

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: FEBRUARY 28, 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, Jim Koskiniemi, Emmett Bjorn, Adam Danielson, Rose Keranen, Bill Voght, and Russ Erkkila.

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 Albert Koskela and seconded by Tom Tikkanen to approve the January 25, 2018 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 County Administrator updated the Committee on the financials for the Airport and Water and Sewer system for the month of January.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Sewer System Improvements, Phase 1 – Bid Opening” – Bids to repair and remove sludge from 1,316LF of pipe and dispose of the sanitary sludge were presented for review and approval.

Bids were as follows:

Danielson Contracting - \$49,440.00
National Power Rodding Corp. - \$95,828.00
Moyle Inc. - \$150,351.4

The Manager requested a motion to approve the low bidder pending review by U.P. Engineers and Architects.

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

Motion Carried Unanimously

New Business Agenda Item 2, "Land Purchase Agreement – Runway 25 Runway Protection Zone (RPZ)" – It was determined in 2009 that a ten acre parcel located in the runway protection zone of runway 25 should be acquired to ensure the safety of the approach end of runway 25. The original owner of the property was contacted in October of 2009 with the intent of acquiring the property. The acquisition process was started in 2009 and an appraisal, review appraisal, and environmental site assessment was completed. The owner was offered relocation assistance, moving expenses, etc. and a good faith offer was presented for review. The owner did not agree to sell the property however, an "Option to Purchase" the land was agreed to upon the death of the owner with the proceeds going to the owners family. The owner passed away April 3, 2017.

The family as joint owners was contacted on June 15, 2017 providing notice of the airports intent to exercise the option to purchase. An updated appraisal, review appraisal, and environmental site assessment was completed in October 2017. A Good Faith Offer (GFO) of \$155,665.00 was presented to the family on February 8, 2018. The family has accepted the GFO with a closing date of June 1, 2018. Additionally they will also receive moving expenses in the amount of \$3,400.00 after all personal property has been removed.

The purchase is part of the 2018 AIP grant from the FAA. After the County acquires title to the property the FAA will reimburse the county. The Airport Manager requested a motion to approve the purchase of the property pending approval by the Houghton County Board of Commissioners at the next regular board meeting scheduled for March 13, 2018.

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

Motion Carried Unanimously

New Business Agenda Item 3, "Personnel Change" – Rose Keranen, Airport Administration Assistant, has filed paperwork to retire effective May 1, 2018. Becky Ylitalo has been work as a part-time office assistant. The Airport Manager requested permission to move Becky Ylitalo from her current part time position to Administrative Assistant, full time, so Rose can train her on the position before retiring.

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

Motion Carried Unanimously

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New Business, Agenda Item 4, “SkyWest Airlines Inc. Airport Use Agreement 1 Amendment No.1”. – Airport Use Agreement 1, Amendment No. 1 with SkyWest Airlines Inc. was presented for review and approval. The agreement term is for 2 years and includes annual increases of 3%. The Airport Manager requested a motion to approve Amendment No.1 of the Airport Use Agreement.

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

Motion Carried Unanimously

New Business, Agenda Item 5, “SkyWest Airlines Inc. Airport Use Agreement Number 2 – Hangar 1”. – Airport Use Agreement 2, Amendment No. 1, for Hangar No.1 with SkyWest Airlines Inc. was presented for review and approval. The agreement term is for 2 years and includes annual increases of 3%. The Airport Manager requested a motion to approve Amendment No.1 of the Hangar No.1 Agreement.

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

Motion Carried Unanimously

New Business, Agenda Item 6, “SkyWest Airlines Inc. Airport Use Agreement Number 3 – INTO Plane Fuel”. – Airport Use Agreement 3, Amendment No. 1, for INTO Plane Fuel with SkyWest Airlines Inc. was presented for review and approval. The agreement term is for 2 years and includes annual increases of 3%. The Airport Manager requested a motion to approve Amendment No.1 of the INTO Plane Fuel Agreement.

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

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 January 1, 2018 through January 31, 2018 was presented for review.

New Business Agenda Item 8, “Water/Sewer Report”- For the period from January 18, 2018 to February 14, 2018 (27 days) daily I&I was 6,588 gallons. For the same time period in 2017 I&I was 8,748 gallons. For the period from January 15, 2018 to February 14, 2018 (30 days) water loss was 118,113 gallons. For the same time period in 2017 water loss was 158,580 gallons.

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New Business Agenda Item 9, "Airline Monthly Statistics" – For the month of January 2018 SkyWest enplaned 1,555 passengers and deplaned 1,642. Last year in January SkyWest enplanements were 1,448 compared to this year's enplanements of 1,555 an increase of 107 passengers or 7%. SkyWest experienced 4 cancellations during the month compared to 12 in January of 2017.

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be held March 29, 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 4:17 PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager