

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: December ³⁰4, 2025, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext – Airport Manager; Casey Polkinghorne – Airport Manager, Jillian Spagnotti, Russell Erkkila

AGENDA: A motion was made by Roy Britz to approve the agenda, seconded by Tom Tikkanen

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the November 2025 Airport Meeting Minutes, seconded by Tom Tikkanen.

Motion Carried Unanimously

BILLS: A motion was made by Roy Britz to approve and pay the bills, seconded by Tom Tikkanen.

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

Motion Carried Unanimously

FINANCIAL REPORT: Casey Polkinghorne, Airport Manager, presented the airport, water and sewer financials for October 2025.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Erico Electric Proposal (revised) – Water pump house circulation pump replacement”. The Airport Manager requested formal approval in the form of a motion to approve the revised proposal from Erico Electric Inc. The revised proposal is part of the design project with Traverse Engineering to replace the pump. The original proposal was approved during the last Airport Committee meeting held on December 5th, 2025. The original specifications did not include the digital recorder or the pressure transmitter. The total cost is \$7,005, which is \$4,260 more than the original (approved) proposal. While this is not a budgeted item, the airport does have funds in the Water and Sewer fund to cover the cost.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business, Agenda Item 2, “RC Mechanical Proposal – Water Pump Removal (revised)”. The Airport Manager requested approval in the form of a motion to approve the revised proposal from RC Mechanical. The initial proposal was approved at the December 5th meeting. The revised proposal adds the removal of the pressure tank. The initial plan had airport personnel removing the tank; after further investigation, the removal is better suited for RC Mechanical to remove the 1,500-pound (approx.) tank in tight quarters.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

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New Business, Agenda Item 3, "Volaire Air Service Forum". The Airport Manager requested a motion to approve a resolution authorizing Casey Polkinghorne, Airport Manager, to attend the Volaire Air Service Forum in San Luis Obispo, CA on April 13th-15th, 2026. The conference provides an opportunity for the new airport manager to meet with partners that we rely on like Volaire Aviation, Sun Country and Sky West. In addition to networking and new manager education, specific agenda items include SkyWest third flight with roundtrip service for Summer 2026, CMX/SAW as an alternate and the EAS program.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business, Agenda Item 4, "Michigan Airport Conference". The Airport Manager requested a motion to attend the Michigan Airport Conference in East Lansing, MI on February 18th-19th, 2026. The conference provides an excellent opportunity for airport management, staff, consultants, sponsors and vendors to address issues concerning airport operations and administration. It also provides an outstanding opportunity to network and establish a relationship with other airport managers for future resources and assistance.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business, Agenda Item 5, "Resolution - Signatory Authority". The Airport Manager requested a motion to approve a resolution authorizing signatory authority to Casey Polkinghorne. The purpose for the signatory authority is for signing airport grants, documents, contracts, or other official agreements.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business, Agenda Item 6, "Bay Electric Proposal – Light Pole". The Airport Manager requested a motion to approve the proposal from Bay Electric to install a new light pole base for \$3,700. The original light pole was damaged by a plow and had to be removed. A taller pole that was removed for the current T-hangar project that is being erected on the new base. It is a budgeted item. The new pole is being placed in an area that was recommended by the insurance company.

A motion was made by Roy Britz to approve the request, seconded by Tom Tikkanen.

Motion Carried Unanimously

New Business, Agenda Item 7, "Traverse Engineering (TES) Monthly Progress Report". – The Airport Manager reviewed the TES progress report summarizing activities for the period from December 1, 2025, through December 29th, 2025.

New Business, Agenda Item 8, "Mead & Hunt Monthly Progress Report". – The Airport Manager reviewed the Mead & Hunt progress report summarizing activities for the period from November 1, 2025, through November 30, 2025.

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New Business Agenda Item 9, "Water/Sewage Report." – The Airport manager reviewed the Water/Sewer Report for the period from November 13th, 2025 to December 8th, 2025 (26 days) daily I&I was 5,303 gallons. For the same time period in 2024, I&I was 7,217 gallons. For the period from November 13th, 2025 to December 8th, 2025 (26 days) water loss was (158,661) gallons. For the same time period in 2024 water loss was (124,618) gallons.

New Business Agenda Item 10, "Airline Monthly Statistics." – The Airport Manager reviewed the Airline Monthly Statistics for the month of November 2025, SkyWest enplaned 2,253 passengers and deplaned 2,092. Last year in October SkyWest enplanements were 2,063 compared to this year's enplanements of 2,253 an increase of 190 passengers or 9%. SkyWest experienced 4 cancellations during the month compared to 1 in October of 2024. Our completed flights load factor was 80% compared to 70% in 2024.

New Business, Agenda Item 11, "Reclassification of Administrative Assistant". The Airport Manager requested a motion to approve the reclassification of the Administrative Assistant position to Business Operations Coordinator, with compensation, to better align the title, responsibilities, and compensation with the operational needs and duties required to support the airport's efficient and compliant operation. The current position has evolved to encompass a broader range of responsibilities that exceed the scope of the original job description and are essential to the effective operation of the airport. The proposed title, updated job description, and corresponding pay rate more accurately reflect the level of responsibility, coordination, and operational support required to maintain compliance, complete required reporting, and support the airport's continued growth and efficient operation. Approval of this request will better align staffing resources with current operational needs and support the airport's ability to operate at its full potential. *

A motion was made by Roy Britz to approve the request pending Personnel Committee Meeting, seconded by Tom Tikkanen.

Motion Carried Unanimously

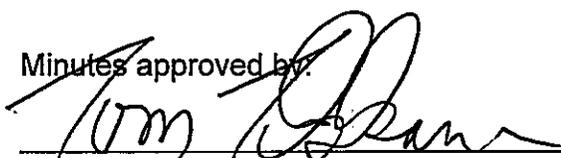
PUBLIC COMMENT: Russell Erkkila addressed payroll check discrepancies affecting the Houghton County Memorial Airport Maintenance department where compensation did not accurately reflect their signed contract.

NEXT MEETING: The next meeting will be Thursday, January 29, 2025, at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 3:58 PM, seconded by Tom Tikkanen.

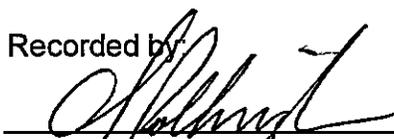
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne
Airport Manager