

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: March 31, 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 and Jillian Spagnotti.

**AGENDA:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the agenda with the addition of the February 25, 2022 minutes.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the February 25, 2022 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:** The Airport Manager presented the airport, water and sewer financials for February 2022.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Airline Update – EAS Bid”-** Mike Mooney Airline Consultant from Volaire Aviation has reached out to the multiple airlines, on behalf of Houghton County, to solicit EAS bids for Houghton County Memorial Airport (CMX). The County is seeking regional jet equipment with 30-50 seat aircraft, connection to a major hub and a code share agreement with a major airline. If more time is required to solicit potential airlines the Airport Manager will request a 30-day EAS bid extension with the DOT.

**New Business, Agenda Item 2, “Industrial Park Outlot A Offer”-** An offer to purchase Outlot A in the Airpark Industrial Park was presented for Committee review. The current asking price is \$14,943.00 and the offer is for \$13,000.00. After a discussion and review of the offer, the Committee proposed a counter offer at list price of \$14,943.00, and a \$500.00 payment towards a survey for the lot. The remainder of the offer is the same.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the counter offer pending County Board approval if accepted by the buyer.

**Motion Carried Unanimously**

**Roll Call:** Tom Tikkanen – Yes Roy Britz – Yes Albert Koskela – Yes

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**New Business, Agenda Item 3, "Independent Fee Estimate (IFE) Consultant Selection – Rehabilitation Runway 13-31 (14-32) and Taxiway C"**- Pursuant to FAA grant procedures requests were sent to 3 different engineering firms to conduct an Independent Fee Estimate (IFE) of the rehabilitation of runway 13/31 (14-32) and Taxiway C Construction Administration. The purpose of the IFE is to compare the IFE estimate to Mead & Hunts contract estimate. Requests for an IFE were sent to the following firms: RS&H, Kimely-Horn, and C&S Companies. Two of the firms responded Kimley-Horn - \$7,600 and C&S Companies - \$3,000. The cost of the IFE will be funded with AIP/PFC funds. The Airport Manager requested motion to approve the low bidder C&S Companies to conduct the IFE for \$3,000.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the low bidder C&S Companies to conduct the IFE for \$3,000.00.

**Motion Carried Unanimously**

**New Business, Agenda Item 4, "Mead & Hunt Construction Administration Contract Amendment No. 2 – Rehabilitation Runway 13/31 (14/32) and Taxiway C"**- The Airport Manager requested a motion to approve Mead & Hunt Amendment number 2 as referenced above for Construction Administration in the amount of \$648,510.00. The project will be funded using AIP/PFC funds.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 5, "Mead & Hunt Monthly Progress Report- February"**- The Airport Manager presented the Mead & Hunt progress report summarizing activities for the period of February 1, 2022, through February 28, 2022.

**New Business Agenda Item 6, "Water/Sewage Report"** – For the period from February 14, 2022, to March 14, 2022 (28 days) daily I&I was 6,114 gallons. For the same time period in 2021, I&I was 6,395 gallons. For the period from February 14, 2022, to March 14, 2022 (28 days) water loss was (34,784) gallons. For the same time period in 2021 water loss was 60,667 gallons.

**New Business Agenda Item 7, "Airline Monthly Statistics"**- For the month of February 2022, SkyWest enplaned 1,638 passengers and deplaned 1,450. Last year in February SkyWest enplanements were 839 compared to this year's enplanements of 1,638 an increase of 799 passengers or 95%. SkyWest experienced 9 cancellations during the month compared to 8 in February of 2021. Pre-COVID 2019 enplanements were 1,980 and deplanements were 1,844.

**PUBLIC COMMENTS:** None

**NEXT MEETING:** The next meeting will be Thursday, April 28, 2022 in the airport conference room at 10:00 AM.

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**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 10:43 AM.

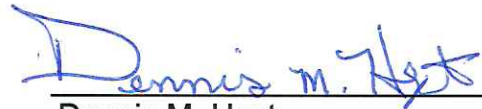
Minutes approved by:



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Tom Tikkanen  
Airport Committee Chairman

Recorded by:



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Dennis M. Hext  
Airport Manager