

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: June 30, 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, Dennis Jouppe, (Primary Airport Services), and Rose Keranen.

**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 May 26, 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 May.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “Minimum Wage Adjustment”.** – Currently the airport has 4 part-time employees not covered under the union contract. The Airport Manager requested approval to raise the hourly pay by \$2.00 to keep up with minimum wage increases scheduled for January 2017. The Committee agreed to raise the hourly rate for all part time employees currently starting at \$9.00 per hour to \$11.00 per hour.

A motion was made by Tim Palosaari and seconded by Albert Koskela to approve an increase for part-time employees starting at \$9.00 per hour to \$10.00 per hour.

**Motion Carried Unanimously**

**New Business, Agenda Item B, “Airpark Sanitary Sewer Update”.** – The sanitary sewer study conducted by U.P. Engineer and Architects discovered sludge in the line between manhole covers D5-A15. A sample was taken and sent to a lab to determine what the substance consist of.

**New Business, Agenda Item C, “Resolution for MDOT Contract Amendment 2013-0189/A1 – Weather Briefing Services”.** – The Airport Manager requested Committee approval of a Resolution certifying that the Airport Committee Chairman is authorized to sign MDOT contract 2013-0189/A1 for weather briefing services.

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

**Motion Carried Unanimously**

Roll call – Tim Palosaari – YES Albert Koskela – YES

**New Business, Agenda Item D, “MDOT Contract Amendment 2013-0189/A1 – Weather Briefing Services”.** – The Airport Manager requested permission to have the Airport Committee Chairman sign the Amendment for the MDOT contract as referenced above. The purpose of the contract is to share expenses for weather briefing services in the pilots lounge.

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 Monthly Progress Report”.** – The Mead & Hunt progress report summarizing project activities for the time period of May 1, 2016 through May 31, 2016 was presented for review.

**New Business, Agenda Item F, “Mead & Hunt, CMX Design SRE – Snow Blower Procurement (4116/C120)”.** – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 261391 in the amount of \$1,556.35 for payment to Mead & Hunt Engineering for the Final progress payment, design 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 Tim Palosaari and seconded by Albert Koskela to approve the request.

**Motion Carried Unanimously**

**New Business, Agenda Item G, “Mead & Hunt, CMX CA Apron Rehabilitation Phases 3&4 (4015/C119)”.** – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 261390 in the amount of \$17,755.25 for payment to Mead & Hunt Engineering for the third 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 Tim Palosaari and seconded by Albert Koskela to approve the request.

**Motion Carried Unanimously**

**New Business Agenda Item H, Water/Sewage Report.** – For the period from April 14, 2016 to May 13, 2016 (30 days) daily I&I was 10,094 gallons. For the same time period in 2015 I&I was 9,084 gallons. For the period from April 19, 2016 to May 19, 2016 (30 days) water loss was 119,064 gallons. For the same time period in 2015 water loss was 53,790 gallons.

For the period from May 13, 2016 to June 16, 2016 (34 days) daily I&I was 6,923 gallons. For the same time period in 2015 I&I was 5,636 gallons. For the period from May 19, 2016 to June 17, 2016 (29 days) water loss was 188,410 gallons. For the same time period in 2015 water loss was 360,963 gallons.

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**New Business Agenda Item I, Airline Monthly Statistics.** – For the month of May, 2016 SkyWest enplaned 2,128 passengers and deplaned 2,011. Last year in May SkyWest enplanements were 2,173 compared to this year's enplanements of 2,128 a decrease of 45 passengers or 2%. SkyWest experienced 2 cancellations during the month compared to 2 in May of 2015. Sun Country enplaned 149 and Royale Air passengers totaled 114. May enplaned passengers totaled 2,337.

**PUBLIC COMMENTS:**

**NEXT MEETING:** The next meeting will be held July 28, 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 5:48PM.

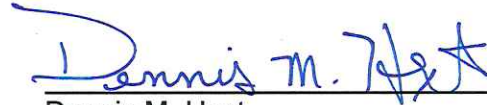
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager