

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: JANUARY 25, 2018 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, Karl Jouppe, Phil Anderson, Eric Forsberg, Dick Supina, Bill Voght, and Russ Erkkila.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the December 28, 2017 regular airport meeting minutes.

Motion Carried Unanimously

BILLS: A motion was made by Tom Tikkanen and seconded by Albert Koskela 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 County Administrator updated the Committee on the Airport financials and Water and Sewer system for the month of December.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Enterprise Airport Use Agreement” – The Airport Manager requested a motion to approve the Enterprise Airport Use agreement. The term of the agreement is for 3 years and includes annual increases of 3%.

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

Motion Carried Unanimously

“New Business Agenda Item 2, “Enterprise Airport Use Agreement Number 2 Building 7.” – The Airport Manager requested a motion to approve the Enterprise Airport Use Agreement for Building 7. The term of the agreement is for 3 years and includes annual increases of 3%.

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

Motion Carried Unanimously

“New Business Agenda Item 3, Land Purchase- Runway 25 Safety Area” – In 2009 it was determined that it was necessary to purchase land located inside the runway protection zone of runway 25. At the time, the current owner did not want to sell the property so the County and the owner agreed to an option to purchase the property upon her death. In April of 2017, the owner passed away and the process to purchase the property per the “option to purchase” agreement has begun. Pursuant to FAA regulations an appraisal, review appraisal, and environmental site assessment was completed in September of 2017. The property appraised at \$122,000, which is an increase of \$12,000 from the \$110,000 appraisal, conducted in 2009. Total costs will include moving expenses of \$3,400 plus 125% above the appraised value (\$152,000) for an approximate payment of \$155,900. A good faith offer has been drafted and sent to the FAA, MDOT, and County Attorney for approval. The total cost of the acquisition will be reimbursable using AIP/PFC funds.

“New Business Agenda Item 4, “Mead & Hunt Contract Amendment – Middle & South Terminal Apron Phase III & IV Rehabilitation Construction Administration” – The purpose of the amendment is to establish a reduced scope of services and fee. Specifically, task 3 of the contract “AGIS Data Collection and Submittal” has been removed and will be done under a future contract. Therefore, the contract amount has been reduced by \$10,435.00 from the original amount of \$87,680.00 for a total project cost of \$77,245.00. The Airport Manager requested a motion to have the airport Committee Chairman sign the amendment.

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

Motion Carried Unanimously

“New Business Agenda Item 5, Storm Water Recertification Training” – The Airport Manager requested approval to have Russ Erkkila attend storm water recertification training in Marquette. The training is a DEQ requirement to maintain the airports storm water certification.

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

Motion Carried Unanimously

“New Business Agenda Item 6, “DA Glass Outstanding Debt” – The agenda item was tabled at the December meeting. The Airport Manager stated they are current with their payments.

“New Business Agenda Item 7, “OCU Glass Outstanding Debt”- The agenda item was tabled at the December meeting. The Airport Manager stated they are current with their payments.

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“New Business Agenda Item 8, “Mead & Hunt Monthly Progress Report”- The Mead & Hunt progress report summarizing activities for the time period of December 1, 2017 through November 31, 2017 was presented for review.

“New Business Agenda Item 9, “Water/Sewer Report”- The water and sewer report for the month of January was not available and will be presented at the February meeting.

At the request of the Committee, Dick Supina representing Traverse Engineering, presented a feasibility report exploring the idea of constructing a well to provide water for the airport water system. A discussion ensued regarding the possibility of rehabilitating the water tank and other issues involving the water and sewer system. It was determined construction of a well was not feasible. The committee decided to investigate increasing the rates to coincide with increasing costs from Michigan American and Torch Lake Sewer Authority.

“New Business Agenda Item 10, “Airline Monthly Statistics” – For the month of December 2017 SkyWest enplaned 1,672 passengers and deplaned 1,487. Last year in December SkyWest enplanements were 1,836 compared to this year’s enplanements of 1,672 a decrease of 164 passengers or 9%. SkyWest experienced 9 cancellations during the month compared to 10 in December of 2016.

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be held February 28, 2018 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 4:55 PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager