

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: MAY 31, 2018 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

**ATTENDEES:** Dennis Hext, Airport Manager, Dennis Juppe, Eric Forsberg, Jim Koskiniemi, Eric Bjorn, Bill Voght, Russ Erkkila, and Becky Ylitalo.

**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 April 25, 2018 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 financials for the Airport and Water and Sewer system for the month of April 2018.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Terminal Modifications Bids- MDOT Grant 2017-0480”-** Fourteen contractors attended the pre-bid meeting however, only one bid was received from Wuebben Construction for \$67,200. The bid greatly exceeded the budgeted amount of the project.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to reject the bid because it exceeded the budget for the project.

**Motion Carried Unanimously**

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**New Business Agenda Item 2, "Airpark Sewer System Improvements Phase 1 Construction Contract, Change Order Number 1"** – Jim Koskiniemi from U.P. Engineers and Architects (UPEA) requested approval of change order number 1 due to a change in the contractors method of removing the sludge which resulted in an additional 5 days to complete the project. Change order number 1 increases the project price by \$19,254.72. The change increases the total cost of the project from \$49,440.02 to \$68,694.74.

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

**Motion Carried Unanimously**

**New Business Agenda Item 3, "Airpark Sewer System Improvements Phase 1 Construction Contract, Change Order Number 1, Payment Number 1"**- Jim Koskiniemi from UPEA requested Committee approval for payment number 1 in the amount of \$68,694.74 for the Airpark Sewer System Improvements, Phase 1.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 4, "Airpark Sewer System Improvements- Phase 1 UPEA Engineering Amendment 1"**– Jim Koskiniemi from UPEA presented the Phase 1 UPEA engineering amendment agreement number 1 for Committee approval. Additional work was required to break out the project into phase 1 and phase 2, bidding specifications and project management of phase 1 work. The Airport manager requested a motion to accept Amendment 1 for Airpark Sewer System Improvements- Phase 1.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 5, "Airpark Sewer System Improvements- Phase 2 Construction, Contract, Change Order Number 2"**- The information was not available prior to the start of the meeting so is was recommended this agenda item be tabled until the next Board meeting.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to table the item.

**Motion Carried Unanimously**

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**New Business Agenda Item 6, "Resolution- MDOT Grant Contract No. 2017-0480/A1" –** The Airport Manager requested a motion to approve a resolution specifying that the Airport Committee Chairman is authorized to sign the grant amendment for MDOT Grant Contract No. 2017-0480/A1.

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

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

**New Business, Agenda Item 7, "MDOT Grant Agreement No. 1 Contract 2017-0480/A1". –** The Airport Manager requested a motion to have the Airport Committee Chairman sign amendment number 1. The amendment extends the term of the contract from May 9, 2018 to May 8, 2019 to provide sufficient time to complete the terminal modifications.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 8, "Skywest FedEx Sublease Agreement- Hangar 1 " –** The Airport Manager requested a motion to approve the sublease agreement between SkyWest Airlines and FedEx.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 9, "Skywest Ameriflight Sublease Agreement- Hangar 1"-** The Airport Manager requested a motion to approve the sublease agreement between SkyWest Airlines and Ameriflight.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 10, "Skywest CSA Air Inc. Sublease Agreement- Hangar 1"-** The Airport Manager requested a motion to approve the sublease agreement between SkyWest Airlines and CSA Air Inc.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 11, "TSA Lease Agreement- Amendment No. 5"-** The Airport Manager requested a motion to approve the TSA lease agreement, amendment no. 5 which extends the current lease for another year.

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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 12, "John Deere/ McCoy Factory Tour"**- The Airport Manager requested a motion to send Airport Employees and county officials on an all expense paid tour of the John Deere/McCoy Factory in Iowa, June 12th-14<sup>th</sup>.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 13, "Mead & Hunt Monthly Progress Report"**- The Mead & Hunt progress report summarizing activities for the time period between April 1, 2018 through April 30, 2018 was presented for review.

**New Business, Agenda Item 14, "Water/Sewer Report"**- For the period from April 12, 2018 to May 16, 2018 (34 days) daily I&I was 10,144 gallons. For the same time period in 2017 I&I was 13,297 gallons. For the period from April 12, 2018 to May 16, 2018 (34 days) water loss was 93,309 gallons. For the same time period in 2017 water loss was 63,750 gallons.

**New Business, Agenda Item 15, "Airline Monthly Stats"**- For the month of April 2018 SkyWest enplaned 1,664 passengers and deplaned 1,800. Last year in April SkyWest enplanements were 1,850 compared to this year's enplanements of 1,664 a decrease of 186 passengers or 10%. SkyWest experienced 3 cancellations during the month compared to 2 in April of 2017. Sun Country Airlines enplaned 163 passengers and deplaned 163.

**PUBLIC COMMENTS:**

Russ Erkkila inquired about the terminal modification project and also about a new hangar construction.

**NEXT MEETING:** The next meeting will be Thursday, June 28, 2018 in the airport conference room at 4:00 PM.

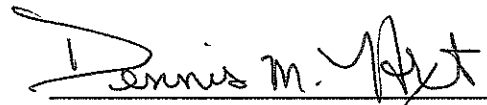
**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:43 PM.

Minutes approved by:



Tim Palosaari  
Airport Committee Chairman

Recorded by:



Dennis M. Hext  
Airport Manager