

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: April 27, 2017 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tim Palosaari – Absent, Albert Koskela – Present, Tom Tikkanen - Present

**ATTENDEES:** Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Phil Anderson, Dennis Jouppe, Jim Koskiniemi, Russ Erkkila, and Jeff Ratcliffe.

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

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Tom Tikkanen and seconded by Albert Koskela to approve the March 30, 2017 regular airport meeting minutes as presented.

**Motion Carried Unanimously**

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

**Motion Carried Unanimously**

Roll call – Albert Koskela - YES Tom Tikkanen – YES - Tim Palosaari – Absent

**FINANCIAL REPORT:** The County Administrator updated the Committee on the Airport financials and Water and Sewer system for the month of March.

**PUBLIC COMMENTS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**New Business, Agenda Item 1. “DA Glass Outstanding Debt”** – During the March 30, 2017 meeting Commissioner Palosaari stated he would meet with Mr. Williams to discuss payment options on the debt owed to the airport. Commissioner Palosaari was absent therefore an update regarding OCU/DA Glass is expected at the meeting scheduled for May 25, 2017.

**New Business, Agenda Item 2. “Mead & Hunt Design Contract – Airfield Crack Sealing and Pavement Marking – AIP Project 4217”** – The Airport Manager requested approval to have the Airport Committee Chairman sign the Mead and Hunt design contract for crack sealing and pavement marking. The design services will provide detailed construction plans and specifications for marking and sealing of runways, taxiways and aprons. Total cost for the project is \$11,850.00. The project is part of the 2017 AIP grant. The project will be funded using AIP/PFC grants.

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

**Motion Carried Unanimously**

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**New Business, Agenda Item 3. “Resolution – State Capital Improvement Grant 2017-0480”** – The Airport Manager requested approval of a Resolution authorizing the Airport Committee Chairman to sign State Grant 2017-0480, Terminal Modifications, Capital Improvement and Equipment Project.

Roll call – Albert Koskela - YES Tom Tikkanen – YES - Tim Palosaari – Absent

**New Business, Agenda Item 4, “State Capital Improvement Grant 2017-0480”** – The Airport received a grant from the State of Michigan to make terminal modifications to the airline gate / baggage screening area. The grant will cover 90% (\$20,000.00) of the cost while the airport would have to cover 10% (\$2,224.00). The total amount of the grant is \$22,224.00. The Airport Manager requested approval to have the Airport Committee Chairman sign the grant.

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

**Motion Carried Unanimously**

**New Business, Agenda Item 5. “Mead & Hunt Monthly Progress Report”** – The Mead & Hunt progress report summarizing activities for the period of March 1, 2017 through March 31, 2017 was presented for review.

**“New Business Agenda Item 6. “Water/Sewage Report”** – The sewer report was unavailable. The County received a rural development grant for \$80,000 to make repairs to the sewer system. Jim Koskiniemi representing Upper Peninsula Engineering and Architects (UPEA) and Jeff Ratcliff representing Keweenaw Economic Development Alliance (KEDA) addressed the Committee regarding the rural development grant and project scope. Total costs for the project is estimated to be \$240,000.00 (\$80,000 from the grant and \$160,000.00 local share). A discussion ensued regarding Inflow and Infiltration reduction, economic impacts, and project goals. Project start date is estimated to begin by September 1<sup>st</sup> with bids going out by July 15<sup>th</sup>. Jim Koskiniemi made a request for authorization to begin the project permitting, design, planning, and formulate bid specifications.

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

**Motion Carried Unanimously**

**“New Business Agenda Item 7. “Airline Monthly Statistics”** – For the month of March 2017 SkyWest enplaned 2,043 passengers and deplaned 1,825. Last year in March SkyWest enplanements were 2,129 compared to this year’s enplanements of 2,043 a decrease of 86 passengers or 4%. SkyWest experienced 9 cancellations during the month compared to 4 in March of 2016.

**PUBLIC COMMENTS:**

**NEXT MEETING:** The next meeting will be held May 25, 2017 in the airport conference room at 4:00 PM.

**ADJOURNMENT:** A motion was made by Tom Tikkanen and seconded by Albert Koskela to adjourn the meeting at 4:48PM.

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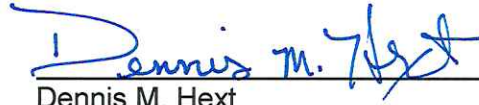
Minutes approved by:

Recorded by:



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Tim Palosaari  
Airport Committee Chairman



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Dennis M. Hext  
Airport Manager