

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: September 29, 2016 Meeting) TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext, Airport Manager, Dennis Jouppe, (Primary Airport Services), Phil Anderson, Russ Erkkila, Joe Masini, and Rose Keranen.

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 September 1, 2016 (August Meeting) 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 – Eugene Londo – YES Albert Koskela - YES Tim Palosaari – YES

FINANCIAL REPORT: The Airport Manager updated the Committee on the Airport and Water & Sewer financial reports for the month of August.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item A, “DA Glass Promissory Note/Guaranty”. – As requested by the Airport Committee at the last meeting the Airport Manager asked the County attorney to draft a promissory note and guaranty agreement for DA Glass. The purpose of the agreements is to have DA Glass make payments on the current outstanding balance of \$22,194.79. The guaranty would require DA Glass to stay current and make a monthly payment towards the outstanding balance. Copies of the agreements were presented to the Committee for review and approval. A discussion ensued regarding the outstanding balance and how to move forward with collections. The Committee tasked the Airport Manager with presenting the agreements to DA Glass for signature.

A motion was made by Eugene Londo and seconded by Albert Koskela to approve the agreements and forward them to DA Glass for signature.

Motion Carried Unanimously

New Business, Agenda Item B, “Snow Removal Chemicals”. – Effective October 1, 2016 the FAA instituted a new procedure for reporting runway-braking action. The new procedure may prohibit operations and cause major cancellations or delays at the airport. Quotes were requested for anti ice and deice chemicals to be used on the runway to ensure the airport has the tools necessary for a safe operation under the new guidelines. Costs came in at \$20,000-\$25,000 for one load of 4400 gallons of deice fluid. The extra expense is not a budgeted item however, the alternative of doing nothing could be much higher in lost revenue and public perception. More importantly the deice fluids will help

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enhance safety by providing better runway braking actions. Commissioner Koskela asked the Airport Manager to make sure the Department of Environmental Quality (DEQ) did not have any issues with the chemicals before purchasing.

A motion was made by Albert Koskela and seconded by Eugene Londo to approve the purchase of de-ice fluids pending review by the DEQ.

Motion Carried Unanimously

New Business, Agenda Item C, "Airport Facility/Manager License". – The Airport Manager requested a motion to have the Airport Committee Chairman sign the Facility/Manager license. The license is a State requirement necessary to operate the airport.

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

Motion Carried Unanimously

New Business, Agenda Item D, "Travel request – FAA Meeting". – The Airport Manager requested permission to attend a meeting with the FAA to discuss the airport capital improvement projects, current and future grants, and airport funding. The meeting is scheduled for October 19th in Lansing.

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

Motion Carried Unanimously

New Business, Agenda Item E, "Travel Request – Great Lakes AAAE Airport Operations & Maintenance Conference". – The Airport Manager requested permission for Phil Anderson and Dennis Hext to attend the Great Lakes AAAE conference October 23-26 in Chicago. The conference is a budgeted item. The total cost would be approximately \$1,000 per person.

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

Motion Carried Unanimously

New Business, Agenda Item F, "Mead & Hunt Monthly Progress Report". – The Mead & Hunt progress report summarizing activities for the period of August 1, 2016 through August 31, 2016 was presented for review.

New Business, Agenda Item G, "Mead & Hunt Payment - CMX CA Apron Rehabilitation Phases 3&4 (4015/C119)". – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 263788 in the amount of \$4,844.25 for state processing and payment to Mead & Hunt Engineering for the sixth 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 Albert Koskela and seconded by Eugene Londo to approve the request.

Motion Carried Unanimously

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“New Business Agenda Item H, “Water/Sewage Report.” – For the period from August 16, 2016 to September 14, 2016 (30 days) daily I&I was 6,280 gallons. For the same time period in 2015 I&I was 5,080 gallons. For the period from August 17, 2016 to September 16, 2016 (30 days) water loss was 132,489 gallons. For the same time period in 2015 water loss was 45,090 gallons.

“New Business Agenda Item I, “Airline Monthly Statistics.” – For the month of August, 2016 SkyWest enplaned 2,710 passengers and deplaned 2,685. Last year in August SkyWest enplanements were 2,771 compared to this year’s enplanements of 2,710 a decrease of 61 passengers or 2%. SkyWest experienced 2 cancellations during the month compared to 3 in August of 2015. Royale Air enplaned 398 passengers and deplaned 405 passengers. Enplanements for August totaled 3,108.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held November 3, 2016 in the airport conference room at 4:00 PM.

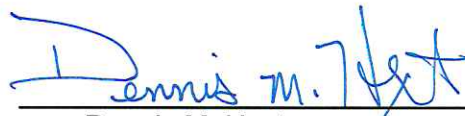
ADJOURNMENT: A motion was made by Eugene Londo and seconded by Albert Koskela to adjourn the meeting at 4:36PM.

Minutes approved by:



Tim Palosaari
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager