

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: THURSDAY FEBRUARY 27, 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, Karl Jouppe, Henry Nordsiek, 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 January 30, 2020 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 January 2020 financials were presented for review.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “T-Hangar Building Bid Opening”- A request for proposals (RFP) was sent out on February 14, 2020, to furnish an eight-unit T-hangar building. The RFP was sent to four manufacturers Erect A Tube, R&M Steel, B&C Steel, and Fulfab Inc. Erect-A-Tube Inc. was the only responsive bidder at \$175,950. The Airport Manager requested a motion to accept the bid pending review by Traverse Engineering.

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 2, "SRE 4X4 Pickup Truck with Snow Plow Bid Opening"- A request for proposals (RFP) was sent out on January 29, 2020, to furnish a new 4X4 pickup truck with a plow to replace our current pickup and plow. The RFP was sent to 6 dealers Fox Motors, Keweenaw Chevrolet, Northern Auto, Big Valley Ford, Riverside Ford, and Copper Country Ford. There were no bids received for the SRE 4x4 Pickup truck with Snow Plow. A second request for proposals will be sent out and due for review and approval at the March meeting.

New Business, Agenda Item 3, "Skywest Airport Use Agreement- Amendment No.2"- The Airport manager requested a motion to have the Airport Committee Chairman sign the Skywest Airport Use Agreement - Amendment No. 2 pending review by SkyWest. The Amendment is for a term of 3 years and includes adjustments and increases to terms, conditions, and fees.

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

Motion Carried Unanimously

New Business, Agenda Item 4, "Skywest Use Agreement- Hangar No. 1 Amendment No. 2". – The Airport manager requested a motion to have the Airport Committee Chairman sign the Skywest Airport Use Agreement - Hangar No. 1 Amendment No. 2 pending review by SkyWest. The Amendment is for a term of 3 years and includes adjustments and increases to terms, conditions, and fees.

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

Motion Carried Unanimously

New Business, Agenda Item 5, "Skywest Use Agreement- Into Plane Fueling Amendment No. 2". – The Airport manager requested a motion to have the Airport Committee Chairman sign the SkyWest Airport Use Agreement - Into Plane Fueling Amendment No. 2 pending review by SkyWest. The Amendment is for a term of 3 years and includes adjustments and increases to terms, conditions, and fees.

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

Motion Carried Unanimously

New Business, Agenda Item 6, "Skywest/CSA Air Inc. Hangar 1 Amendment 4 Sub-Lease Agreement". – The Airport manager requested a motion to have the Airport Committee Chairman sign the Skywest/CSA Air Inc. Hangar 1 Amendment 4 Sub-Lease Agreement.

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

Motion Carried Unanimously

New Business, Agenda Item 7, "Skywest/FedEx Hangar 1 Amendment 4 Sub-Lease Agreement". – The Airport manager requested a motion to have the Airport Committee Chairman sign the Skywest/Fed Ex Hangar 1 Amendment 4 Sub-Lease Agreement.

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

Motion Carried Unanimously

New Business, Agenda Item 8, "Skywest/Ameriflight LLC Hangar 1 Amendment 4 Sub-Lease Agreement". – The Airport manager requested a motion to have the Airport Committee Chairman sign the Skywest/Ameriflight LLC Hangar 1 Amendment 4 Sub-Lease Agreement.

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

Motion Carried Unanimously

New Business, Agenda Item 9, "IFPE Conference Travel Request- Phil Anderson". – The Airport Manager requested approval to send Phil Anderson to the IFPE Conference in Las Vegas on March 10-14 2020. The conference highlights new ideas and equipment for construction. The purpose of attending the conference is to come up with new ideas to see how we might leverage these ideas to improve our equipment, purchase new equipment, or enhance snow removal procedures.

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

Motion Carried Unanimously

New Business, Agenda Item 10, "Mead & Hunt Monthly Progress Report"- The Mead & Hunt progress report summarizing activities for the time period of January 1, 2020 through January 31, 2020 was presented for review.

New Business, Agenda Item 11, "Water/Sewer Rate Analysis"- The Airport Manager informed the Committee Torch Lake Area Sewage Authority and Michigan American Water Company have risen their rates. An analysis will be presented at the March meeting to determine if the Airport will need to increase rates as well.

New Business, Agenda Item 12, "Water/Sewage Reports"- For the period from January 14, 2020 to February 14, 2020 (31 days) daily I&I was 7,099 gallons. For the same time period in 2019 I&I was 7,057 gallons. For the period from January 14, 2020 to February 14, 2020 (31 days) water loss was 178,476 gallons. For the same time period in 2019 water loss was 92,587 gallons.

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New Business Agenda Item 13, "Airline Monthly Statistics." – For the month of January 2020 SkyWest enplaned 1,693 passengers and deplaned 1,649. Last year in January SkyWest enplanements were 1,295 compared to this year's enplanements of 1,649 an increase of 398 passengers or 31%. SkyWest experienced 8 cancellations during the month compared to 14 in January 2019.

PUBLIC COMMENTS: The Airport Manager informed the Committee United Airlines, operated by SkyWest Airlines, invites everyone to celebrate their 10-year anniversary of providing air service at the Houghton County Memorial Airport Sunday, March 1st from 10:00 AM to 3:00 PM. The celebration will include refreshments and a chance to win a round trip ticket for 2 passengers from the Houghton County Memorial Airport to Chicago.

NEXT MEETING: The next meeting will be Thursday, March 26, 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: 35PM.

Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager