

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: September 01, 2016 (August Meeting) TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Controller, Dennis Juppe, (Primary Airport Services), Ken Dillinger, UPEA, Phil Anderson, 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 July 28, 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 – Eugene Londo – YES Albert Koskela - YES Tim Palosaari – YES

FINANCIAL REPORT: County Controller Eric Forseberg updated the Committee on the Airport and Water & Sewer financial reports for the month of July.

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item A, “MDOT Cold Storage Building Plans”. – Ken Dillinger from UPEA representing MDOT requested permission to construct a 5,500sqft cold storage building to house MDOT equipment. As a requirement of the Airpark covenants the Committee is required to approve improvements in the Industrial Park.

A motion was made by Albert Koskela and seconded by Eugene Londo to approve the request.

Motion Carried Unanimously

New Business, Agenda Item B, “State Grant Agreement – Acquisition SRE (Snow Blower)”. – The Airport Manager requested permission to have the Airport Committee Chairman sign the state grant for Federal project 4116, acquisition of a new snow blower, pending review.

A motion was made by Eugene Londo and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item C, “State Grant Resolution – Acquisition SRE (Snow Blower)”. – The Airport Manager requested approval for a resolution authorizing the Airport Committee Chairman as the official representative to sign the state grant agreement.

A motion was made by Eugene Londo and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

Roll Call – Tim Palosaari – Yes Albert Koskela – Yes Eugene Londo – Yes

New Business, Agenda Item D, “Valley Med Flight Inc. Into Plane Fuel Agreement”. – The Airport Manager requested permission to have the Airport Committee Chairman sign the Into Plane Fuel Agreement with Valley Med Flight Inc. The contract secures a minimum revenue guarantee pumping fee of \$13,056 to \$16,128 annually for the next 5 years.

A motion was made by Albert Koskela and seconded by Eugene Londo to approve the request.

Motion Carried Unanimously

New Business, Agenda Item E, “Travel Request - GSC Initial training”. – The Airport Manager requested permission to attend Ground Security Coordinator initial training October 4-5 in Minneapolis. The training is required for Sun Country Charter operations.

A motion was made by Eugene Londo and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item F, “Mead & Hunt Monthly Progress Report”. – The Mead & Hunt progress report summarizing project activities for the time period between July 1, 2016 through July 31, 2016 was presented for review.

New Business, Agenda Item G, “Mead & Hunt Payment - CMX CA Apron Rehabilitation Phases 3&4 (4015/C119)”. – The Airport Manager requested approval to have the Airport Committee Chairman sign invoice 262900 in the amount of \$2,583.60 for state processing and payment to Mead & Hunt Engineering for the fifth progress payment, Construction Administration Apron Rehabilitation Phases 3&4. 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

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“New Business Agenda Item H, “Water/Sewage Report.” – For the period from July 15, 2016 to August 16, 2016 (31 days) daily I&I was 5,765 gallons per day. For the same time period in 2015 I&I was 4,711 gallons per day. For the period from July 15, 2016 to August 16, 2016 (31 days) water loss was 118,407 gallons. For the same time period in 2015 water loss was 8,153 gallons. The Airport Manager updated the Committee on the aqua line leak detection survey that was recently conducted. Two leaks were found and will be repaired as soon as possible. The Airport Manager updated the Committee on a proposed KRC car wash facility.

“New Business Agenda Item I, “Airline Monthly Statistics.” – For the month of July, 2016 SkyWest enplaned 2,444 passengers and deplaned 2,507 Last year in July SkyWest enplanements were 2,592 compared to this year’s enplanements of 2,444 a decrease of 148 passengers or 5%. SkyWest experienced 3 cancellations during the month compared to 3 in July of 2015.

PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held September 29, 2016 in the airport conference room at 4:00 PM.

ADJOURNMENT: A motion was made by Albert Koskela and seconded by Eugene Londo to adjourn the meeting at 4:33PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager