

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: March 02, 2017 (February Meeting) TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari – Present, Albert Koskela – Present, Tom Tikkanen - Present

ATTENDEES: Dennis Hext, Airport Manager, Phil Anderson, Dennis Jouppe, Russ Erkkila and Rose Keranen.

AGENDA: A motion was made by Tom Tikkanen and seconded by Albert Koskela to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Tom Tikkanen and seconded by Albert Koskela to approve the March 2, 2017 (February Meeting) regular airport meeting minutes as presented.

Motion Carried Unanimously

BILLS: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve and pay the bills as presented.

Motion Carried Unanimously

Roll call – Albert Koskela - YES Tom Tikkanen – YES Tim Palosaari – YES

FINANCIAL REPORT: The Airport Manager updated the Committee on the Airport financials and Water and Sewer system for the month of February.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item 1. “Resolution – State ARFF Grant 2017-0357” – The Airport Manager requested approval of a resolution which gives authorization to the Airport Committee Chairman to sign State ARFF Grant 2017-0357 on behalf of Houghton County.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request and resolution.

Motion Carried Unanimously

Roll call – Albert Koskela - YES Tom Tikkanen – YES Tim Palosaari – YES

New Business, Agenda Item 2. “State ARFF Grant 2017-0357” – The Airport Manager applied for and received a grant from the State of Michigan to cover training costs associated with fire training (ARFF). The grant will cover 90% of training costs not to exceed \$2,000. The remaining costs above \$2,000 will be reimbursed by the airlines. The Airport Manger requested approval to have the Airport Committee Chairman sign the grant.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item 3. "Airpark Sewer Study" – U.P. Engineers and Architects received requests from area sewage authorities for copies of the airpark sewer study to review the results. The Committee decided to provide the study to outside entities after the Committee has reviewed the study and decided how to proceed.

New Business, Agenda Item 4. "Mead & Hunt, CMX CA North Terminal Apron Reconstruction Final Payment (3914/C118)" – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 267392 in the amount of \$8,982.50 for payment and processing to Mead & Hunt Engineering for the final progress payment, Construction Administration North Terminal Apron Reconstruction. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds

A motion was made by Tom Tikkanen and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 5. "Projectwise Electronic Invoicing" – The Airport Manager updated the Committee on a new invoicing procedure for federal and state grants. The new system is mandatory for all airports beginning with this year's projects. In the past invoices were sent to the Sponsor for approval and then sent to the State for final approval in turn the state would pay the contractor. The new system will use electronic invoicing which will speed up the process and save money for the state, pay contractors in a timely fashion, and close out projects faster. For all projects going forward the Committee will approve the contract. When an invoice is received for approval the Airport Manager will accept it after verifying the amount. The Committee will shall approve any invoices above the contract amount before sending the invoice to the state.

New Business, Agenda Item 6. "Mead & Hunt Monthly Progress Report" – The Mead & Hunt progress report summarizing activities for the period of January 1, 2017 through January 31, 2017 was presented for review.

"New Business Agenda Item 7. "Water/Sewage Report" – For the period from January 19, 2017 to February 15, 2017 (27 days) daily I&I was 8,748 gallons. For the same time period in 2016 I&I was 5,172 gallons. For the period from January 16, 2017 to February 15, 2017 (30 days) water loss was 148,018 gallons. For the same time period in 2016 water loss was 11,850 gallons.

"New Business Agenda Item 8. "Airline Monthly Statistics" – For the month of January 2017 SkyWest enplaned 1,448 passengers and deplaned 1,409. Last year in January SkyWest enplanements were 1,592 compared to this year's enplanements of 1,448 a decrease of 144 passengers or 9%. SkyWest experienced 12 cancellations during the month compared to 5 in January of 2016.

PUBLIC COMMENTS:

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NEXT MEETING: The next meeting will be held March 30, 2017 in the airport conference room at 4:00 PM.

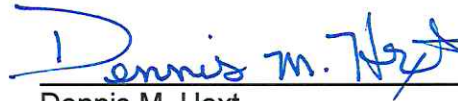
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:34PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager