

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: JANUARY 29, 2026, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Casey Polkinghorne – Airport Manager, Jillian Spagnotti

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 December 2025 Airport Meeting Minutes, seconded by Glenn Anderson.

Motion Carried Unanimously

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

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

Motion Carried Unanimously

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

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Traverse Engineering (TES) Monthly Progress Report”. – The Airport Manager reviewed the TES progress report summarizing activities for the period from January 1, 2026, through January 26, 2026.

New Business, Agenda Item 2, “Mead & Hunt Monthly Progress Report”. – The Airport Manager reviewed the Mead & Hunt Progress report summarizing activities for the period January 1, 2026, through January 20, 2026.

New Business Agenda Item 3, “Water/Sewage Report.” – The Airport Manager reviewed the Water and Sewer Report for the period from December 8th, 2025, to January 14th, 2026 (37 days) daily I&I was 5,558 gallons. For the same time period in 2024, I&I was 7,217 gallons. For the period from December 8th, 2025, to January 14th (37 days) water loss was (67,331) gallons. For the same time period in 2024 water loss was (319,939) gallons.

New Business Agenda Item 4, “Airline Monthly Statistics.” – The Airport Manager reviewed the Airline Monthly Statistics for the month of December 2025, SkyWest enplaned 2,134 passengers and deplaned 2,043. Last year in December, SkyWest enplanements were 2,091 compared to this year’s enplanements of 2,134 an increase of 43 passengers or 2%. SkyWest experienced 6 cancellations during the month compared to 4 in December of 2024. Our completed flights load factor was 76% compared to 72% in 2024.

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New Business Agenda Item 5, “PFAS Grant Update” - The grant application was reviewed and confirmed to be fully funded as requested. Approval is conditional upon required modifications being completed prior to execution of the final grant agreement.

New Business Agenda Item 6, “Airport Manager Update” – The Airport Manager provided an update to the Committee regarding current priorities and ongoing initiatives. An all-employee meeting was recently held to review management expectations, leadership approach, and areas of focus moving forward. A facility-wide decluttering initiative has begun to improve both office and public spaces, including the maintenance building and other storage areas. Plans are underway to refresh the pilot’s lounge with new furniture, carpeting, and wall art. Additionally, a quote has been requested for replacement seat covers for the terminal chairs. Efforts are also in progress to gain administrative access to the Airport’s Facebook account to enhance positive community engagement and promotion. A meeting was held with OpusWeb to discuss redesigning the Airport’s website to make it more current and mobile-friendly. Bay Electric is continuing work on the light pole project; the base has been installed and completed. The Airport is exploring implementation of a pre-pay option for parking permits to reduce administrative time spent managing parking. Discussion also included a potential overall parking rate increase, along with offering a discounted rate for permits purchased in advance. The Airport Manager has met with several industrial park tenants who have stopped in to introduce themselves and discussed upcoming projects. These conversations may present potential opportunities for additional rental or project-related income for the Airport.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, February 26, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Glenn Anderson to adjourn the meeting at 2:01 PM, seconded by Tom Tikkanen.

Motion Carried Unanimously

Minutes approved by:

Recorded by:

Tom Tikkanen
Airport Committee Chairman

Casey J. Polkinghorne
Airport Manager