

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: December 26, 2013 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari, Albert Koskela, Tom Tikkanen

ATTENDEES: Dennis Hext, Airport Manager, Dennis Jouppe, (Primary Airport Services), George Kinnunen, Rose Keranen, and Karen Anderson.

AGENDA: A motion was made by Al Koskela and seconded by Tom Tikkanen to approve the agenda with the addition of item F, passenger boarding ramp.

Motion Carried Unanimously

MINUTES: A motion was made by Tom Tikkanen and seconded by Al Koskela to approve the November 27, 2013 regular airport meeting minutes as presented.

Motion Carried Unanimously

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

Motion Carried Unanimously

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

FINANCIAL REPORT: Dennis Hext, Airport Manager, presented the Airport and Water & Sewer financial reports for the month of November.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item A, "Heater replacement building 7". – The heating system in building 7 and the sand storage building are in need of replacement. Requests for bids to replace the heaters were presented for review. Four contractors were asked to bid however, only two bids were received and are as follows:

Bob's Sheet Metal –

Bldg 7 - Infrared Heater - \$3,754.00 Unit Heater - \$3,328.00

Sand Storage – Unit Heater - \$3,328.00

Northern Heating & Plumbing –

Bldg 7 – Infrared Heater - \$4,088.00 Unit Heater - \$2,394.00

Sand Storage – Unit Heater - \$2,394.00

A motion was made by Al Koskela and seconded by Tom Tikkanen to table the item until it could be determined if the infrared heater for building 7 was a closed combustion air intake type. If the infrared heater was a closed combustion type the low bid of \$3,754.00 from Bob's Sheet Metal to replace the heater in building 7 with an infrared heater would be accepted.

Motion Carried Unanimously

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The Committee also asked the Airport Manager to request bids to replace the heater in the Sand Storage building with infrared heaters for the January meeting. It was felt if the price was close to the cost of a unit heater a infrared heater would do a better job. If the cost of infrared heaters was prohibitive the bid from Northern Heating & Plumbing for the Unit Heater would be accepted.

New Business, Agenda Item B, "Thermoanalytics building expansion". – The Airport Manager requested approval of plans submitted by Thermoanalytics to expand their facility in the spring. Airport Committee approval is a requirement of the Airpark Industrial Park Covenants.

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

Motion Carried Unanimously

New Business, Agenda Item C, "Mead & Hunt, Second Progress Payment, CMX Design Conservation Easement Mitigation, Project R2799300-120248.01, Fed. 3813/ENV. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 240182 in the amount of \$850.39 for submittal to MDOT for processing and payment to Mead & Hunt Engineering for the Second progress payment, Design Services, CMX Design Conservation Easement Mitigation. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

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

Motion Carried Unanimously

"New Business Agenda Item D, "Water/Sewage Report." – For the period from November 14, 2013 to December 20, 2013 daily I&I was 7,164 gallons and water loss for the month was 126,532 gallons.

"New Business Agenda Item E, "Airline Monthly Statistics." – For the month of November, 2013 SkyWest enplaned 2,093 passengers and deplaned 2,042. Last year in November SkyWest enplanements were 2,025 compared to this year's enplanements of 2,093 an increase of 68 passengers or 3%. The increase includes the Sun Country Charter of 153 passengers so if you were to only look at SkyWest numbers we would have decreased by 4%.

"New Business Agenda Item F, "Mead & Hunt Passenger Boarding Ramp Contract" – The Airport Manager requested permission to have the Airport Committee Chairman sign the design contract with Mead & Hunt to prepare specifications for a passenger boarding ramp. The project will be paid for using County funds and reimbursed when the 2014 federal grant is approved.

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

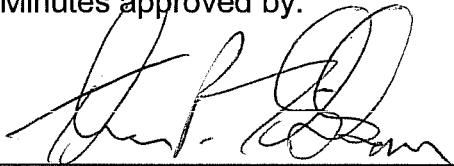
Motion Carried Unanimously

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held January 30, 2014 in the airport conference room at 4:00 PM.

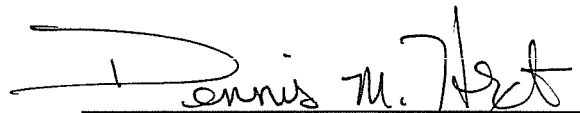
ADJOURNMENT: A motion was made by Tom Tikkanen and seconded by Al Koskela to adjourn the meeting at 4:24PM.

Minutes approved by:



TOM TIKKANEN
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager