

Houghton County Memorial Airport Monthly Meeting  
Managers Report for May 30, 2019

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**“Bills”** – Expenses for the period of 04/16/2019 to 05/21/2019 totaled \$64,476.32. Expenses for the same period last year totaled \$81,888.77. Expenses for the water and sewer fund totaled \$8,467.27 compared to \$11,012.09 in 2017/18.

**“Financials”** – For the month of April FY18/19 the airport fund had a net revenue/expense of (\$8,292.89) compared to last year’s net revenue/expense of (\$5,184.01). The water and sewer net revenue/expense was (\$4,559.67) compared to last year’s net revenue/expense of \$593.10. Year to date the Airport fund has a fund balance of \$64,045.56 compared to last year’s fund balance of (\$254,252.08). The water and sewer fund has a balance of \$101,156.84.

We are at 21.0 hours of overtime compared to 10.0 hours of overtime last year in May 2018. Reimbursable hours for May are 21.0 hours. Year to date overtime is at 300.0 hours compared to 247.5 for 2018.

**New Business, Agenda Item 1, “DA Glass Agreements Update”.** – At the February 28, 2019 Airport Committee meeting terms were agreed upon and approved by Mr. Steve Williams and the Committee to help facilitate debt reduction for DA Glass. Subsequently documents were drafted by attorney Nick Daavettila and approved at the April 24, 2019 Airport Committee meeting for signature by Mr. Williams. The documents were emailed to Mr. Williams on May 1, 2019 for review and signature with a request to confirm receipt. I did not receive confirmation so I called Brad Aldrich on 5/22/2019 to confirm that I had the correct email address and phone number for Mr. Williams. I asked Brad to relay a message to have Mr. Williams call me. I also tried to call Mr. Williams however, I did not get a response. To date I have not received any confirmation from Steve Williams that he did in fact receive the documents for signature.

**New Business, Agenda Item 2, “BS&A Training Marquette Michigan”.** – BS&A will be hosting a user group training event from July 30<sup>th</sup> to August 1, 2019 at the Holiday Inn Marquette. The event is free. I am requesting permission to have Becky Ylitalo attend the training session.

Recommendation: I am recommending a motion to approve the request.

**New Business, Agenda Item 3, “Mead & Hunt Monthly Progress Report”.** – The Mead & Hunt progress report summarizing activities for the time period of April 1, 2019 through April 30, 2019 is attached for your review.

**“New Business Agenda Item 4, “Water/Sewage Report.”** – For the period from March 13, 2019 to April 16, 2019 (34 days) daily I&I was 13,997 gallons. For the same time period in 2018 I&I was 7,050 gallons. For the period from March 13, 2019 to April 16, 2019 (34 days) water loss was 98,635 gallons. For the same time period in 2018 water loss was 104,788 gallons.

**“New Business Agenda Item 5, “Airline Monthly Statistics.”** – For the month of April 2019 SkyWest enplaned 1,792 passengers and deplaned 1,975. Last year in April SkyWest enplanements were 1,664 compared to this year’s enplanements of 1,792 an increase of 128 passengers or 8%. SkyWest experienced 7 cancellations during the month compared to 3 in April of 2018.

# **HOUGHTON COUNTY MEMORIAL AIRPORT MEETING AGENDA**

**DATE: May 30, 2019 Time: 4:00 P.M.**

**LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of the April 24, 2019 regular Airport Meeting Minutes.
- F. Bills
- G. Financials
- H. Public Comments
- I. Old Business
- J. New Business
  - 1. Update - DA Glass Agreements
  - 2. BS&A Training Marquette Michigan
  - 3. Mead & Hunt Monthly Progress Report – April
  - 4. Water / Sewage Report - April
  - 5. Airline Monthly statistics – April
- K. Public Comments
- L. Next Meeting
- M. Adjournment

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: APRIL 24, 2019 TIME: 2:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tom Tikkanen – Present, Albert Koskela – Present, Roy Britz - Present

**ATTENDEES:** Dennis Hext, Airport Manager, Eric Forsberg, Phil Anderson, Henry Nordsiek, and Becky Ylitalo.

**AGENDA:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the agenda as presented.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Albert Koskela and seconded by Roy Britz to approve the March 28, 2019 regular airport meeting minutes.

**Motion Carried Unanimously**

**BILLS:** A motion was made by Albert Koskela and seconded by Roy Britz to approve and pay the bills as presented.

**Motion Carried Unanimously**

Roll call – Tom Tikkanen – YES, Albert Koskela – YES, Roy Britz – YES

**FINANCIAL REPORT:** The County Administrator updated the Committee on the financials for the Airport and Water and Sewer system for the month of March 2019.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Update DA Glass Agreements”-** The Airport Manager requested a motion to approve a draft Mortgage, Guaranty, and Promissory Note prepared by attorney Nick Daavettila. As agreed at the February 28, 2019 Airport Committee meeting the proposed agreements draft a payment plan to eliminate the debt owed by DA Glass. The agreements will be sent to DA Glass for execution upon Committee approval.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

**Motion Carried Unanimously**

**New Business, Agenda Item 2, “Goodwill Industries Lot 17 Sale”-** The Airport Manager requested a motion to approve Goodwill Industries sale of Lot 17 to Steven and Sandi Mattson of Great Lakes Sound and Vibration.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

**Motion Carried Unanimously**

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: APRIL 24, 2019 TIME: 2:00 P.M.

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**New Business, Agenda Item 3, “T-Hangar Project Proposal”**- Henry Nordsiek addressed the Airport Committee regarding the potential construction of T-Hangars. After a lengthy discussion, the Board decided they would need a more accurate cost estimate for the completion of the project but were willing to move forward with the idea. Henry will meet with Eric Forsberg and Dennis Hext to discuss costs and financial considerations to present to the Airport Committee at a future date.

**“New Business Agenda Item 4, “Airline Data Database”** – The Keweenaw Economic Development Alliance (KEDA) approved an expenditure of 50% of the cost to purchase an Airline Data database subscription. KEDA would like the County to participate by purchasing the other 50% of the database. The purpose of the database is to analyze passenger boardings to determine leakage. A discussion ensued as to the benefits and return on the investment if the county funds 50% of the subscription and if the results would actually make a difference. The Airport Manager was tasked with talking to KEDA to get more information regarding the database.

**“New Business Agenda Item 5, “MDOT Grant – Terminal Modifications Continuation”** – The Airport Manager requested a motion to have the Airport Committee Chairman sign the MDOT Terminal Modifications Continuation grant pending review.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

**Motion Carried Unanimously**

**“New Business Agenda Item 6, “MDOT Grant – Ecologic Foam Testing System (ARFF Trucks)”** – The Airport Manager requested a motion to have the Airport Committee Chairman sign the MDOT Ecologic Foam Testing System Grant pending review.

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

**Motion Carried Unanimously**

**New Business, Agenda Item 7, “Mead & Hunt Monthly Progress Report”** – The Mead & Hunt progress report summarizing activities for the time period of March 1- March 31, 2019 was presented for review.

**New Business, Agenda Item 8, “Water/Sewer Analysis”**- The Airport Manager informed the Airport Committee effective March 1, 2019 Torch Lake Sewage Authority increased their rates from \$6.60 per 1,000 gallons to \$7.22 per 1,000 gallons or 8%. The Airport Manager suggested the Board should take a look at the Airport’s water/sewer rate structure at the end of August and make any adjustments, if necessary, to coincide with the start of the new fiscal year on October 1<sup>st</sup>.

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

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**“New Business Agenda Item 9, “Water/Sewage Report.”** – For the period from February 13, 2019 to March 13, 2019 (28 days) daily I&I was 4,764 gallons. For the same time period in 2018 I&I was 5,057 gallons. For the period from February 13, 2019 to March 13, 2019 (28 days) water loss was 113,208 gallons. For the same time period in 2018 water loss was 71,204 gallons.

**“New Business Agenda Item 10, “Airline Monthly Statistics.”** – For the month of March 2019 SkyWest enplaned 2,081 passengers and deplaned 1,805. Last year in March SkyWest enplanements were 2,052 compared to this year’s enplanements of 2,081 an increase of 29 passengers or 1%. SkyWest experienced 4 cancellations during the month compared to 2 in March of 2018.

**PUBLIC COMMENTS:** None

**NEXT MEETING:** The next meeting will be Thursday, May 30, 2019 in the airport conference room at 4:00 PM.

**ADJOURNMENT:** A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 3:10 PM.

Minutes approved by:

Recorded by:

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Tom Tikkanen  
Airport Committee Chairman

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Dennis M. Hext  
Airport Manager

GL Number	Vendor	Invoice Desc.	Invoice	Chk Date	Amount
Fund 581 AIRPORT FUND					
Dept 000	PRIMARY AIRPORT SERVICES, LLC	AP PFC ACCT #XX14C00CWX	1003.47	05/07/19	486.05
581-000-085.000	KRANS OIL CO	AP DIESEL	166941	05/16/19	2,631.89
581-000-106.001	KRANS OIL CO	AP UNLEADED	166940	05/16/19	2,378.08
581-000-106.002	AVFUEL CORPORATION	AP SHIP TO HOU ORDER # 1212227.000	11987915	04/30/19	20,649.06
581-000-106.004		Total For Dept 000			26,145.08
Dept 541					
581-541-727.000	QUILL CORPORATION	AP ACCOUNT # C3055166	6472680	04/17/19	28.74
581-541-727.000	OFFICE PLANNING GROUP	AP ACCOUNT 301736	INV13016	04/24/19	97.05
581-541-727.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	9.92
581-541-727.000	QUILL CORPORATION	AP CUSTOMER C3055166	7200786	05/16/19	60.78
581-541-730.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	20.55
581-541-730.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	352.50
581-541-730.000	HARTER ENTERPRISES, INC.	AP SHOT	3008	05/16/19	132.58
581-541-754.004	KOP IUBRICANTS, INC.	AP BBL OIL	119668	05/07/19	243.84
581-541-755.000	PEPSI COLA OF HOUGHTON	AP CUSTOMER 436	264668	04/24/19	40.00
581-541-755.000	PEPSI COLA OF HOUGHTON	AP CUSTOMER 436	265011	05/13/19	81.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS MARTINAC	05062019-MARTINA	05/07/19	30.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS KILIER	05062019-KILIER	05/07/19	30.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS PACETTI	05062019-PACETTI	05/07/19	30.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS KERANEN	05062019-KERANEN	05/07/19	30.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS DEEDS	05062019-DEEDS	05/07/19	30.00
581-541-801.000	97TH DISTRICT COURT	AP SMALL CLAIMS KENNEDY	05062019-KENNEDY	05/07/19	30.00
581-541-801.000	PRIMARY AIRPORT SERVICES, LLC	AP PROJECT MANAGER REGULAR HRS	1024-63	05/07/19	62.11
581-541-807.000	RUKKILA, NEGRO AND ASSOCIATES CPAS,	AP FIXED MONTHLY SUW AND UNTAXED FUEL PRO	44626	05/16/19	80.00
581-541-807.000	ATTN MOBILITY	CH AP SH OEM BO DC PC ACCOUNT #2872844433	2872844332304142	04/24/19	9.98
581-541-807.000	BARAGA TELEPHONE COMPANY	TELEPHONE ACCOUNT # 000004439-7	10478868	05/02/19	73.12
581-541-807.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	99.95
581-541-810.000	AVFUEL CORPORATION	AP SHIP TO HOU ORDER # 1452668.00	011926153	04/30/19	40.00
581-541-810.000	DAILY MINING GAZETTE	AP ACCOUNT DHOVAI	4001444	05/13/19	370.80
581-541-812.001	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	6,444.12
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT 0268220.500	525831-04172019	04/30/19	99.44
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT 0268221.500	17158104172019	04/30/19	552.73
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT # 0268222.500	84090-04172019	04/30/19	136.39
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT # 0268222.500	532723-04172019	04/30/19	727.02
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT # 0268224.500	532776-04172019	04/30/19	1,459.67
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT # 0268225.500	402382-04172019	04/30/19	970.36
581-541-812.002	SEMCOENERGY GAS COMPANY	AP ACCOUNT # 268226.500	292418-04172019	04/30/19	115.45
581-541-812.003	HOUGHTON COUNTY MEM AIRPORT	AP ARRF BUILDING WATER SEWER	7870	05/13/19	56.00
581-541-812.003	HOUGHTON COUNTY MEM AIRPORT	AP TERRINAL BLDG WATER SEWER	7872	05/13/19	263.00
581-541-812.003	HOUGHTON COUNTY MEM AIRPORT	AP RENTAL GARAGE WATER SEWER	7873	05/13/19	56.00
581-541-812.003	HOUGHTON COUNTY MEM AIRPORT	AP HANGAR 2 WATER SEWER	7874	05/13/19	56.00
581-541-812.004	HOUGHTON COUNTY MEM AIRPORT	AP ARRF BUILDING WATER SEWER	7870	05/13/19	50.30
581-541-812.004	HOUGHTON COUNTY MEM AIRPORT	AP TERRINAL BLDG WATER SEWER	7872	05/13/19	351.00
581-541-812.004	HOUGHTON COUNTY MEM AIRPORT	AP RENTAL GARAGE WATER SEWER	7873	05/13/19	53.40
581-541-812.004	HOUGHTON COUNTY MEM AIRPORT	AP HANGAR 2 WATER SEWER	7874	05/13/19	22.40
581-541-813.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	2.04
581-541-816.001	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	04242019	04/30/19	127.85
581-541-816.001	GITZEN COMPANY	AP CLEANING SUPPLIES	55258-04262019	05/02/19	78.19
581-541-816.001	R C MECHANICAL, INC.	AP FLUSH VALVE 3082675	3386	05/13/19	285.53
581-541-932.001	RISTOS HARDWARE	AP CUSTOMER # 1182	26858	04/17/19	113.55
581-541-932.001	A+ BEST MANAGEMENT	AP ACCOUNT # 1047	04052019	04/17/19	22.99
581-541-932.001			5624	04/24/19	45.00

GL Number	Vendor	Invoice Desc.	Invoice	Chk Date	Amount
Fund 581 AIRPORT FUND					
Dept 541					
581-541-932.001	AUCA CHICAGO MC LOCKBOX	AP CUSTOMER 792048252	1678079882	04/24/19	50.75
581-541-932.001	HOUGHTON COUNTY TRANSFER STATION	AP COTCH	165309	04/24/19	8.00
581-541-932.001	NORTHERN HEATING & PLUMBING, INC.	AP CUSTOMER 403	5599	04/24/19	98.75
581-541-932.001	R C MECHANICAL, INC.	AP SHOP SUPPLIES	26944	05/13/19	154.00
581-541-932.001	A+ PEST MANAGEMENT	AP ACCOUNT 1047	5938	05/16/19	45.00
581-541-932.004	RISTOS HARDWARE	AP CUSTOMER # 1182	04052019	04/17/19	17.99
581-541-932.008	BAY ELECTRIC, INC.	AP HOUGHTON COUNTY AIRPORT WKC CAMP	12637	04/24/19	231.78
581-541-932.010	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	98.21
581-541-934.004	KEMENAW CHEVROLET	AP HEATER JET FUEL TRUCK	100940	04/24/19	89.80
581-541-934.022	WAUSAU EQUIPMENT COMPANY	AP CUSTOMER 817046	6556305	04/24/19	659.09
581-541-934.022	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	50.06
581-541-934.022	FASTENAL	AP CUSTOMER MIMAR0684	MIMAR149612	05/13/19	163.12
581-541-934.022	HARTER AUTO SUPPLY INC	AP CUSTOMER 1348	305098	05/16/19	28.20
581-541-934.023	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	36.99
581-541-934.030	KEMENAW TERMINAL INC	AP 6 HRS LOWBOY	12067	05/02/19	500.00
581-541-934.030	JFTCO INC	AP CUSTOMER 15914-2	W 85068	05/16/19	615.30
581-541-936.000	DON BUKEMA INC.	AP WKC JAN FEB MARCH	04022019	04/24/19	845.00
581-541-936.000	OK INDUSTRIAL SUPPLY	AP ACCOUNT 50-2723	85060	04/24/19	48.44
581-541-936.000	OK INDUSTRIAL SUPPLY	AP ACCOUNT 50-2723	04172019	04/24/19	240.80
581-541-936.000	OK INDUSTRIAL SUPPLY	AP ACCOUNT 50-2723	04172019	04/24/19	168.59
581-541-936.000	STEVEN J. RUONSALA	AP HANGER #11 BENT CORNER	05022019	05/02/19	77.95
581-541-936.000	DON BUKEMA INC.	WKC AP APRIL 2019	05022019	05/16/19	260.00
581-541-937.000	STATE OF MICHIGAN	AP CUSTOMER ID 107908 FIN WA	591-10420217	04/24/19	103.50
581-541-937.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	290.71
581-541-938.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	217.97
581-541-938.000	ACE HARDWARE OF CALUMET INC	AP CUSTOMER 2049	234601	05/13/19	46.98
581-541-938.000	SHARE CORP	AP CUSTOMER 25812	89864	05/13/19	175.47
581-541-939.000	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	294.16
581-541-939.000	QUILL CORPORATION	AP ACCOUNT # C3055166	7186468	05/16/19	38.99
581-541-962.000	STATE OF MICHIGAN	AP MARCH SALES & EXCISE TAX	04082019	04/30/19	1,068.05
581-541-962.000	STATE OF MICHIGAN-MOTOR FUEL	AP MARCH MOTOR FUEL	04082019	04/30/19	92.58
581-541-962.000	U S DEPT OF TREASURY	AP MARCH SALES & EXCISE TAX	04042019	04/30/19	108.40
Total For Dept 541					20,995.98
Dept 851 FRINGE BENEFITS					
581-851-716.000	BLUE CROSS BLUE SHIELD OF MICHIGAN	INSURANCE GROUP 007003527 D-0007	04072019--D0007	04/17/19	9,054.75
581-851-716.000	BLUE CROSS BLUE SHIELD OF MICHIGAN	INSURANCE GROUP 007003527 D0008	040719--D0008	04/17/19	1,133.62
581-851-716.000	AMERICAN FIDELITY ASSURANCE	GAP ACCOUNT MCP 81726	B888281	04/24/19	245.01
581-851-716.000	44 NORTH	INSURANCE BUNDLED FEES HRA TRADOC & PAPER	188680	05/16/19	119.80
581-851-716.000	BLUE CROSS BLUE SHIELD OF MICHIGAN	INS GROUP 007003527 DIV 0007	05028019--D0007	05/20/19	4,462.70
581-851-716.000	BLUE CROSS BLUE SHIELD OF MICHIGAN	INS GROUP 007003527 DIV 0008	05082019--D0008	05/20/19	1,133.62
581-851-717.000	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INS ACCOUNT MACHOUGH-BL-1490485	04102019	04/17/19	72.52
581-851-717.000	LINCOLN NATIONAL LIFE INSURANCE CO.	LIFE INS ACCOUNT MACHOUGH-BL-14	05102019	05/22/19	56.04
581-851-718.000	ALEXIS FINANCIAL	HOCO DC COMP628295.20190430.4.63.139742	63-04302019	04/30/19	611.42
581-851-719.000	YORK RISK SERVICES GROUP INC	WKS COMP ORTLY INSTALL CLIENT 6287	4101	05/13/19	222.89
581-851-719.000	YORK RISK SERVICES GROUP INC	WKS COMP CLIENT 6287 QTRLY INST 0701 TO 399202		05/13/19	222.89
Total For Dept 851 FRINGE BENEFITS					17,335.26
Total For Fund 581 AIRPORT FUND					64,476.32
Fund 582 AIRPORT WATER/SEWER FUND					
Dept 000					
582-000-828.001	MICHIGAN-AMERICAN WATER CO.	AP ACCOUNT 1600242109	1715-4-10-041720	04/24/19	2,272.82

