

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: JUNE 27, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext – Airport Manager, Jillian Spagnotti, Ben Larson

AGENDA: Roy Britz requested 'New Business, Agenda Item 8, "Camera's at the Airport"'. A motion was made by Glenn Anderson to approve the agenda with the addition, seconded by Roy Britz.

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the May 30, 2024 Airport Meeting Minutes, seconded by Glenn Anderson.

Motion Carried Unanimously

BILLS: A motion was 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: Dennis Hext, Airport Manager, presented the airport, water and sewer financials for May 2024.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, "OmniQ Parking Permits System". The Houghton County Airport currently uses paper tags for tagging vehicles and processing parking payments. However, the company that makes the tags has told us the tags will no longer be available. The Airport Manager proposed a new electronic system to replace the tags called OmniQ Parking. This system is cloud based permitting, enforcement, revenue, and collection system, which meets the airport's needs. The customers would need to download an app, enter their payment information and pay for parking through their phone or PC. The customer would also be able to pay with cash or check by coming into the airport manager's office. For the first year, the initial cost would be \$8,095.00 thereafter the annual fee would be \$6,420.00 plus 0.10 per transaction. The Airport Manager requested a motion to purchase the OMNIQ system.

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

Motion Carried Unanimously

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New Business, Agenda Item 2, "Traverse Engineering (TES) Contract Service Line Proposal". During the development and approval of the asset management plan for the water system the location of buried, lost, or missing shut off valves was identified as a short-term capital improvement need. The Airport Manager has requested a contract from Traverse Engineering to help locate the shut off valves identified in the asset management plan. The cost for TES services is not to exceed \$4,000. This does not include the cost of an excavator if one is required. While this is not a budgeted item the Houghton County Memorial Airport does have funding available that will cover the costs to complete this project.

The Airport Manager requested a motion to approve the total project costs as follows:

- TES contract not to exceed \$4,000 without Committee approval in the form of a motion.
- Additional estimated project costs (excavator, parts) not to exceed \$20,000 without Committee approval in the form of a motion.

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

Motion Carried Unanimously

New Business, Agenda Item 3 "Parking Lot Painting" – The parking lot lines need to be painted this year if possible. The Airport Manager had reached out to two contractors and had not received a call back to get a proposal from either one yet. It was suggested to contact Tom Bingham to borrow his equipment. This was a discussion topic for moving forward to complete and fund the project.

New Business, Agenda Item 4, "EAS Request for Proposals". The Airport Manager briefed the Committee on the EAS request for proposals for the next EAS cycle to begin January of 2025. The Department of Transportation sent out a request for proposals (RFP) on June 13, 2024 to air carriers interested in providing Essential Air Service (EAS) at Houghton County Memorial Airport, for a new contract term beginning February 1, 2025 with or without subsidy. RFP's are due by July 16, 2024. SkyWest has informed the Airport Manager that they will be submitting a bid. Our current contract with the DOT and SkyWest expires on January 31, 2025.

New Business, Agenda Item 5, "Mead & Hunt Monthly Progress Report". – The Mead & Hunt progress report summarizing activities for the period from May 1, 2024, through May 31, 2024.

New Business Agenda Item 6, "Water/Sewage Report." – For the period from May 14, 2024, to June 14, 2024 (35 days) daily I&I was 5,181 gallons. For the same time period in 2023, I&I was 4,434 gallons. For the period from May 10, 2024, to June 14, 2024 (35 days) water loss was (130,336) gallons. For the same time period in 2023 water loss was (25,270) gallons.

New Business Agenda Item 7, "Airline Monthly Statistics." – For the month of May 2024, SkyWest enplaned 2,323 passengers and deplaned 2,340. Last year in May SkyWest enplanements were 1,361 compared to this year's enplanements of 2,323 an increase of 1,129 passengers or 95%. SkyWest experienced 4 cancellations during the month compared to 2 in May of 2023. It is important to note that in 2023 the runway was closed for 15 days. A better comparison would be to look at the last 3 years (minus covid years of 2020 and 2021) which show an average of 2,100 for May. Our completed flights load factor was 80%, which is also higher than the normal of 65%.

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New Business Agenda Item, 8 "Camera's for Security at the Airport." – Ben Larson, County Administrator, proposed the installation of security camera's at the airport. A conversation ensued regarding cost and importance of having cameras installed. It was suggested to have Bernard Kluskens, IT Department, come to the Airport and discuss cost and installation.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, July 25, 2024 at 1:00 PM.

ADJOURNMENT: A motion was made by Glenn Anderson to adjourn the meeting at 1:47 PM, seconded by Roy Britz.

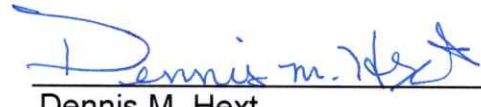
Motion Carried Unanimously

Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager