requested permission to have the Airport Committee Chairman sign the State Capital Improvement grant for \$22,223.00. The mulching attachment will be used to mitigate wildlife habitat and clear runway approaches of obstacles thereby enhancing safety of the traveling public.

A motion was made by Albert Koskela and seconded by Eugene Londo 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 252278 in the amount of \$7,523.50 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the fifth 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 Eugene Londo and seconded by Albert Koskela to approve the request.

**Motion Carried Unanimously**

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**“New Business Agenda Item E, “Mead & Hunt, Terminal Building Replacement Study”.**

– The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 252009 in the amount of \$6,301.37 for payment to Mead & Hunt Engineering for the third 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 Eugene Londo to approve the request.

**Motion Carried Unanimously**

**“New Business Agenda Item F, “Mead & Hunt, Terminal Building Replacement Study”.**

– The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 252758 in the amount of \$5,555.63 for payment to Mead & Hunt Engineering for the fourth 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 Eugene Londo to approve the request.

**Motion Carried Unanimously**

**“New Business Agenda Item G, “Water/Sewage Report.”** – For the period from May 14, 2015 to June 11, 2015 (29 days) daily I&I was 5,636 gallons. For the same time period in 2014 I&I was 10,598 gallons. For the period from May 14, 2015 to June 16, 2015 (34 days) water loss (360,953) gallons. For the same time period in 2014 water loss was 66,154 gallons. The high water loss was due to preventative maintenance on the tank, flushing of hydrants, and the full scale emergency exercise.

**“New Business Agenda Item H, “Airline Monthly Statistics.”** – For the month of May, 2015 SkyWest enplaned 2,173 passengers and deplaned 2,097 Last year in May SkyWest enplanements were 1,986 compared to this year’s enplanements of 2,173 an increase of 187 passengers or 9.5%. SkyWest experienced 2 cancellations during the month compared to 9 in May of 2014. Sun Country enplaned 156 passengers. Royale Air enplaned 50 passengers. Combined enplanements for the month of May totaled 2,379.

**“New Business Agenda Item I, “REA Sub-Station Ground Breaking Ceremony”** – The Airport Manager informed the Committee REA will be hosting a ground breaking ceremony after July 4, 2015 to construct the new sub-station in the Boston location. REA will invite a representative from the airport to attend the ceremony.

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**“New Business Agenda Item J, “DA Glass”** – Jeff Ratcliffe representing KEDA, has been working with DA Glass to facilitate processes involving the DEQ to dispose of waste water from their operations. A discussion ensued regarding sewer connection options to Houghton, and problems at the Torch Lake Sewage Authority and implications to the airport and airport industrial park.

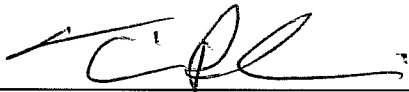
**PUBLIC COMMENTS:**

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

**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Eugene Londo to adjourn the meeting at 4.56PM.

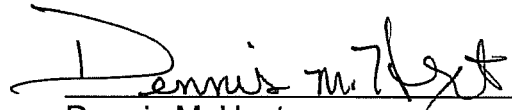
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager