

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: May 26, 2016 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

**ATTENDEES:** Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Dennis Jouppe, (Primary Airport Services), John Britz and Rose Keranen.

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

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Eugene Londo and seconded by Albert Koskela to approve the April 27, 2016 regular airport meeting minutes as presented.

**Motion Carried Unanimously**

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

**Motion Carried Unanimously**

Roll call – Tim Palosaari – YES Eugene Londo – YES Albert Koskela - YES

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

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item A, “Outstanding Water & Sewer Balance”.** – The Committee was given an update by the Airport Manager on the outstanding balance owed by DA Glass. A discussion ensued regarding minimum payments made by DA glass and current fees owed. A decision was made by the Committee to monitor the situation and take no action against DA Glass at this time.

**New Business, Agenda Item B, “Snow Blower Bids”.** – Bids were solicited to acquire a new runway snow blower to replace the current 2004 model. Funds to purchase the unit are provided through a grant from the FAA and State. Sealed bids were received on May 20, 2016 at 2:00 pm EDT at Mead & Hunts Lansing office. MB and Oshkosh submitted proposals which were received as follows:

Industrial Marketing (Oshkosh) - \$580,372.00

MB Companies Inc. - \$593,321.00

A motion was made by Albert Koskela and seconded by Eugene Londo to accept Industrial Marketing’s bid of \$580,372.00.

**Motion Carried Unanimously**

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**New Business, Agenda Item C, "Mead & Hunt Monthly Progress Report".** – The Mead & Hunt progress report summarizing project activities for the time period between April 1, 2016 through April 30, 2016 was presented for review.

**New Business, Agenda Item D, "Mead & Hunt, CMX Design SRE – Snow Blower Procurement (4116/C120)".** – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 260582 in the amount of \$2,563.40 for payment to Mead & Hunt Engineering for the third progress payment, design 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 Albert Koskela to approve the request.

**Motion Carried Unanimously**

**"New Business Agenda Item E, "Water/Sewage Report."** – For the period from March 15, 2016 to April 14, 2016 (30 days) daily I&I was 10,956 gallons. For the same time period in 2015 I&I was 10,070 gallons. For the period from March 21, 2016 to April 19, 2016 (30 days) water loss was 81,694 gallons. For the same time period in 2015 water loss was 73,740 gallons.

**"New Business Agenda Item F, "Airline Monthly Statistics."** – For the month of April, 2016 SkyWest enplaned 1,767 passengers and deplaned 1,938 Last year in April SkyWest enplanements were 1,741 compared to this year's enplanements of 1,767 an increase of 26 passengers or 1%. SkyWest experienced 5 cancellations during the month compared to 3 in April of 2015. Sun Country enplaned 158 passengers. April enplaned passengers totaled 1,925. Royale Air began 2016 operations on May 19<sup>th</sup> with passenger projections to be well ahead of last year.

**PUBLIC COMMENTS:**

**NEXT MEETING:** The next meeting will be held June 30, 2016 in the airport conference room at 4:00 PM.

**ADJOURNMENT:** A motion was made by Eugene Londo and seconded by Albert Koskela to adjourn the meeting at 4:26PM.

Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager