HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: AUGUST 27, 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, Bill Voght, Jonas Denenberg, Jason Lindebeck, Dan Eskola

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 July 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 August 2026.

PUBLIC COMMENTS: Jonas Denenberg suggested charging ports in the airport terminal, this was noted by the Airport Manager.

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 July 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 July 1, 2026, through July 31, 2026.

New Business, Agenda Item 3, "Water/Sewage Report" – The Airport Manager reviewed the Water/Sewage Report for the period from July 16th to August 13th, 2026 (29 days), daily I&I was 4,315 gallons/day. For the same time period in 2025, daily I&I was 2,729 gallons/day. For the period from July 16th to August 13th, 2026 (29 days), total water loss was 144,386 gallons ($1,366.43). For the same time period in 2025 total water loss was 189,718 gallons.
He also covered that water loss is gallons purchased versus gallons sold. Events that contribute to "water loss": tank fill – water purchased but not yet sold; fire department usage for training (estimated); construction usage – may not be billed until the next month; fire hydrant flush (estimated). Customer sprinkler systems are not read on customer meters. Water loss fluctuates from month to month partially based on timing of readings.
Actual water loss is most accurate from October – March (1st and 2nd quarter FY)

New Business Agenda Item 4, "Airline Monthly Statistics" – The Airport Manager reviewed the Airline Monthly Statistics for the month of July 2026, SkyWest enplaned 2,901 passengers and deplaned 2,975. Last year in July, SkyWest enplanements were 3,349 compared to this year's enplanements of 2,901 a decrease of 448 passengers or 13%. SkyWest experienced six cancellations during the month, compared to one in July of 2025. Our completed flights load factor was 74% compared to 81% in 2025.

New Business, Agenda Item 5, "Terminal Project Update" – The FAA Detroit Airports District Office has formally accepted the Terminal Project Criteria Report, confirming that the need for a new terminal and the proposed approach is appropriate. They also accepted the project's AIP eligibility calculation of 66.2 percent, which reflects the portion potentially eligible for federal funding, though it is not a funding commitment. The FAA outlined the next steps: finalize and submit the Airport Layout Plan, update cost estimates, develop a funding strategy, and begin the environmental assessment process.

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New Business, Agenda Item 6, "Parking Fee Adjustment" – Adjusting the parking fee has been discussed previously, along with encouraging customers to pre-pay to reduce staff time spent issuing fees, processing payments, and postage. The new parking system will begin operating on Tuesday, September 1st, and under Ordnance 2006-1 the Airport Committee is authorized to set parking regulations. The Airport Manager is requesting that the daily parking fee be updated beginning Tuesday, September 1st, 2026, to $5 per day for pre-paid (permit) parking and $7 per day (or any portion thereof) for customers who do not pre-pay and are assessed a parking fee.

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

Motion Carried Unanimously

New Business, Agenda Item 7, "Airport Manager Update" – The Airport Manager met with KEDA and Visit Keweenaw to discuss their interest in expanding service to Detroit or Minneapolis instead of Chicago, as well as the possibility of adding a second airline. One of the airport's janitors has accepted a full-time position with the transfer station, and a new janitor was hired today. Ongoing projects include box hangars, new T-hangars, VOR fiber optic work, crack sealing and marking, and the EGLE/PFAS grant. Additionally, a regular customer on the ramp has expressed interest in building a new hangar to accommodate the two jets he frequently flies in.

PUBLIC COMMENT: Jonas Denenberg questioned the airport operating a water system on property a discussion ensued regarding the need for a water system.

NEXT MEETING: The next meeting will be Thursday, September 24, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Glenn Anderson to adjourn the meeting at 2:12 PM, seconded by Roy Britz.

Motion Carried Unanimously

Minutes approved by:

~~Tom Tikkanen~~ Roy Britz
Airport Committee Chairman

Recorded by:

Casey J. Polkinghorne
Airport Manager