

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: FEBRUARY 26, 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, Andy Moyle – Copper Island Academy, Ben Larson – Copper Island Academy

**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 2026 Airport Meeting Minutes, seconded by Glenn Anderson.

**Motion Carried Unanimously**

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

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 January 2026.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Traverse Engineering (TES) Monthly Progress Report”.** – The Airport Manager reviewed the Traverse Engineering Status 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 from January 1, through January 31, 2026.

**New Business Agenda Item 3, “Water/Sewage Report.”** – The Airport manager reviewed the Water and Sewer report for the period from January 14th, 2026 to February 11th, 2026 (29 days) daily I&I was 6,898 gallons/day. For the same time period in 2025, daily I&I was 5,158 gallons/day. For the period from January 14th, 2026 to February 11th, 2026 (29 days), total water loss was 103,883 gallons. For the same time period in 2025 total water loss was 35,670 gallons.

**New Business Agenda Item 4, “Airline Monthly Statistics.”** – The Airport Manager reviewed the Airline Monthly Statistics report for the month of January 2026, SkyWest enplaned 1,996 passengers and deplaned 1,991. Last year in January, SkyWest enplanements were 2,123 compared to this year's enplanements of 1,996 a decrease of 127 passengers or 6%. SkyWest experienced 7 cancellations during the month compared to 6 in January of 2025. Our completed flights load factor was 73% compared to 76% in 2025.

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: FEBRUARY 26, 2026, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

**New Business Agenda Item 5, "Copper Island Academy / Andy Moyle / Ben Larson Requests"**  
**Agenda Item 5a – Resolution 26-01 Affirming Copper Island Academy as An Allowed Use in The Houghton County Airpark.** The Airport Manager requested a motion to approve a resolution to formally allow Copper Island Academy to operate in the Airpark in accordance with the covenants.

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**

**Agenda Item 5b – Information only - Request for resolution regarding easement on Lot 18 to be no longer needed.** Per an email from Mr. Roger Zappa to Casey Polkinghorne, Mr. Zappa stated that, in his opinion, neither the Airport Committee nor the Board of Commissioners has the legal authority to terminate a utility easement within the plat, even if the easement is unused. He noted that such action would require a formal plat amendment. Mr. Moyle is currently coordinating with the utility companies to obtain documentation confirming that they do not use the easement in question, and they are working with Keweenaw Title to insure over the easement. Mr. Andy Moyle requested a motion authorizing the Airport Manager to issue a letter to the Copper Island Academy indicating that the Airport will not construct airport utilities within this easement.

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**

**Agenda Item 5c – Resolution 26-02 Approving Proposed Lot Coverage and Recognizing Franklin Township Lot Split Approval.** – After a parcel split, a building now occupies more than forty percent of the total lot area (Parcel A), which is in violation of the covenants. This resolution ensures that Parcel A cannot be sold or conveyed separately or apart from any portion of the North 225' of Lot 18. The Airport Manager requested a motion to approve the request.

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**

**Agenda Item 5d. – Amendment to Reciprocal Easement Agreement.** This amendment will essentially allow Copper Island Academy access between lots. The Airport Manager requested a motion to recommend this agreement to the Houghton County Board of Commissioners.

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**

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: FEBRUARY 26, 2026, TIME: 1:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

**Agenda Item 5e – Resolution 26-03 For Preliminary Parking Lot Approval.** This resolution grants preliminary conceptual approval of the proposed parking lot. The Airport Manager requested a motion to approve the resolution.

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 6, “PFAS Grant Update #2”** – The Airport Manager continues to work with Mead & Hunt and Limnotech on the project. The revisions requested by EGLE have been resubmitted and are now approved. The tentative start date for the grant agreement is April 1, 2026. The Airport Manager noted concerns that the ARFF vehicle will be out of service during this period and that a rinse containment area will be required.

**New Business Agenda Item 7, “Airport Manager Update”**

- The Airport Manager reported on the recent MAAE conference, including discussions on the terminal study, a meeting with AvFuel regarding fuel prices and pumping fees, extensive conversation on crack sealing with consideration of having the County perform the work, and the importance of ensuring County network servers are properly backed up.
- Past-due balances were reviewed; efforts continue to collect large outstanding amounts from Royale Air and from Steven Fish, whose account has been sent to collections. A “not-to-exceed” limit for charge accounts will be explored.
- Facebook activity has increased, with recent posts being shared multiple times.
- The light base has been installed, and Bay Electric is progressing toward completing the project.
- Jillian is coordinating the upcoming Sun Country charter flight, scheduled to depart CMX on April 22 and return April 25.
- Planning for the new T-hangar continues, including consideration of concerns raised by tenants and feedback from Phil and the maintenance team regarding elevation and drainage.
- The Airport Manager outlined current focus areas, including weather observer duties, the Airport Manager license, parking, and contracts.

**PUBLIC COMMENT:** None

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

**ADJOURNMENT:** A motion was made by Glenn Anderson to adjourn the meeting at 3:25 PM, seconded by Tom Tikkanen.

**Motion Carried Unanimously**

Minutes approved by:



Tom Tikkanen  
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne  
Airport Manager