

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: March 31, 2016 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tim Palosaari – Present, Albert Koskela – Absent, Eugene Londo - Present

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Phil Anderson, Working Foreman, Dennis Juppe, (Primary Airport Services), Russ Erkkila, John Britz, and Rose Keranen.

AGENDA: A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the February 25, 2016 regular airport meeting minutes as presented.

Motion Carried Unanimously

BILLS: A motion was made by Eugene Londo and seconded by Tim Palosaari to approve and pay the bills as presented.

Motion Carried Unanimously

Roll call – Tim Palosaari – YES Eugene Londo – YES

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

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item A, “Travel Request – Anderson/Taivalkoski Snow Symposium”. – The Airport Manager requested permission to have Phil Anderson and Jesse Taivalkoski attend the Airport “Snow Symposium” in Buffalo NY April 25-26 2016. The purpose of the conference is to learn about how to improve airfield snow removal operations, explore new techniques, network and share ideas, check out the latest equipment, safety initiatives and cost saving measures.

A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item B, “Travel Request – Wisconsin Airport Management Association (WAMA) Conference”. – The Airport Manager requested permission to attend the Wisconsin Airport Management Conference in Oshkosh Wisconsin May 2-6, 2016.

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A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item C, "Travel Request - Sun Country Ground Security Coordinator (GSC) Training". – The Airport Manager requested permission to have Dennis Hext and Melinda Donovan attend ground security coordinator (GSC) training in Minneapolis, MN. May 31 to June 3rd, 2016. The purpose of the training is to reduce expenses by having County employees act as the GSC for Sun Country charter flights. Currently the airport hires SkyWest Airlines to provide GSC services.

A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item D, "GS Engineering – Land Lease Agreement No. 7, Amendment No. 1". – The Airport Manager requested approval to have the Airport Committee Chairman sign Land Lease Agreement No. 7, Amendment No. 1 with GS Engineering. The five year agreement includes updated terms, conditions and fees.

A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item E, "Mead & Hunt, CMX Design SRE – Snow Blower Procurement (4116/C120)". – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 259128 in the amount of \$1,373.25 for payment to Mead & Hunt Engineering for the second progress payment, Design, SRE – Snow Blower Procurement. The cost is reimbursable using AIP/PFC funds. Sponsor share is 2.5% which is reimbursable using PFC funds.

A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

New Business, Agenda Item F, "Mead & Hunt, CMX Terminal Building Replacement Study". – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 259087 in the amount of \$5,148.94 for payment to Mead & Hunt Engineering for the final progress payment, CMX Terminal Building replacement study. The cost is reimbursable using AIP/PFC funds provided a new terminal is constructed. Sponsor share is 2.5% which is reimbursable using PFC funds.

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A motion was made by Eugene Londo and seconded by Tim Palosaari to approve the request.

Motion Carried Unanimously

“New Business Agenda Item G, “Water/Sewage Report.” – For the period from January 14, 2016 to February 17, 2016 (34 days) daily I&I was 5,172 gallons. For the same time period in 2015 I&I was 5,480 gallons. For the period from January 20, 2016 to February 19, 2016 (30 days) water loss 11,842 gallons. For the same time period in 2015 water loss was 26,040 gallons.

“New Business Agenda Item H, “Airline Monthly Statistics.” – For the month of February, 2016 SkyWest enplaned 1,737 passengers and deplaned 1,551 Last year in February SkyWest enplanements were 1,568 compared to this year’s enplanements of 1,737 an increase of 169 passengers or 11%. SkyWest experienced 5 cancellations during the month compared to 9 in February of 2015.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held April 28, 2016 in the airport conference room at 4:00 PM.

ADJOURNMENT: A motion was made by Eugene Londo and seconded by Tim Palosaari to adjourn the meeting at 4:18PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager