

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: APRIL 30, 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, Brett Hillstrom – Xertec, Jordan Hillstrom – Xertec, Travis Williams – Xertec

AGENDA: Casey removed Agenda Item #8, it had already been taken care of. A motion was made by Glenn Anderson to approve the updated agenda, seconded by Roy Britz.

Motion Carried Unanimously

MINUTES: A motion was made by Glenn Anderson to approve the March 2026 Airport Meeting Minutes, seconded by Roy Britz.

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 April 2026.

PUBLIC COMMENTS: None

New Business, Agenda Item 1, “Xeratec Parking Tool Demo” – Xeratec was on site to present the proposed parking system. Airport staff reviewed preliminary concepts and options. The Airport Manager requested a motion to approve the \$15,000 start-up allocation to begin development of the CMX App. He noted that the final contract will be presented at the next scheduled Airport Committee Meeting to allow sufficient time for review by the Airport Manager, the Airport Committee and the county attorney.

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

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

Motion Carried Unanimously

New Business, Agenda Item 2, “Traverse Engineering (TES) Monthly Progress Report” – The Airport Manager reviewed the Traverse Engineering Services progress report summarizing activities for the month of March 2026.

New Business, Agenda Item 3, “Mead & Hunt Monthly Progress Report” – The Airport Manager reviewed the Mead & Hunt progress report summarizing activities for the period from March 1, 2026, through March 31, 2026.

New Business Agenda Item 4, “Water/Sewage Report.” – The Airport Manager reviewed the Water & Sewer report for the period from March 12th, 2026 to April 13th, 2026 (33 days), daily I&I was 7,472 gallons/day. For the same time period in 2025, daily I&I was 9,696 gallons/day. For the period from March 12th, 2026 to April 13th, 2026 (33 days), total water loss was 111,200 gallons. For the same time period in 2025 total water loss was 145,992 gallons.

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New Business Agenda Item 5, "Airline Monthly Statistics" – The Airport Manager Reviewed the Airline Monthly Statistics for the month of March 2026, SkyWest enplaned 2,317 passengers and deplaned 2189. Last year in March, SkyWest enplanements were 2,428 compared to this year's enplanements of 2,317 a decrease of 111 passengers or 5%. SkyWest experienced 8 cancellations during the month compared to 5 in March of 2025. The completed flights load factor was 86% compared to 85% in 2025.

New Business Agenda Item 6, "Airfield Crack Sealing and Pavement Marking Bid Winner (Project 5626)" – Bids for the Airfield Crack Sealing and Pavement Marking Project (Project 5626) were opened on April 22, 2026, and two bids were received. Fahrner Asphalt Sealers, LLC submitted the low qualified bid in the amount of \$382,868.00. The other bid was submitted by Scodeller Construction, Inc.

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

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

Motion Carried Unanimously

New Business Agenda Item 7, "Six-Unit T-Hangar Bid Winner (Project 5526)" – Bids for the Six-Unit T-Hangar Project were opened on April 24, 2026, and four bids were received. LJJ Construction, LLC submitted the low qualified bid in the amount of \$2,448,024.00. The other bids were submitted by Moyle Construction, DP Construction, and MJO Construction.

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

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson ² YES

New Business Agenda Item 9, "Sun Country Charter" – The recent Sun Country operation went very well overall. A total of 173 passengers were processed. Jillian coordinated the operation, including the staff, and all activities ran smoothly. The outbound flight experienced a slight delay; however, this was not attributed to airport operations. Passengers were deplaned efficiently, and the hangar was cleaned and restored to its original setup following the operation. It was emphasized that this process requires a significant amount of work. Additionally, Sun Country took an entire truckload of fuel, totaling more than 2,000 gallons. The Airport Manager will have a financial update ready for the next meeting.

New Business Agenda Item 10, "Security Cameras" – The commissioners brought forward a general discussion regarding security cameras at the airport, noting an interest in increasing vigilance across various areas of the county. The Airport Manager provided an overview of what he considered to be a reasonable minimum number of cameras for baseline coverage. This item was presented for discussion only, and no action was taken.

New Business Agenda Item 11, "Airport Manager Update" – A discussion ensued regarding the Airport Manager's update. The Airport Emergency Plan meeting went well, with Phil presenting, and several fire departments in attendance, resulting in a strong turnout. The updated Airport Certification Manual (ACM) has been submitted to the FAA. The Airport Manager noted he will be out of the office from Friday, May 1 through Saturday, May 9, with limited cellphone coverage. Upon his return, the upcoming FAA inspection will be a high priority, including preparation for an on-site visit. Additional areas of focus will include obtaining the Airport Manager License, completing Weather Observer certification, and addressing parking and contract items. It was also noted that fares at the airport are

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currently very favorable. The Airport Manager recently appeared in a news segment discussing local airfares.

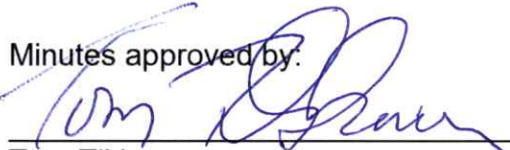
PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, May 28, 2026, at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 3:06 PM, seconded by Glenn Anderson.

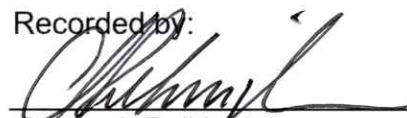
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Casey J. Polkinghorne
Airport Manager