

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: January 4, 2017 (December 2016 Meeting) 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:** Eric Forsberg, County Administrator, Dennis Juppe, (Primary Airport Services), Phil Anderson, 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 November 23, 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 – Albert Koskela - YES Tim Palosaari – YES

**FINANCIAL REPORT:** The County Administrator updated the Committee on the Airport and Water & Sewer financial reports for the month of November.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “Airpark Sewer Study – Sludge Removal Quotes”.** – Jim Koskiniemi from U.P. Engineers and Architects (UPEA) provided a detailed Engineers Opinion of what it would cost to remove and replace the sludge filled sewer line in the Airport Industrial Park. The cost to remove and replace is estimated at \$168,620 while the cost to flush is estimated at \$97,000, which does not include gravel roads to access each manhole. The Committee discussed options and possible solutions on how to proceed. The Committee felt the best solution was to remove and replace the line. A discussion ensued regarding the engineers estimated bids. The Committee decided further discussion with UPEA was required before requesting bids for final approval by the Board of Commissioners.

A motion was made by Tim Palosaari and seconded by Albert Koskela to remove and replace the line.

**Motion Carried Unanimously**

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**New Business, Agenda Item B, "DA Glass Outstanding Debt".** – The water service for DA Glass was scheduled to be turned off on December 24, 2016. After discussions with Mr. Williams representing DA Glass a decision was made to delay the shutoff order until the Airport Committee meeting. The Committee discussed options on how to work with DA Glass to pay down the debt. Options included payments on debt, credit for sewer charges on effluent treated at another facility, and eliminating charges for sand purchased from the airport. It was decided Commissioner Palosaari would talk to Mr. Williams to work out a payment plan of \$200.00 per month to eliminate the debt.

**New Business, Agenda Item C, "Airport Use Agreement – Amendment No. 5 Snow Blower Testing".** – A request was made for a motion to approve Amendment No. 5 with KRC for snow blower testing. The amendment extends the term of the contract for another year the rest remains unchanged.

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

**Motion Carried Unanimously**

**New Business, Agenda Item D, "Michigan Air Service Grants".** – The Airport Manager applied for three grants from the State of Michigan. The first grant is for firefighting training in the amount of \$2,000.00. The second grant is for terminal airline counter modifications for \$10,000.00 and the third grant is a \$10,000.00 marketing grant. All three grants require a 10% match each. If the grant applications are approved by the State each grant will be brought before the Committee for final review and approval.

A motion was made by Albert Koskela and seconded by Tim Palosaari to accept the terms of all three grants pending approval by the state.

**Motion Carried Unanimously**

**New Business, Agenda Item E, "MAAE - Michigan Airport Conference".** – The Airport Manager requested permission for Dennis Hext and Eric Forsberg to attend the 2017 MAAE Airport Conference in Lansing on February 22-23. This is a budgeted item.

A motion was made by Albert Koskela and Tim Palosaari to allow Dennis Hext, Eric Forsberg, Albert Koskela, and Tim Palosaari to attend the conference.

**Motion Carried Unanimously**

**New Business, Agenda Item F, "Mead & Hunt Monthly Progress Report".** – The Mead & Hunt progress report summarizing activities for the period of November 1, 2016 through November 30, 2016 was presented for review.

**New Business, Agenda Item G, "2017 Airport Committee Meeting Dates".** – The 2017 Airport Committee meeting dates were presented for review.

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**“New Business Agenda Item H, “Water/Sewage Report.”** – For the period from November 14, 2016 to December 19, 2016 (35 days) daily I&I was 9,016 gallons. For the same time period in 2015 I&I was 6,627 gallons. For the period from November 17, 2016 to December 16, 2016 (29 days) water loss was 93,823 gallons. For the same time period in 2015 water loss was 46,168 gallons.

**“New Business Agenda Item I, “Airline Monthly Statistics.”** – For the month of November 2016 SkyWest enplaned 1,863 passengers and deplaned 1,851. Last year in November SkyWest enplanements were 1,917 compared to this year’s enplanements of 1,863 a decrease of 54 passengers or 3%. SkyWest experienced 3 cancellations during the month compared to 3 in November of 2015.

**PUBLIC COMMENTS:**

**NEXT MEETING:** The next meeting will be held January 26, 2017 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 4:45PM.

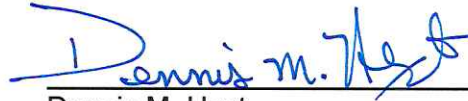
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager