

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: DECEMBER 28, 2017 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, Dennis Jouppe, Carl Jouppe, and Becky Ylitalo.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the November 30, 2017 regular airport meeting minutes.

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

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

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Building Plans for Veterans Garage” – The Airport Manager presented plans and drawings for the Veterans’ garage which is scheduled to be constructed next to building 7 for review and approval.

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

Motion Carried Unanimously

“New Business Agenda Item 2, “Delta County Airport Honor Flight Boarding Ramp Request.” – Delta County Airport is scheduling a U.P. honor flight for U.P. veterans on May 23 and has requested the use of the airport passenger-boarding ramp. The passenger ramp they normally use from the Appleton airport to board the aircraft is not available because Appleton is also hosting an honor flight on the same day. A trucking company has agreed to pick up and deliver the ramp at no cost. The Airport Manager requested a motion to approve the request.

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, “DA Glass Outstanding Debt” – DA Glass debt stands at \$21,629.39. They have not made a payment on their outstanding debt since September 13, 2017. The Airport Committee Chairman was tasked with meeting with DA Glass to discuss repayment options. The item was tabled until the next meeting.

“New Business Agenda Item 4, “OCU Glass Outstanding Debt”- OCU Glass has an outstanding balance of \$3,038.32. Currently \$2,068.36 is past due by more than 30 days. They have not made a payment since November 3, 2017. The Airport Committee Chairman was tasked with meeting with DA Glass to discuss repayment options. The item was tabled until the next meeting.

“New Business Agenda Item 5, “MAAE/MDOT 2018 Winter Conference”- The Airport Manager requested approval for himself, Eric Forsberg, Phil Anderson, and Albert Koskela to attend the MAAE/MDOT 2018 Winter Conference February 21-22 in Lansing Michigan. The Conference is a budgeted item.

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

Motion Carried Unanimously

“New Business Agenda Item 6, “2018 Airport Meeting Schedule”- The Airport Manager requested approval of the 2018 Airport Committee Meeting Schedule. The February meeting date was changed due to a conflict with the MAAE/MDOT conference. The February meeting will be held Wednesday, February 28, 2018, at 4pm in the Airport Conference Room.

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

Motion Carried Unanimously

“New Business Agenda Item 7, “Mead & Hunt Monthly Progress Report”- The Mead & Hunt progress report summarizing activities for the time period of November 1, 2017 through November 30, 2017 was presented for review.

“New Business Agenda Item 8, “Water/Sewer Report”- For the period from November 14, 2017 to December 14, 2017 (30 days) daily I&I was 12,348 gallons. For the same time period in 2016 I&I was 9016 gallons. For the period from November 16, 2017 to December 14, 2017 (28 days) water loss was 92,347 gallons. For the same time period in 2016 water loss was 72,968 gallons.

“New Business Agenda Item 9, “Airline Monthly Statistics” – For the month of November 2017 SkyWest enplaned 1,924 passengers and deplaned 1,900. Last year in November, SkyWest enplanements were 2,436 compared to this year’s enplanements of 1,863 an increase of 41 passengers or 3%. SkyWest experienced 4 cancellations during the month compared to 3 in November of 2016.

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be held January 25, 2018 in the airport conference room at 4:00 PM.

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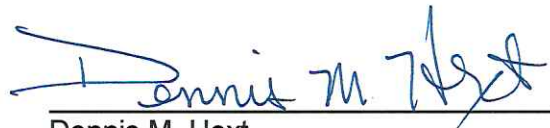
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:18 PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager