

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: AUGUST 30, 2018 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, Dennis Jouppe, Karl Jouppe, Phil Anderson, Russ Erkkila, and Becky Ylitalo.

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 Albert Koskela and seconded by Tom Tikkanen to approve the July 26, 2018 regular airport meeting minutes.

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

FINANCIAL REPORT: The County Administrator updated the Committee on the financials for the Airport, Water, and Sewer systems for the month of July 2018.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Terminal Modifications- Bids”- One bid was received from L&R Contracting for \$53,400. The bid came in over budget; therefore, the bid was rejected. The Committee asked the Airport Manager to reduce the scope of the project in an effort to reduce costs and work with the contractor to complete the project within the budget.

New Business, Agenda Item 2, “Water/Sewer Rates”- The Airport Manager presented an analysis of the water and sewer rates to the Committee. The analysis took into consideration current expenditures and revenues to determine if there is a necessity to adjust rates. The Committee proposed increases in the water and sewer rates from \$20.40/1,000 gallons to \$23.00/1,000 gallons for water and from \$28.56/1,000 gallons to \$31.00/1,000 gallons for Sewer.

A motion was made by Tim Palosaari and seconded by Albert Koskela to propose an increase to the water and sewer rates from \$20.40/1,000 gallons to \$23.00/1,000 gallons for water and from \$28.56/1,000 gallons to \$31.00/1,000 gallons for Sewer.

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New Business, Agenda Item 3, "Employee Pay Grade Adjustment"- The Airport Manager requested a motion to approve adjusting the administrative assistant position from the 1st year pay rate to the 3rd year pay rate effective September 1, 2018.

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

Motion Carried Unanimously

New Business, Agenda Item 4, "Additional Full Time Position- Maintenance"- The Airport Manager requested a motion to approve hiring an additional full time maintenance employee and eliminating the two part-time positions.

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

Motion Carried Unanimously

New Business, Agenda Item 5, "MAAE 66th Annual Conference"- The Airport Manager requested approval to attend the 66th Annual MAAE Conference September 10th-14th.

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

Motion Carried Unanimously

New Business, Agenda Item 6, "Mead & Hunt Environmental Assessment Agreement- Runway 25" (FAA Project 4318)- The Airport Manager requested a motion to approve the Mead & Hunt consultant agreement to perform an environmental assessment (EA) of approximately 20 acres located at the departure end of runway 25. The EA is an FAA requirement and is necessary so obstruction clearing, stream remediation and demolition of the buildings in the runway 25 protection zone can begin. Total cost of the project is \$169,066.41 and is funded using AIP and PFC funds.

A motion was made by Tim Palosaari and seconded by Tom Tikkanen to approve the request

Motion Carried Unanimously

New Business, Agenda Item 7, "Mead & Hunt Agreement- Land Acquisition Parcel 33 and Airport Layout Plan (ALP) Update" (FAA Project 4318)- The Airport Manager requested a motion to approve the Mead & Hunt consultant agreement to assist in completing the land acquisition and reimbursement of parcel 33 and update the Airport Layout Plan (ALP). The ALP update is an FAA requirement. Total cost of the project is \$19,332.38 and is funded using AIP and PFC funds. (Grant 4318)

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

Motion Carried Unanimously

New Business, Agenda Item 8, "Mead & Hunt Agreement- AGIS Approach Survey" (FAA Project 4318)- The Airport Manager requested a motion to approve the Mead & Hunt consultant agreement to perform an Airport Geographic Information System (AGIS) survey. The survey is an FAA requirement and is necessary to identify obstructions within the approaches of the each runway. The cost of the project is \$94,107.46 and is funded using AIP and PFC funds. (Grant 4318)

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

Motion Carried Unanimously

New Business, Agenda Item 9, "Mead & Hunt Monthly Progress Report"- The Mead & Hunt progress report summarizing activities for the time period of July 1, 2018 through July 31, 2018 was presented.

New Business, Agenda Item 10, "Water/Sewer Report "- For the period from June 15, 2018 to July 13, 2018 (28 days) daily I&I was 8,018 gallons. For the same time period in 2017 I&I was 9,576 gallons. For the period from June 15, 2018 to July 13, 2018 (28 days) water loss was 111,646 gallons. For the same time period in 2017 water loss was 61,124 gallons.

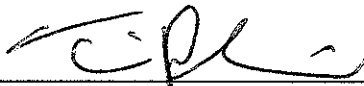
New Business, Agenda Item 11, "Airline Monthly Stats"- For the month of July 2018 SkyWest enplaned 2,520 passengers and deplaned 2,537. Last year in July SkyWest enplanements were 2,547 compared to this year's enplanements of 2,537 a decrease of 10 passengers or 1%. SkyWest experienced 0 cancellations during the month compared to 2 in July of 2017.

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be Thursday, September 27, 2018 in the airport conference room at 4:00 PM.

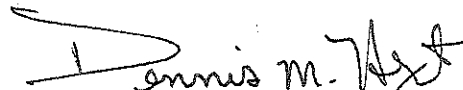
ADJOURNMENT: A motion was made by Tim Palosaari and seconded by Tom Tikkanen to adjourn the meeting at 4:40 PM.

Minutes approved by:



Tim Palosaari
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager