

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: JULY 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, Eric Forsberg, Russ Erkkila, and Becky Ylitalo.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Roy Britz to approve the June 25, 2020 Airport Meeting Minutes.

Motion Carried Unanimously

BILLS: A motion was made by Roy Britz and seconded by Albert Koskela 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 County Administrator presented the June 2020 financials for the Airport and Water and Sewer fund.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Resolution- Signatory Authority”- A resolution was requested to permit the Airport Manager signatory authority for contracts, grants, and other documents pertaining to the Airport on behalf of Houghton County. The reason for the request is due to grant time constraints regarding the new process of e-signature approvals. If a document does not require immediate execution, the Airport Manager would present it to the Committee at the regular scheduled Board meeting. The Airport Manager would also get permission via email from the Committee before executing a document and if a document is signed before a meeting, it will be brought to the Committee’s attention at the next meeting for formal approval.

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

Motion Carried Unanimously

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

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New Business, Agenda Item 2, "FAA Grant Agreement 3-26-0041-04-2020"- The Airport Manager requested a motion to approve FAA Grant Agreement 3-26-0041-044-2020. The funding will be for the following projects:

Construct Hangar Taxiways (265' x 25' & 213' x25') – Design & Construct
Rehabilitate Runway 07/25 (5,201'x100') Crack Seal and Marking (Design & Construct)
Rehabilitate Runway 13/31 (6,500'x150') Crack Seal and Marking (Design & Construct)
Obstruction Removal – Runway 25 End – RPZ (Phase 1/2 Design Only)
Rehabilitate Taxiways A,B,C (7,725') Crack Seal and Marking (Design & Construct)

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

Motion Carried Unanimously

New Business, Agenda Item 3, "Contract- Fahrner Asphalt- 4420"- The Airport Manager requested a motion to approve the Contract with Fahrner Asphalt. The contract total is \$235,128.21 and will be funded under FAA grant 3-26-0041-4420 for the following projects:

Rehabilitate Runway 07/25 (5,201'x100') Crack Seal and Marking (Design & Construct)
Rehabilitate Runway 13/31 (6,500'x150') Crack Seal and Marking (Design & Construct)
Rehabilitate Taxiways A,B,C (7,725') Crack Seal and Marking (Design & Construct)

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

Motion Carried Unanimously

New Business, Agenda Item 4, "MDOT Grant 2020-0730- Relocate Wind Sensor"- The Airport Manager requested a motion to have the Airport Manager sign MDOT grant 2020-0730 to relocate the wind sensor.

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

Motion Carried Unanimously

New Business, Agenda Item 5, "DA Glass Debt"- The Airport Manager presented a report regarding the outstanding debt of DA Glass. OCU Glass is up to date on all bills at this time and DA Glass has paid \$800.00 on their outstanding debt.

New Business, Agenda Item 6, "Mead & Hunt Monthly Progress Report"- The Mead & Hunt progress report summarizing activities for the time-period of June 1, 2020 through June 30, 2020, was presented for review by the Committee.

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New Business Agenda Item 7, "Water/Sewage Report." – For the period from June 15, 2020, to July 14, 2020 (29 days) daily I&I was 4,927 gallons. For the same time-period in 2019, I&I was 8,130 gallons. For the period from June 15, 2020, to July 14, 2020 (29 days) water loss was 479,769 gallons. For the same time-period in 2019 water loss was 123,627 gallons. A large leak was repaired on July 14, 2020 in addition to 2 other smaller leaks.

Torch Lake Sewage Authority (TLSA) is in the process of applying for a grant to expand their lagoons. Pursuant to the agreement between Houghton County Memorial Airport and TLSA the Airport would be required to pay a portion of the expansion. Jim Koskiniemi from U.P. Engineering and Architects (UPEA), representing TLSA, forward a preliminary cost sharing analysis for review by the Committee. A discussion ensued on total costs, funding options, alternative sites or hook ups to other systems, and next steps. The Airport Manager was tasked with setting up a meeting with Mr. Koskiniemi to get clarification on the analysis and give a report at a future Airport Committee meeting.

New Business Agenda Item 8, "Airline Monthly Statistics." – For the month of June 2020, SkyWest enplaned 490 passengers and deplaned 635. Last year in June SkyWest enplanements were 2,124 compared to this year's enplanements of 490 a decrease of 1,634 passengers or 77%. SkyWest experienced 0 cancellations during the month compared to 1 in June of 2019.

NEXT MEETING: The next meeting will be Thursday, August 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 3:48PM.

Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager