

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: September 30, 2021 TIME: 10:00 AM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

**ATTENDEES:** Dennis Hext- Airport Manager, Phil Anderson, Ben Larson, Steve Aho, Dick Supina, and Becky Ylitalo.

**AGENDA:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the agenda with the addition of the Copper Island Academy (CIA) sign proposal and New Airport Terminal.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the August 26, 2021 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.

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

**Motion Carried Unanimously**

**FINANCIAL REPORT:** Ben Larson presented the airport, water and sewer financials for August 2021.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Coper Island Academy Sign Proposal”-** Steve Aho representing Copper Island Academy School requested permission to erect an 8'X12' sign at the intersection of Airpark Boulevard and Industrial Drive. The sign is needed to help people locate the school. The Committee tasked the Airport Manager with reviewing the Airpark Covenants for any restrictions regarding signage and work with Mr. Aho to formulate a proposal.

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**New Business, Agenda Item 2, "Water Pump House Unit Heater Upgrade Proposals"**- The Airport Manager presented two (2) proposals to furnish and install a unit heater for the pump house.

Byron Heating & Air Conditioning Inc. - \$3,480.00  
Northern Heating and Plumbing - \$4,540.00

A motion was made by Roy Britz and seconded by Albert Koskela to approve the successful bid from Byron Heating & Air Conditioning Inc. for \$3,480.00 pending review by Commissioner Koskela of the heating unit.

**Motion Carried Unanimously**

**New Business, Agenda Item 3, "Tunnel Vision Quote"**- The Airport Manager requested permission to approve a contract with Tunnel Vision for cleaning sections of the Sanitary Sewer, two manholes, TVing, and Storm Sewer. The estimated total cost for the footage listed is \$5,157.50. This is not a budgeted item and will be included with the Manhole repairs project, which has an approximate balance \$52,000 to cover the costs.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the contract not to exceed \$10,000 without Committee approval

**Motion Carried Unanimously**

**New Business, Agenda Item 4, "Traverse Engineering Contract – Inflow and Infiltration Sewer Repairs"**- The Airport Manager requested a motion to approve a contract with Traverse Engineering for investigation of and the repair of readily identifiable and repairable inflow and infiltration leaks on the airport sanitary sewer system. The contract total is not to exceed \$8,900.00 and shall be funded with the \$52,000 appropriated for repairs to the sewer system.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 5, "Traverse Engineering – Contract Amendment No. 2 – Engineering Services T-Hangar Administration and Construction"**- The Airport Manager requested permission to approve Traverse Engineering Amendment No. 2 for construction administration for the T-Hangar project. The amendment increases the contract by \$20,700.

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

**Motion Carried Unanimously**

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**New Business, Agenda Item 6, “Mead & Hunt Contract – 33 Acre Wetland Mitigation”-**

The Airport Manager requested permission to approve the Mead & Hunt 33 Acre Wetland Mitigation contract. The purpose of the contract is to complete wetland mitigation for 33 acres of wetland and create a conservation easement. Project total cost shall be \$71,243.59. Funding will be provided under the next FAA AIP Grant and will be reimbursed at that time.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 7, “AvFuel Fuel Safety Training”-** The Airport Manager requested permission to to have John Britz and Richard Bliese attend AvFuels Part 139 Supervisory Fuel Safety Training October 19<sup>th</sup>, 2021 in Grand Rapids Michigan. The training is an FAA requirement and a budgeted item.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 8, “Turn Out Gear Replacement”-** The Airport Manager requested permission to purchase firefighting turn out gear for six (6) employees due to the expiration of the current gear. During the 2021 FAA Airport safety inspection, the current gear was written up for being past its expiration date and a letter of correction was documented. The approximate cost to replace the gear is \$12,000-\$15,000 and is not a budgeted item.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 9, “Traverse Engineering Monthly Progress Report- August”-** The Airport Manager presented the Traverse Engineering report number 3 summarizing current projects in progress.

**New Business, Agenda Item 10, “Mead & Hunt Monthly Progress Report- July”-** The Airport Manager presented the Mead & Hunt progress report summarizing activities for the period of August 1, 2021, through August 31, 2021.

**New Business Agenda Item 11, “Water/Sewage Report” –** For the period from August 12, 2021 to September 13, 2021 (32 days) daily I&I was 3,114 gallons. For the same time period in 2020, I&I was 5,698 gallons. For the period from August 12, 2021, to September 13, 2021 (32 days) water loss was 163,240 gallons. For the same time period in 2020 water loss was 791,648 gallons.

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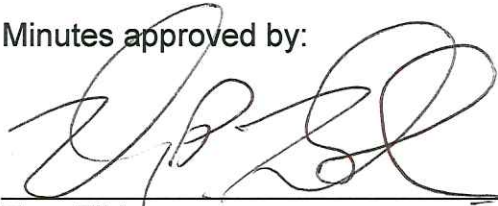
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**New Business Agenda Item 12, "Airline Monthly Statistics"**- For the month of August 2021, SkyWest enplaned 2,675 passengers and deplaned 2,454. Last year in August SkyWest enplanements were 1,420 compared to this year's enplanements of 2,675 an increase of 1,255 passengers or 88%. SkyWest experienced 5 cancellations during the month compared to 1 in August of 2020. Pre-COVID 2019 enplanements were 2,700 and deplanements were 2,659.

**NEXT MEETING:** The next meeting will be Thursday, October 28, 2021 in the airport conference room at 10:00 AM.

**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 11:25 AM.

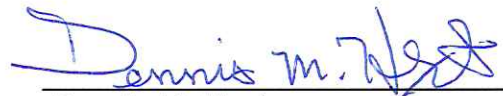
Minutes approved by:



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Tom Tikkanen  
Airport Committee Chairman

Recorded by:



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Dennis M. Hext  
Airport Manager