

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: December 23, 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 Administrator, Dennis Jouppe, (Primary Airport Services), Bill Voght, Russ Erkkila, and Melinda Donovan.

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

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Albert Koskela and seconded by Eugene Londo to approve the November 25, 2015 regular airport meeting minutes as presented.

**Motion Carried Unanimously**

**BILLS:** A motion was made by Eugene Londo and seconded by Albert Koskela 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 Administrator, presented the Airport and Water & Sewer financial reports for the month of November.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “Frank Sager – General Aviation Services”.** – Mr. Sager was absent from the meeting.

**New Business, Agenda Item B, “Mead & Hunt Contract – Snow Removal Equipment (SRE) Procurement”** – The Airport Manager requested a motion to have the Airport Committee Chairman sign an agreement with Mead & Hunt to write specifications to procure a high speed Snow Blower to replace the current unit. The cost of the project is \$9,155.00 and is funded using AIP/PFC grants.

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 C, “Airport Water Quality Standard Final Report”.** – At the October 2015 Airport Committee meeting concerns were raised by an industrial park water customer that the Airport water system did not meet state drinking water standards. Water samples were collected and sent for testing immediately after the meeting from building 10 (SRE/ARFF), the Airport Water Tank, DA Glass, and Designotype print shop. At the November meeting the preliminary results were presented with the exception of lead due to problems with the testing equipment. On December 14, 2015 the final results were received from White Water Associates, Inc. The Airport water exceeded State drinking water standards in every category. Test results were sent to the DEQ, Torch Lake Sewage Authority, DA Glass and Michigan American Water Company. No further action was taken.

**“New Business Agenda Item D, “Water/Sewage Report.”** – For the period from November 12, 2015 to December 10, 2015 (28 days) daily I&I was 6,627 gallons. For the same time period in 2014 I&I was 8,361 gallons. For the period from November 20, 2015 to December 21, 2015 (31 days) water loss was 47,745 gallons. For the same time period in 2014 water loss was (2,077) gallons.

**“New Business Agenda Item E, “Airline Monthly Statistics.”** – For the month of November, 2015 SkyWest enplaned 1,917 passengers and deplaned 1,815 Last year in November SkyWest enplanements were 1,856 compared to this year’s enplanements of 1,917 an increase of 61 passengers or 3%. SkyWest experienced 3 cancellation during the month compared to 3 in November of 2014.

**“New Business Agenda Item F, “2016 Airport Committee Meeting dates”** – The 2016 Airport Committee meeting dates were presented for approval by the Committee. The approved dates will be posted on the Airport webpage.

A motion was made by Albert Koskela and seconded by Eugene Londo to approve the dates as presented.

**Motion Carried Unanimously**

**“New Business Agenda Item G, “Building 10 Storm Drains”** – The DEQ conducted an inspection of the storm drains in building 10 and determined the drains are not correctly configured. The storm drains are hooked up to the storm sewer and although they have oil separators the DEQ has informed the airport the drains are not in compliance. The Airport Manager requested permission to hire an engineer so permission could be granted from Torch Lake Sewage Authority to cap the line to the storm sewer and connect the drains to the sanitary sewer as soon as possible. After discussing options the Committee decided to table the item and research the issue to find out the most cost effective way to bring the building into compliance. The intention of the Committee is to have specifications written and proposals presented for the installation of an oil separator and connection to the sanitary sewer at the January 28, 2016 meeting.

A motion was made by Albert Koskela and seconded by Eugene Londo to table the item until more information could be obtained.

**Motion Carried Unanimously**

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**“New Business Agenda Item H, “Request for Statement of Qualifications – Engineering Services”** – Pursuant to FAA grant assurances it is a requirement to obtain a statement of qualifications from engineering firms every 5 years to represent the airport. A request for statement of qualifications has been posted in the local newspaper, airport website, and State website. The Airport Manager requested approval to form a review committee consisting of the Airport Manager, County Administrator, and Committee Chairman. The purpose of the review committee is to recommend a firm to the Airport Committee based on engineering proposals and interviews.

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

**Motion Carried Unanimously**

**PUBLIC COMMENTS:**

**NEXT MEETING:** The next meeting will be held January 28, 2016 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 4.36PM.

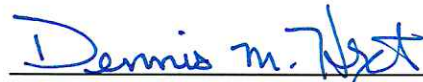
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager