

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: FEBRUARY 29, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tom Tikkanen – Present, Roy Britz – Present, Glenn Anderson - Present

**ATTENDEES:** Dennis Hext – Airport Manager, Jillian Spagnotti, Becky Ylitalo, Phil Anderson, Greg Lis – Grant Township, Keith Frich – Signature Research, Emmet Bjorn – UPEA, Chris Downs – Signature Research, Bethany Downs – Signature Research, Kristine Weidner – Century 21

**AGENDA:** A motion was made by Glenn Anderson to approve the agenda, seconded by Roy Britz.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Roy Britz to approve the January 2024 Airport Committee Meeting Minutes, seconded by Glenn Anderson.

**Motion Carried Unanimously**

**BILLS:** A motion made by Roy Britz to approve and pay the bills as presented, seconded by Glenn Anderson.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

**Motion Carried Unanimously**

**FINANCIAL REPORT:** Becky Ylitalo, Houghton County Chief Financial Officer, presented the airport, water and sewer financials for January 2024.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Outlot A – Sealed Bid Proposals”.** – Sealed bids were presented for review and approval by the Committee for the purchase of Outlot A located in the Airpark Industrial Park. Signature Research was the only bidder for the property. The Committee reviewed the Signature Research proposal, plans, company history, and financial benefits.

A motion was made by Glenn Anderson to accept the high bid from Signature Research for \$20,000 to purchase Outlot A pending County Board approval.

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES.

**Motion Carried Unanimously**

**New Business, Agenda Item 2, “Lot 24 Split request”.** – Two point five acres of Lot 24 located in the Airpark and currently owned by the former Designotype owner was sold to Bill Hyrkas representing Copper Island Academy (CIA). The owner requested approval, and was granted approval by the Airport Committee, to sell half of the lot over 10 years ago. Bill Hyrkas, representing Copper Island Academy, is requesting formal approval to purchase half of the lot or 2.5 acres.

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A motion was made by Glenn Anderson to allow the Administrator to send a letter to the three title companies to remind them about the deed stipulations of any sale of airport property and that prior approval from the Airport Committee is required, second by Roy Britz.

**Motion Carried Unanimously**

A motion was made by Glenn Anderson to approve, after the fact, the request to purchase 2.5 acres of Lot 24, seconded by Roy Britz.

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

**Motion Carried Unanimously**

**New Business, Agenda Item 3, “Additional Cost Share Surcharge for the Torch Lake Area Sewage Authority Lagoon Expansion Project”.** – At the August 25, 2022 Regular Airport Committee meeting a motion was made to purchase an additional 10,000 gallons of capacity for a 20,000 gallon total annual daily average capacity using the “User Rate Method” over a 40-year term at 1.25%. At the September 13, 2022 Regular County Board meeting a motion was made to approve the Airport Committee recommendation. On January 23, 2024, the Airport Manager was notified that bids for the project had exceeded engineering estimates increasing the Airport share by \$28,100.

**The total costs to the Airport will be as follows:**

Total Debt - \$201,300

Annual Payment - \$7,260

Cost per 1,000 gallons - \$1.60/1000 gallons per month

Or

Onetime payment of \$201,300

The Airport Manager requested approval of the additional \$28,000 or approve \$201,300 as a onetime payment by the county with ARPA funds.

A motion was made by Roy Britz to approve the request by making onetime payment of \$201,300 pending County Board approval, seconded by Glenn Anderson.

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

**Motion Carried Unanimously**

**New Business, Agenda Item 4, “Water & Sewer Rate Analysis”.** – The Airport Manager conducted a water and sewer rate analysis to determine if rate increase was necessary for both water and sewer systems. The analysis included rate increases by Torch Lake Area Sewage Authority (TLASA) and Upper Michigan Water Company. The analysis also included the TLASA Airport Expansion Surcharge for the additional 10,000-gallon capacity for the new lagoons. Increases in utilities, repairs, labor, water leaks, and I&I were also factored in. The Analysis revealed an increase is necessary for both the water and sewer rates. Our current cost for water is \$23.00 per 1,000 gallons. The new rate would go from

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\$23.00 to \$24.24 per 1,000 gallons (includes water leaks). Our current cost for Sewer is \$31.00 per 1,000 gallons. The new rate would increase the cost from \$31.00 to \$50.79. It was also recommended that there be a 2,000 gallon minimum for sewer to match water. The Airport Manager requested a motion to approve the new or proposed rates and minimum sewer charge to go into effect after a public hearing at the next meeting March 28, 2024.

A motion was made by Glenn Anderson to approve the request, seconded by Roy Britz

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

**Motion Carried Unanimously**

**New Business, Agenda Item 5, “John Deere Governmental Factory Tour”.** – The John Deere representative has invited the Airport to attend a factory tour in Dubuque Iowa April 22-24 2024. They have two spots available and John Deere would pay for hotels and meals. This is not a budgeted item however, there is money in the budget for the tour. The Airport Manager requested a motion to allow two airport employees to attend the tour provided no overtime is incurred.

A motion was made by Glenn Anderson to approve the request, seconded by Roy Britz.

**Motion Carried Unanimously**

**New Business, Agenda Item 6, “Mead & Hunt Monthly Progress Report”.** – The Mead & Hunt progress report summarizing activities for the period from January 1, 2024, through January 31, 2024 was presented for Committee review.

**New Business Agenda Item 7, “Water/Sewage Report.”** – For the period from January 11, 2024, to February 13, 2024 (33 days) daily I&I was 4,614 gallons. For the same time period in 2023, I&I was 6,499 gallons. For the period from January 11, 2024, to February 29, 2024 (33 days) water loss was (135,958) gallons. For the same time period in 2023 water loss was (130,119) gallons.

**New Business Agenda Item 8, “Airline Monthly Statistics.”** – For the month of January 2024, SkyWest enplaned 1,436 passengers and deplaned 1,496. Last year in January SkyWest enplanements were 1,692 compared to this year’s enplanements of 1,436 a decrease of 256 passengers or 15%. SkyWest experienced 11 cancellations during the month compared to 6 in January of 2023.

**PUBLIC COMMENT:** None

**NEXT MEETING:** The next meeting will be Thursday, March 28, 2024 at 1:00 PM.

**ADJOURNMENT:** A motion was made by Roy Britz to adjourn the meeting at 2:03 PM, seconded by Glenn Anderson.

**Motion Carried Unanimously**

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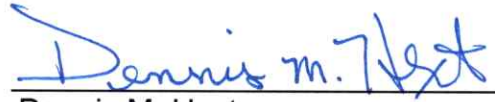
Minutes approved by:



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Tom Tikkanen  
Airport Committee Chairman

Recorded by:



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Dennis M. Hext  
Airport Manager