GL Number	Vendor	Invoice Desc.	Invoice	Chk Date	Amount
Fund 582	AIRPORT WATER/SEWER FUND				
Dept 000					
582-000-828.001	CAPITAL ONE	AP ACCOUNT 1 4802139042128825	55258-04262019	05/02/19	1,151.96
582-000-828.002	TORCH LAKE AREA SEWAGE AUTHORITY	AP CHARGERS 0401 TO 04302018	7228	05/16/19	4,891.85
582-000-828.003	MICHIGAN-AMERICAN WATER CO.	AP ACCOUNT 16002420117	1715-4-15-041520	04/24/19	150.64
		Total For Dept 000			8,467.27
		Total For Fund 582 AIRPORT WATER/SEWER FUND			8,467.27

----- TOTALS BY GL DISTRIBUTION -----

581-000-085.000	DUE FROM OTHER FUNDS				486.05
581-000-106.001	INVENTORY-DIESEL				2,631.89
581-000-106.002	INVENTORY-UNLEADED				2,378.08
581-000-106.004	INVENTORY-JET A				20,649.06
581-541-727.000	OFFICE SUPPLIES				196.49
581-541-727.001	POSTAGE				20.55
581-541-730.000	WILDLIFE MANAGEMENT				485.08
581-541-754.004	OIL				243.84
581-541-755.000	CONCESSIONS-RESALE				121.00
581-541-801.000	PROFESSIONAL AND CONTRACTUAL				322.11
581-541-807.000	TELEPHONE				223.05
581-541-810.000	PRINTING AND PUBLISHING				370.80
581-541-812.001	ELECTRICITY				6,444.12
581-541-812.002	NATURAL GAS				4,061.06
581-541-812.003	WATER				431.00
581-541-812.004	SEWER				477.10
581-541-813.000	EMPLOYEE TRAINING/CONVENTION				2.04
581-541-816.001	JANITORIAL SUPPLIES				491.57
581-541-932.001	TERMINAL				538.04
581-541-932.004	FBO HANGAR-#2				17.99
581-541-932.008	CORRECTIONS				231.78
581-541-932.010	AVIATION GAS/JET PUMPS				98.21
581-541-934.004	JET A REFUELER				89.80
581-541-934.022	2007 OSHKOSH 6X6 PLOW/SANDER				900.47
581-541-934.023	2008 CHEVY 4X4 PICKUP				36.99
581-541-934.030	2017 OSHKOSH SNOW BLOWER				1,115.30
581-541-936.000	GROUPS MAINTENANCE				1,640.78
581-541-937.000	RUNWAY MAINTENANCE				394.21
581-541-938.000	BENCH STOCK				440.42
581-541-939.000	AIRCRAFT GROUND HANDLING				333.15
581-541-962.000	SALES AND EXCISE TAX				1,269.03
581-851-716.000	HOSPITALIZATION				16,149.50
581-851-717.000	LIFE INSURANCE				128.56
581-851-718.000	RETIREMENT				631.42
581-851-719.000	WORKERS' COMPENSATION				445.78
582-000-828.001	WATER EXPENSE				3,424.78
582-000-828.002	SEWER EXPENSE				4,891.85
582-000-828.003	FLRE HYDRANT EXPENSE				150.64

----- FUND TOTALS BY VENDOR -----

Fund 581	AIRPORT FUND				
001005	- ACE HARDWARE OF CALUMET INC				46.98
001029	- AMERICAN FIDELITY ASSURANCE				245.01
001058	- AT&T MOBILITY				9.98
001070	- AVFUEL CORPORATION				20,689.06
001651	- AUCA CHICAGO MC LOCKBOX				50.75
001682	- ALERUS FINANCIAL				611.42





Mead & Hunt, Inc.  
M & H Architecture, Inc.  
2605 Port Lansing Road  
Lansing, Michigan 48906  
517-321-8334  
meadhunt.com

## **MONTHLY PROGRESS REPORT**

Client: Houghton County Memorial Airport

Project No.: 2799300-

Date: May 24, 2019

This report summarizes activities for the time period of April 1, 2019 through April 30, 2019.

### Projects currently in progress:

#### 182204.01 – Design Runway 13-31 and Taxiway C Rehabilitation

- The 60% design review package was submitted to FAA and MDOT on April 1.
- Revised the CatEx onto a new form as requested by FAA on April 2.
- A stop order was issued on April 5. No further work completed.

#### 181445.01 – Environmental Assessment for Parcel 33

- Drafted agency coordination letters (not sent yet).
- Field work and on-site agency meeting will be held in early summer.

#### 181018.01 – Land Acquisition of Parcel 33 & Exhibit A Update

- Began assembling the documentation required for seeking reimbursement.
- Exhibit A update work is in process.

#### 180548.01 – Aeronautical Approach Survey

- Aerial survey work completed, obstruction analysis underway.
- Quantum Spatial uploaded the imagery plan and quality control plan for FAA approval. Once the plans were approved, the aerial imagery data was shipped to NGS/FAA for approval on April 25.

#### 170661.02 – CA Airfield Crack Sealing and Pavement Marking

- Submitted final contract report and record drawings to MDOT on April 8.

#### 170006.02 – CA Southwest Apron Rehabilitation

- The final balancing change order has been sent to MDOT and FAA for approval.

#### 120322.01 – Terminal Replacement Study

- Pending further local review.

### Program Management Tasks: