

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: May 30, 2013 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari, Albert Koskela, Tom Tikkanen

ATTENDEES: Airport Manager Dennis Hext, Dennis Jouppe (Primary Airport Services), George Kinnunen, Karen Anderson, and Rose Keranen.

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

Motion Carried Unanimously

MINUTES: A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the April 25, 2013 regular airport meeting minutes.

Motion Carried Unanimously

BILLS: A motion was made by Al Koskela and seconded by Tom Tikkanen to approve and pay the bills in the amount of \$23,739.15 for the airport and \$10,708.56 for the water and sewer fund.

Motion Carried Unanimously

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) – Tom Tikkanen – (YES)

FINANCIAL REPORT: Dennis Hext, Airport Manager, presented the Airport and Water & Sewer financial reports for the month of May.

PUBLIC COMMENTS:

OLD BUSINESS:

Agenda Item A - Building 6/7 Water Line Replacement Re-Bid (1 inch line) - Bids were requested to replace the water line between buildings 6 and 7 at the December meeting. Six bids were received and opened at the meeting however, due to funding restraints the item was tabled to explore other options. During the February meeting the Committee requested the Airport Manager solicit a re-bid to replace the line with a 1 inch line verses a 6 inch line. Bill Siler Contracting was the lowest bidder at \$14,500.

The Siler and Primary Airport Services contracts were tabled at the last meeting so further research could be done on water system issues. Dennis Hext briefed the committee on leak detection services and water system issues. Discussion ensued on repairs to the water system and prioritization of projects.

A motion was made by Al Koskela and seconded by Tom Tikkanen to have the Airport Committee Chairman sign the contracts with Siler Contracting and Primary Airport Services to commence work on the water line replacement between building 6 and 7.

Motion Carried Unanimously

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Agenda Item B, "Traverse Engineering Agreement"- The Airport Manager requested approval to accept the contract with Traverse Engineering to find leaks within the airport water system. Mr. Supina has been selected because of his expertise and knowledge of the airport water system. Phase one scope of work would include working with airport staff to formulate a process to isolate water line sections, conduct leak detection testing, and prioritize repairs. Total costs associated with phase one is estimated to be \$2,000-\$3,000 but not to exceed \$3,500. Phase two would consist of hiring a sub-contractor, specializing in leak detection, to find any remaining leaks. The item was tabled until the April meeting.

A motion was made by Tom Tikkanen and seconded by Al Koskela to table to item until completion of the water line replacement between building 6 and 7.

Motion Carried Unanimously

NEW BUSINESS:

Agenda Item A, "KRC Test Course Land Lease Amendment"- Currently articles 3.4 and 3.5 of the KRC test course lease require written approval from the Airport Committee to have other organizations use the test course. The intent was to make sure the county was indemnified and held harmless and activities performed by other organizations could not interfere with airport operations. When the contract was signed it was rare for KRC to rent out the test course. KRC has seen an increase in the number of clients who would like to lease the test course. Because of the language it is difficult for both parties to secure Committee approval in short notice. The Airport Manager requested permission to have the Airport Committee Chairmen sign and amendment to the contract to say "prior written consent of Committee or Committee's representative". This would allow the Airport Manager to approve any written requests and expedite the process.

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

Motion Carried Unanimously

Agenda Item B, "DOT Order 2013-5-13 EAS Bid Proposals" – The Airport Manager updated the Committee on the Essential Air Service Contract set to expire on 12/31/2013. The DOT has requested proposals from airlines for another 2 year contract to serve Houghton. Proposals are due by June 26, 2013 at which time the DOT will have 90 days to review and select a carrier. The public as well as the airport are encouraged to submit comments for the DOT to consider while going through the selection process.

Agenda Item C, "FAA Annual Airport Inspection"- The Airport Manager updated the Committee on the results of the annual FAA airport inspection conducted on May 15 and 16 2013. Only two minor write ups were noted. The Inspector was very happy with our airport and while we didn't get a perfect score we still did an exceptional job. The results can be attributed to the airport staff and their hard work and dedication to the airport.

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Agenda Item D, “Construction Contract – Bacco Construction Company”- The Airport Manager requested approval to have the Airport Committee Chairman sign Construction contract No. FM 31-06-C115, General Aviation ramp rehabilitation, between Houghton County Memorial Airport and Bacco Construction Company. The contract is part of an FAA grant and all costs are reimbursable using AIP/PFC funds.

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

Motion Carried Unanimously

Agenda Item E, FAA Grant 3813 Contracts and Resolution Approval”- Houghton County Memorial Airport submitted an application to receive funding under AIP grant 3813 to rehabilitate the GA Apron, Design services for the North Terminal Apron rehabilitation, Benefit Cost Analysis for the Terminal building replacement and purchase of a Conservation Easement. The airport is waiting for funds to be appropriated and expects confirmation within the next month. In an effort to keep the process moving, the Airport Manager requested approval for the Airport Committee Chairman to sign any Resolutions, Federal or State contracts associated with the grant pending review.

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

Motion Carried Unanimously

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) – Tom Tikkanen – (YES)

New Business, Agenda Item F, “Mead & Hunt, Final Progress Payment, Construction Inspection and Administration Services, Sewage Lagoon Closure, Project R2799300-114495.01, Fed. 3611/C114. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 235477 in the amount of \$5,072.80 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the final progress payment, Construction Inspection and Administration Services, Sewage Lagoon Closure. 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 Al Koskela to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item G, “Mead & Hunt, Fifth Progress Payment, Construction Inspection and Administration Services, CMX Taxiway A & MIRL, Project R2799300-120408.01, Fed. 3712/C113. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 235455 in the amount of \$12,502.22 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the fifth progress payment, Construction Inspection and Administration Services, CMX Taxiway A & MIRL. 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 Al Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item H, “Sixel Consulting Group payment”. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice CMX 041301 in the amount of \$7,144.00 for services performed during the Small Airport Conference and airline meetings. The cost is a budgeted item.

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

Motion Carried Unanimously

Agenda Item I - Water/Sewage Report – For March 15, 2013 to April 15, 2013 daily Inflow Infiltration (I&I) was 7,062 gallons. For the same period water loss was at 186,200 gallons. For the same period last year I&I was 7,405 gallons and water loss was 124,200 gallons. Dr. Mitchell’s office adjacent to Louie’s fresh market has requested permission to connect to our water line. Permission was granted and the connection has been completed.

“New Business Agenda Item J, “Airline Monthly Statistics.” – For the month of April, 2013 SkyWest enplaned 1,622 passengers and deplaned 1,841. Last year in April SkyWest enplanements were 2,069 compared to this year’s enplanements of 1,622 a decrease of 447 passengers or 21%. The decrease can be attributed to the second consecutive month of cancellations (12) due to bad weather compared to cancellations (1) in April of 2012.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held June 27, 2013 in the airport conference room at 4:00 PM.

ADJOURNMENT: A motion was made by Al Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:41PM.

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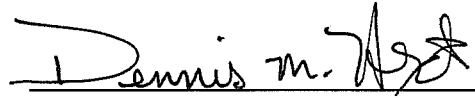
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Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager