

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: February 25, 2016 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 - Absent

**ATTENDEES:** Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Phil Anderson, Working Foreman, Dennis Jouppe, (Primary Airport Services), Karin Cooper, Russ Erkkila, Rose Keranen, 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 January 28, 2016 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 Administrator, presented the Airport and Water & Sewer financial reports for the month of January.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “Airport Engineering Services Recommendation”.** – Pursuant to FAA regulations and as a part of the Airports grant assurances, advertisements for Statement of Qualifications to conduct engineering services for the airport were requested. Currently the Airport Engineer is Mead & Hunt. Request for qualifications were posted on the Airport web page, local newspaper, and on the MDOT website. Additionally, qualifications were requested from the following local firms: U.P. Engineers and Architects, OHM, and Traverse Engineering. Two proposals were received one from Mead & Hunt who also teamed up with Traverse Engineering and the other from Prein&Newof who teamed up with U.P. Engineers and Architects. The selection committee consisting of the Airport Manager, County Administrator, Airport Committee Chairman, and Airport Committee member (Al Koskela) interviewed the firms on the 24<sup>th</sup> of February. A recommendation was presented to the Airport Committee to select Mead & Hunt along with local sub-contractors based on interviews and proposals received by the two firms.

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A motion was made by Al Koskela and seconded by Tim Palosaari to approve the selection committee's recommendation to select Mead & Hunt to provide airport engineering services for the next 5 years.

**Motion Carried Unanimously**

**New Business, Agenda Item B, "Industrial Park Lot 8 Land Contract".** – The land contract with DA Glass regarding lot 8 of the Airport Industrial park is set to expire on February 26, 2016. DA Glass has been unable to meet the requirements of the contract and has declined an extension of the contract. The Airport Committee decided it was in the best interest of the County to release DA Glass from the contract and put the lot up for sale.

A motion was made by Al Koskela and seconded by Tim Palosaari to release DA Glass from the land contract for lot 8 located in the Airport Industrial Park.

**Motion Carried Unanimously**

**New Business, Agenda Item C, "SkyWest Airport Use Agreement No.1".** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Airport Use Agreement with SkyWest. The two year operating agreement includes updated terms, conditions and fees.

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

**Motion Carried Unanimously**

**New Business, Agenda Item D, "SkyWest Airport Use Agreement No.2 – Hangar 1".** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Airport Use Agreement No. 2 – Hangar 1, with SkyWest. The two year agreement includes updated terms, conditions and fees.

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

**Motion Carried Unanimously**

**New Business, Agenda Item E, "SkyWest Airport Use Agreement No.3 – Into Plane Fuel".** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Airport Use Agreement No. 3 with SkyWest. The two year agreement covers pumping fees and includes updated terms, conditions and fees.

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

**Motion Carried Unanimously**

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**New Business, Agenda Item F, "Mead & Hunt, CA Apron Rehabilitation Phases 3&4 (4015/C119)".** – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 258484 in the amount of \$13,485.00 for payment to Mead & Hunt Engineering for the second progress payment, Construction Administration Apron Rehabilitation Phases 3&4. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

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

**Motion Carried Unanimously**

**New Business, Agenda Item G, "Mead & Hunt, CMX Design SRE – Snow Blower Procurement (4116/C120)".** – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 258485 in the amount of \$3,662.00 for payment to Mead & Hunt Engineering for the first progress payment, Design, SRE – Snow Blower Procurement. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

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

**Motion Carried Unanimously**

**"New Business Agenda Item C, "Water/Sewage Report."** – Due to circumstances beyond the airports control the water and sewer report was unavailable and will be reported during the March 31, 2016 meeting.

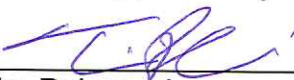
**"New Business Agenda Item D, "Airline Monthly Statistics."** – For the month of January, 2016 SkyWest enplaned 1,592 passengers and deplaned 1,613 Last year in January SkyWest enplanements were 1,455 compared to this year's enplanements of 1,592 an increase of 137 passengers or 9%. SkyWest experienced 5 cancellations during the month compared to 12 in January of 2015. Sun Country enplaned 104 passengers and deplaned 104 passengers. Enplanements for the month of January totaled 1,696 passengers.

**PUBLIC COMMENTS:**

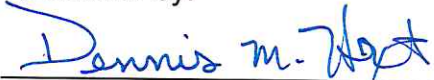
**NEXT MEETING:** The next meeting will be held March 31, 2016 in the airport conference room at 4:00 PM.

**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Tim Palosaari to adjourn the meeting at 4:21PM.

Minutes approved by:

  
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Tim Palosaari  
Airport Committee Chairman

Recorded by:

  
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Dennis M. Hext  
Airport Manager