

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: NOVEMBER 26, 2023 TIME: 11:00 AM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext – Airport Manager

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

Motion Carried Unanimously

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

Motion Carried Unanimously

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

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 October 2024.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, "Parking Lot Light Pole Proposal". The Airport Manager requested approval for a proposal from Bay Electric to install a light pole in the terminal parking lot which was damaged last year during snow removal operations. The pole is taller than the existing poles so that it can broadcast more light. The insurance inspector wrote us up for not having enough light in the back of the parking lot. This would fix the problem and also allow the airport to install a WIFI booster for the parking system. The pole is not a budgeted item.

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

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New Business, Agenda Item 2, "Airport Manager License Application 2025"

The State of Michigan requires each 139 certificated airport to have a licensed Airport Manager. This license is renewed on an annual basis and also requires a signature from the Airport Committee Chairman. The airport manager requested a motion to have the Airport Committee Chairman certify Dennis Hext as the Airport Manager.

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

Motion Carried Unanimously

New Business, Agenda Item 3, "ARFF Training — Brian Moyle". It is an FAA requirement that all Airport Rescue Fire Fighting (ARFF) personal receive 40 hours of airport specific firefighting training. Blue Grass Airport, Lexington Kentucky, Regional ARFF Training Center is offering a 40 hour class December 8th to the 14th The Airport Manager requested a motion to send Brian Moyle to Blue Grass Airport Regional ARFF Training Center December 8th to the 14th to complete his FAA initial 40 hour ARFF training. This is not a budgeted item; however, airport credit card miles will be used to defer costs to airfare and hotel accommodations.

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 4, "Grant 5324 T-Hangars Box Unit 6 update". The Airport Manager was approached by a tenant interested in constructing an 80' x 100' hangar in the area designated for the six-unit box hangars this spring. The Airport Manager consulted with Mead & Hunt regarding potential options if the large hangar is built. One possibility is reducing the number of box hangars from six to two, with the grant funding potentially being moved to the following year to complete the remaining hangars. The Airport Manager anticipates receiving confirmation from the tenant by next week regarding their decision to proceed with the construction.

New Business, Agenda Item 5, "Courtesy Car". It is customary at almost every FBO to have a courtesy car for the pilots to use. The purpose of the car is to loan it out to the pilots for a couple of hours so they can go into town and get a bite to eat. The Sheriff has an old squad car they are going to retire and asked if the airport would be interested in it. The Airport Manager checked with the airport insurance provider and the car would be covered under our Airport insurance. The Airport Manager requested a motion to acquire the squad car from the Sheriff to be used as a courtesy car for the airport.

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

Motion Carried Unanimously

New Business, Agenda Item 6, "Mead & Hunt Monthly Progress Report". The Airport Manager reviewed the Mead & Hunt progress report summarizing activities for the period from September 1, 2024 through September 30, 2024.

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New Business Agenda Item 7, "Water/Sewage Report." The Airport Manager reviewed the Water & Sewer report for the period from October 11, 2024, to November 14, 2024 (34 days) daily I&I was 3,876 gallons. For the same time period in 2023, I&I was 5,230 gallons. For the period from October 11, 2024, to November 14, 2024 (34 days) water loss was (141,500) gallons. For the same time period in 2023 water loss was (27,812) gallons.

New Business Agenda Item 8, "Airline Monthly Statistics." The Airport Manager reviewed the Airline Statistics for the month of October 2024, SkyWest enplaned 2,506 passengers and deplaned 2,371. Last year in October SkyWest enplanements were 2,298 compared to this year's enplanements of 2,506 an increase of 208 passengers or 9%. SkyWest experienced 0 cancellations during the month compared to 1 in October of 2023. Our completed flights load factor was 81% compared to 75% in 2023.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, December 26, 2024 at 1:00 PM.

ADJOURNMENT: A motion was made by Glenn Anderson to adjourn the meeting at 1:26 PM, seconded by Roy Britz.

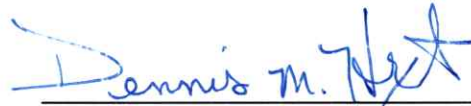
Motion Carried Unanimously

Minutes approved by:

Recorded by:



Tom Tikkanen
Airport Committee Chairman



Dennis M. Hext
Airport Manager