

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: THURSDAY JANUARY 30, 2020 TIME: 3:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tom Tikkanen – Present, Albert Koskela – Present, Roy Britz - Present

ATTENDEES: Dennis Hext, Airport Manager, John Paul Pietila, Eric Waara, Jeff Radcliffe, Phil Anderson, Russ Erkkila, Lori Lewis, and Becky Ylitalo.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Roy Britz to approve the December 26, 2019 Airport Meeting Minutes.

Motion Carried Unanimously

BILLS: A motion was made by Albert Koskela and seconded by Roy Britz to approve and pay the bills as presented.

Motion Carried Unanimously

Roll call – Tom Tikkanen – YES, Albert Koskela – YES Roy Britz- YES

FINANCIAL REPORT: The December 2019 financials were presented.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Airport Engineering Firm Selection”- The Airport Manager requested approval to select Mead and Hunt as the Airport engineering firm for the next five years.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 2, “State Grant Application – Relocate Wind Sensor / Marketing”- The Airport Manager submitted a State grant application to relocate the backup wind sensor located on the top of the terminal roof. In addition, the Airport Manager also submitted an application for a supplemental grant of \$10,000 to be used to augment the grant to move the wind sensor. All of the supplemental funding for the sensor is not anticipated to be used, so the remainder will be used to augment the \$20,000 EAS marketing grant. A

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request was made to have the Airport Committee Chairman sign the grants pending approval from the State.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 3, “Airport Industrial Park – Intended Use”- The Airport manager had an individual approach him regarding the construction of a medical marijuana production facility within the Industrial Park. A discussion ensued on the issue, and the Committee determined a medical marijuana production facility was not compatible with the businesses located in the Industrial Park, therefore, the Committee felt it was in the best interest of the current park tenants to decline the proposal.

New Business, Agenda Item 4, “Lot G – Land Lease Use”. – Andrew Lahti contacted Century 21 to inquire about vacant land for sale or lease as close as possible to the Terminal. He is interested in constructing short term lodging units near the Terminal dependent on restrictions and use of the lot. Mr. Lahti would like to lease lot G and wanted to know if the Committee would consider his proposal. The Committee was in favor of the tentative proposal to construct lodging on lease lot G pending review and approval of the final plans.

New Business, Agenda Item 5, “Volaire Airport Consultant Agreement”. – The Airport Manager requested a motion to hire Mike Mooney from Volaire Aviation Consulting to provide airline / airport consulting services for the Airport.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 6, “Traverse Engineering Amendment No. 1- Construction Administration T-Hangar”. – The Airport Manager requested approval of the Traverse Engineering Agreement Amendment No.1.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 7, “Mead & Hunt Airfield Crack Sealing and Pavement Marking Design Agreement – Grant 4420”. – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt Airfield Crack Sealing and Pavement Marking Design agreement.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item 8, “Mead & Hunt T-Hangar Taxiway Construction/ Design Agreement – Grant 4420”. – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt T-Hangar Taxiway Construction/Design Agreement- Grant 4420.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 9, “Mead & Hunt Rehabilitate Runway 13/31 and Taxiway C – Amendment No. 1 Design Agreement”. – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt Rehabilitate Runway 13/31 and Taxiway C- Amendment No. 1 Design Agreement.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 10, “Purchase Request – Bill Voght”. – The Airport Manager requested permission to sell the old wooden conference room table for \$100 to Bill Voght.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 11, “Mead & Hunt Monthly Progress Report”- The Mead & Hunt progress report summarizing activities for the time period of December 1, 2019, through December 31, 2019, was presented for review.

New Business, Agenda Item 12, “Water/Sewage Reports”- For the period from December 13, 2019, to January 14, 2020 (32 days) daily I&I was 7,544 gallons. For the same time period in 2018 I&I was 7,608 gallons. For the period from December 13, 2019, to January 14, 2020 (32 days) water loss was 166,277 gallons. For the same time period in 2018 water loss was 112,671 gallons.

New Business Agenda Item 13, “Airline Monthly Statistics.” – For the month of December 2019, SkyWest enplaned 1,883 passengers and deplaned 1,900. Last year in December SkyWest enplanements were 1,765 compared to this year’s enplanements of 1,883 an increase of 118 passengers or 7%. SkyWest experienced 8 cancellations during the month compared to 5 in December of 2018.

PUBLIC COMMENTS: Eric Waara expressed his support of the Board’s efforts in obtaining an airline Consultant. He also expressed his willingness to help if necessary.

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NEXT MEETING: The next meeting will be Thursday, February 27, 2020, in the airport conference room at 3:00 PM.


ADJOURNMENT: A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 3:44 PM.

Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager