

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: May 25, 2017 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Dennis Jouppe, Russ Erkkila, and Rose Keranen.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the April 27, 2017 regular airport meeting minutes as presented.

Motion Carried Unanimously

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

Motion Carried Unanimously

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

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

PUBLIC COMMENTS:

OLD BUSINESS:

NEW BUSINESS:

New Business, Agenda Item 1. “DA Glass Outstanding Debt” – Commissioner Palosaari met with Mr. Williams to discuss payment options on the debt owed to the airport. Mr. Williams agreed to the following conditions:

OCU Glass was behind on their maintenance fee due to a payment error. \$200.00 was applied to the debt owed by DA Glass when it should have been applied to the maintenance fee for OCU Glass.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to apply the \$200.00 payment to the OCU Glass maintenance fee to keep OCU current.

Motion Carried Unanimously

OCU Glass would not have to pay the sewer charge for liquid Industrial Waste generated and shipped to Portage Lake Sewage Authority for treatment. Credit would be given for past and future industrial waste generated by DA Glass and OCU Glass provided an industrial manifest from Portage Lake Sewage Authority was received by the Airport.

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A motion was made by Albert Koskela and seconded by Tom Tikkanen to apply a credit to the oldest outstanding debt owed by DA Glass for industrial waste generated by DA Glass. A credit will also be applied for industrial waste generated by OCU Glass to their maintenance fee first and then apply any credits to past or future billings.

Motion Carried Unanimously

New Business, Agenda Item 2. "ARINC Sub-Lease Agreement" – The Airport Manager requested approval to have the Airport Committee Chairman sign the Sublease Agreement between SkyWest Airlines Inc. and ARINC Inc. Pursuant to the SkyWest Airport Use Agreement all sublease agreements require Committee approval. The purpose of the agreement is to allow ARINC to install communication equipment which would allow SkyWest aircraft access to operational information via computers in the aircraft cockpit thereby reducing workload, enhancing safety, and improving on-time performance.

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

Motion Carried Unanimously

New Business, Agenda Item 3, "UPEA Design / Construction Agreement Services for 2,200LF of Sanitary Sewer" – The Airport Manager requested approval to have the Airport Committee Chairman sign an agreement with U.P. Engineers and Architects (UPEA) for design / construction services to replace approximately 2,200LF of sanitary sewer line located in the Airport Industrial park. The agreement was approved and will be presented at the next Houghton County Board of Commissioners regular meeting for final approval. Total cost of the project is \$243,550 of which \$80,000 will be funded under a rural development grant with the remaining \$163,550 funded by Houghton County.

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

Motion Carried Unanimously

New Business, Agenda Item 4. "Mead & Hunt Monthly Progress Report" – The Mead & Hunt progress report summarizing activities for the period of April 1, 2017 through April 30, 2017 was presented for review.

"New Business Agenda Item 6. "Water/Sewage Report" – For the period from March 15, 2017 to April 14, 2017 (30 days) daily I&I was 11,686 gallons. For the same time period in 2016 I&I was 10,956 gallons. For the period from March 15, 2017 to April 17, 2017 (33 days) water loss was 96,856 gallons. For the same time period in 2016 water loss was 96,294 gallons.

"New Business Agenda Item 7. "Airline Monthly Statistics" – For the month of April 2017 SkyWest enplaned 1,850 passengers and deplaned 2,046. Last year in April SkyWest enplanements were 1,767 compared to this year's enplanements of 1,850 an increase of 83 passengers or 5%. SkyWest experienced 2 cancellations during the month compared to 5 in April of 2016.

Sun Country boarded 161 passengers.

Total enplanements for the month of April were 2,011.

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PUBLIC COMMENTS:

NEXT MEETING: The next meeting will be held June 29, 2017 in the airport conference room at 4:00 PM.

ADJOURNMENT: A motion was made by Albert Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:17PM.

Minutes approved by:

Recorded by:



Tim Palosaari
Airport Committee Chairman



Dennis M. Hext
Airport Manager