

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: March 28, 2013 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tim Palosaari, Albert Koskela, Tom Tikkanen

**ATTENDEES:** Airport Manager Dennis Hext, Dennis Jouppe (Primary Airport Services), Controller Eric Forsberg, Russ Erkkila, Brian Bonen, Bill Siler, and Rose Keranen.

**AGENDA:** A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the agenda.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the February 26, 2013 regular airport meeting minutes.

**Motion Carried Unanimously**

**BILLS:** A motion was made by Al Koskela and seconded by Tom Tikkanen to approve and pay the bills as presented.

**Motion Carried Unanimously**

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) – Tom Tikkanen – (YES)

**FINANCIAL REPORT:** Eric Forsberg, County Controller, presented the Airport and Water & Sewer financial reports for the month of February.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**Agenda Item A - Building 6/7 Water Line Replacement Re-Bid (1 inch line)** - Bids were requested to replace the water line between buildings 6 and 7 at the December meeting. Six bids were received and opened at the meeting however, due to funding restraints the item was tabled to explore other options. During the February meeting the Committee requested the Airport Manager solicit a re-bid to replace the line with a 1 inch line verses a 6 inch line. Bids were opened and accepted as follows:

Julio Contracting - \$15,130  
Bill Siler Contracting - \$14,500  
Tony Burcar Contracting - \$16,812  
Mayflower Construction - \$18,100  
M.D. Contracting - \$37,300

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the lowest bid of \$14,500 by Siler Contracting pending review.

**Motion Carried Unanimously**

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**NEW BUSINESS:**

**Agenda Item A – Mead & Hunt Contract Agreement, “Conservation Easement Design Services” (Grant 3813/ENV)** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt agreement, Conservation Easement Design Services. The Conservation Easement is a DEQ requirement for wetland mitigation in combination with the lagoon closure and the runway safety area rehabilitation of runway 7. The purpose of the work is to have Mead & Hunt biologists provide a sample of wetland plants within the 10 acre conservation easement. The sampled area will serve as a baseline for monitoring of the wetland preserve in accordance with MDEQ permit requirements. Total contract cost for the project is \$32,090.00 and is reimbursable using AIP/PFC funds.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

**Motion Carried Unanimously**

**Agenda Item B - Mead & Hunt Contract Agreement, “North Terminal Apron Reconstruction, Design Services” (Grant 3813/C116)** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt agreement, North Terminal Apron Reconstruction, design services. The project includes the design and reconstruction of the north apron. Rehabilitation of the north apron will take place sometime in 2014 pending federal appropriations. Total contract cost for the project is \$70,905.00 and is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

**Motion Carried Unanimously**

**Agenda Item C - Mead & Hunt Contract Agreement , “Construction Administration for the General Aviation Apron Reconstruction” (Grant 3813/C115 Amendment #1)** - The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead & Hunt agreement, Construction Administration, General Aviation Apron Reconstruction. The project includes the construction administration and rehabilitation of the General Aviation (GA) apron. Rehabilitation of the GA apron will begin June of 2013 pending federal appropriations. Total contract cost for the project is \$97,500.00 and is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

**Motion Carried Unanimously**

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**Agenda Item D - Hangar 1 Sub-Lease Agreement between SkyWest and Ameriflight (UPS).** – The Airport Manager requested approval to have the Airport Committee Chairman sign the sub-lease agreement for hangar 1 between SkyWest and Ameriflight. The sub-lease is a requirement of the Airport Use Agreement for Hangar 1 between the Airport Committee and SkyWest Airlines.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

**Motion Carried Unanimously**

**Agenda Item E - Aero PM Training request** – The Airport Manager requested approval to travel to St. Ignace to attend required training at the Mackinac County Airport (83D) on May 21, 2013. The purpose of the training is to acquire hands on training of the new AERO PM web-based application for ACIP development, programming, and project management. Estimated costs associated with the training are \$200-\$400 to include meals (if not provided), gas and hotel room if needed. This is not a budgeted item.

A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the request.

**Motion Carried Unanimously**

**Agenda Item F - Mead & Hunt, Fifth Progress Payment, Construction Inspection and Administration Services, CMX Design GA Apron Rehabilitation, Project R2799300-120618.01, Grant 3712/C115.** – The Airport Manager requested approval to pay \$8,169.48 to Mead & Hunt Engineering for the fifth progress payment, Construction Inspection and Administration Services, Design of the GA Apron Rehabilitation. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

**Motion Carried Unanimously**

Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) – Tom Tikkanen – (YES)

**Agenda Item G - Mead & Hunt, Fourth Progress Payment, Construction Inspection and Administration Services, CMX CA Taxiway A & MIRL Rehabilitation, Project R2799300-120408.01, Grant 3712/C113.** – The Airport Manager requested approval to pay \$517.08 to Mead & Hunt Engineering for the fourth progress payment, Construction Inspection and Administration Services, Taxiway A, Rehabilitation. The cost is reimbursable using AIP/PFC funds.

A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the request.

**Motion Carried Unanimously**

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Roll Call – Tim Palosaari – (YES) – Al Koskela – (YES) – Tom Tikkanen – (YES)

**Agenda Item H - Water/Sewage Report** – For January 18, 2013 to February 15, 2013 daily Inflow Infiltration (I&I) was 6,693 gallons. For the same period water loss was at 138,000 gallons. For the same period last year I&I was 5,128 gallons and water loss was 75,300 gallons.

**Agenda Item I - Airline Monthly Statistics** – For the month of February, 2013 SkyWest enplaned 1,732 passengers and deplaned 1,698. Last year in February SkyWest enplanements were 1,841 compared to this year's enplanements of 1,732 a decrease of 109 passengers or 6%. The decrease can be attributed to 7 cancellations due to weather compared to 3 cancellations in February of 2012.

**PUBLIC COMMENTS:** No public comments

**NEXT MEETING:** The next meeting will be held April 25, 2013 in the airport conference room at 4:00 PM.

**ADJOURNMENT:** A motion was made by Al Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:35PM.

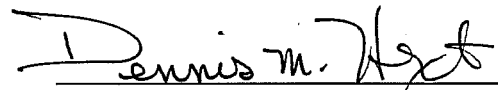
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager