

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: DECEMBER 28, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext – Airport Manager, Jillian Spagnotti, Becky Ylitalo, Phil Anderson

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

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the November 2023 Airport Meeting Minutes, seconded by Tom Tikkanen.

Motion Carried Unanimously

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

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

Motion Carried Unanimously

FINANCIAL REPORT: Becky Ylitalo, Houghton County Chief Financial Officer, presented the airport, water and sewer financials for November 2023.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Bid Proposal – TSA Terminal Improvements”. Pursuant to the July 1, 2021 TSA lease agreement, the TSA offices require new pain and carpeting. TSA agreed to pay a higher lease rate for the first 5 years to offset the cost of new carpet and paint. On November 22, 2023 a request for proposals to complete the work was sent to the following contractors, LJJ Construction LLC, A-1 General Contracting & Interior Finishes, DP Construction, LR Contracting, and World of Wood. Two bids were received as follows:

LR Contracting - \$9,489.00

LJJ Construction - \$18,808.00

The Airport Manager requested a motion to approve the low bidder, LR Contracting, pending review of the proposal and funding.

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

Motion Carried Unanimously

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New Business, Agenda Item 2, “Airport Water System Asset Management Plan”. – At the August 27, 2020 Airport Committee meeting the Committee approved a contract with Traverse Engineering to develop an asset management plan. The plan is now an EGLE requirement and is a key element in developing a financial plan to maintain the water system. While it is not a requirement to have the Committee approve the plan the Airport Manager asked for Committee approval in the form of a motion so the Committee is aware of the future needs of the system.

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

Motion Carried Unanimously

New Business, Agenda Item 3, “KRC Building Proposal”. – KRC has requested permission to construct a 20,000 square foot building adjacent to the vehicle proving ground. The new building would support testing and evaluation activities conducted by MTU. The proposed site is southwest of the airport on FAA/Airport property. The proposed building is on FAA property therefore, FAA approval is required and has been requested. The Airport Manager requested Committee approval of the proposed building pending FAA approval.

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

Motion Carried Unanimously

New Business, Agenda Item 4, “Century 21 Contract – Outlot A”. – The Airport Manager requested approval to sign a contract with Century 21 to sell Outlot A located in the Airport Industrial Park. The contract includes a 7% commission. The price of the lot is \$20,000 for 2.69 acres.

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

Motion Carried Unanimously

New Business, Agenda Item 5, “Snow Blower Purchase”. – The Airport Manager requested permission to purchase a walk behind Honda snow blower for \$3,000-\$4,000. The purpose of the snow blower is to keep the snow away from the new t-hangar in an effort to keep the water out of the hangars in the spring. Traverse Engineering’s approach on how to fix the problem was to install drains, new floors etc. for \$60,000. They also suggested getting a snow blower and keeping it clean for the winter, which would be a lot cheaper. Purchasing a snow blower is not a budgeted item.

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 6, “Airport Meeting 2024 Schedule – The 2024 Airport Committee meeting schedule was presented for review and approval. The Airport Manager requested a motion to approve the 2024 Airport meeting schedule.

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

Motion Carried Unanimously

New Business, Agenda Item 7, “Mead & Hunt Monthly Progress Report”. – The Mead & Hunt progress report summarizing activities for the period from November 1, 2023, through November 30, 2023 was presented for review.

New Business Agenda Item 8, “Water/Sewage Report.” – For the period from November 15, 2023, to December 14, 2023 (29 days) daily I&I was 5,672 gallons. For the same time period in 2022, I&I was 8,861 gallons. For the period from November 15, 2023, to December 14, 2023 (29 days) water loss was (143,500) gallons. For the same time period in 2022 water loss was (126,498) gallons.

New Business Agenda Item 9, “Airline Monthly Statistics.” – For the month of November 2023, SkyWest enplaned 1,850 passengers and deplaned 1,789. Last year in November SkyWest enplanements were 2,098 compared to this year’s enplanements of 1,850 a decrease of 248 passengers or 12%. SkyWest experienced one cancellation during the month compared to two in November of 2022.

PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, January 25, 2024 at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 1:29 PM, seconded by Tom Tikkanen.

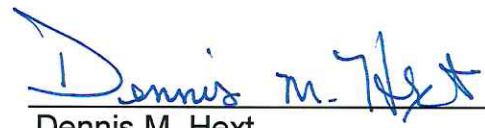
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager