

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: JUNE 25, 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, Russ Erkkila

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

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the May 2026 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 June 2026.

PUBLIC COMMENTS: None

New Business, Agenda Item 1, “Traverse Engineering (TES) Monthly Progress Report” – The Airport Manager reviewed the Traverse Engineering progress report summarizing activities for the month of May 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 May 1st, 2026, through May 31st, 2026.

New Business Agenda Item 3, “Water/Sewage Report” – The Airport Manager reviewed the Water & Sewer report for the period from May 14h to June 18th, 2026 (36 days), daily I&I was 6,112 gallons/day. For the same time period in 2025, daily I&I was 5,704 gallons/day. For the period from May 14h to June 18th, 2026 (36 days), total water loss was 121,900 gallons. For the same time period in 2025 total water loss was 204,156 gallons.

New Business Agenda Item 4, “Airline Monthly Statistics” – The Airport Manager reviewed the Airline Monthly Statistics for the month of May 2026, SkyWest enplaned 2,370 passengers and deplaned 2,397. Last year in May, SkyWest enplanements were 2,383 compared to this year’s enplanements of 2,370 a decrease of 13 passengers or 0.5%. SkyWest experienced 1 cancellation during the month, which was the same in May of 2025. Our completed flights load factor was 78% which was also the same in 2025.

New Business, Agenda Item 5, “Xeratec Parking System Contract” – The Airport manager requested formal approval of the Xeratec Statement of work/contract obtained by email on June 11, 2026.

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

Motion Carried Unanimously

New Business Agenda Item 6, "Mead & Hunt PFAS/EGLE Grant Contract" – The Airport Manager requested formal approval to sign the PFAS/AGLE grant contract with Mead & Hunt obtained by email on June 4, 2026.

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

Motion Carried Unanimously

New Business Agenda Item 7, "EGLE / PFAS Water Resources Division General Administrative Consent Order (GACO)" – The Airport Manager requested a motion to approve the signing of the Certificate of Entry (COE in order to comply with EGLE requirements. Currently the Houghton County Memorial Airport holds a permit to discharge stormwater. The GACO program will provide required compliance through ongoing monitoring and testing.

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

Motion Carried Unanimously

New Business Agenda Item 8, "FAA Safety Inspection" – The Airport Manager discussed that the FAA Safety Inspection has been completed. One cited item was promptly corrected, and he reported being very pleased with the overall results. He noted that the staff did an excellent job preparing for the inspection.

New Business Agenda Item 9, "Budget Update" – The Airport Manager discussed a motion to authorize spending over budget in two accounts: R&M Building and R&M Equipment, a discussion ensued.

A motion was made by Glenn Anderson to increase each account (R&M Building/Equipment) to \$50,000 in expenditure if needed, seconded by Roy Britz.

Motion Carried Unanimously

New Business Agenda Item 10, "Travel Authorization" – The Airport Manager request authorization to schedule travel to FAA in Detroit area to discuss terminal replacement.

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

Motion Carried Unanimously

New Business Agenda Item 11, "Airport Manager Update" – The Airport Manager provided an update on several ongoing items. He discussed the current check process in the courthouse for invoice payment. He reported that he has obtained his Airport Manager License and is working toward a Weather Observer Certificate along with the Business Operations Coordinator. He noted that the FAA inspector commented on the number of individuals that currently have access to drive on the airfield; he would like to limit access and has several ideas to accomplish this. He would also like to obtain a courtesy car for general aviation and identified an airplane tug as another future need for moving aircraft when necessary. The Summer Youth Program visited the airfield this month and met with the Airport Manager. Additionally, he shared that the third flight is beneficial for the airport, though it presents scheduling challenges for TSA, who are managing the adjustment.

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PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, July 30, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Glenn Anderson to adjourn the meeting at 2:28 PM, seconded by Roy Britz.

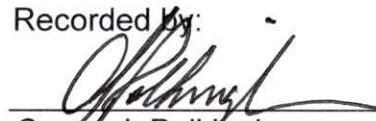
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne
Airport Manager