

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: MAY 29, 2020 TIME: 3:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tom Tikkanen – Present, Albert Koskela – Present, Roy Britz - Present

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Russ Erkkila, Lori Lewis, and Becky Ylitalo.

AGENDA: A motion was made by Albert Koskela and seconded by Roy Britz to approve the agenda with one addition.

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Roy Britz to approve the April 30, 2020 Airport Meeting Minutes.

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Roy Britz to approve the May 11, 2020 Special Meeting Minutes.

Motion Carried Unanimously

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

Motion Carried Unanimously

Roll call – Tom Tikkanen – YES, Albert Koskela – YES Roy Britz- YES

FINANCIAL REPORT: The County Administrator presented the Airport and Water&Sewer April 2020 financials.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “SRE 4X4 Pickup Truck with Snow Plow Bid Opening Number 3”- A request for proposals (RFP) was sent out on January 29, 2020, to furnish a new 4X4 pickup truck with a plow to replace the airports current pickup and plow. No bids were received so a 2nd request for proposals was sent out on March 5, 2020 and again no bids were received. A 3rd request for proposals was sent out on May 18, 2020 to Keweenaw Chevrolet, Northern Auto, and Copper Country Ford. At the May 29, 2020 Airport Meeting one bid was received for the SRE 4X4 Pickup Truck with Snow Plow from Northern Auto, Inc. for \$58,655. The Airport manager requested permission to accept the bid, pending review. The plow and pickup will be funded using passenger facility charges (PFC).

A motion was made by Albert Koskela and seconded by Roy Britz to approve the request.

Motion Carried Unanimously

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Roll call – Tom Tikkanen – YES, Albert Koskela – YES Roy Britz- YES

New Business, Agenda Item 2, “MD Contract- Construct Hangar Taxiways (3-26-0041-4420)”- The Airport Manager requested a motion to grant signatory approval allowing the Airport Manager authority to execute the hangar taxiway’s construction contract between Houghton County and MD Contracting Inc. pending review, and receipt of the final contract documents. The contract amount is \$356,124.00 and will be funded under AIP grant 3-26-0041-4420.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 3, “M&H Agreement- Construction Administration for Airfield Crack Sealing and Pavement Marking (3-26-0041-4420)”- The Airport Manager requested a motion granting signatory approval allowing the Airport Manager authority to execute the Construction Administration agreement between Houghton County and Mead and Hunt to perform construction administration services associated with the Airfield Crack Sealing and Pavement Marking project. The contract amount for \$20,620.00 will be funded under AIP grant 3-26-0041-4420. Work under this agreement will not begin until MDOT approval is received and the FAA grant has been fully executed.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 4, “M&H Agreement- Consulting Services for Runway 25 Environmental Permit Application (3-26-0041-4420)”. – The Airport Manager requested a motion granting signatory approval allowing the Airport Manager authority to execute the Consulting Services agreement between Houghton County and Mead and Hunt to perform design services to obtain an environmental permit for the runway 25 protection zone (RPZ). The permit will allow the airport to clear, grub, and remove buildings located in the runway protection zone and also restore a stream to its original state. The contract amount is \$62,410.00 and will be funded under AIP grant 3-26-0041-4420. Work under this agreement will not begin until MDOT approval is received and the FAA grant has been fully executed.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item 5, "Hangar 2 Door Replacement Request- Joe Masini Proposal". – The Airport Manager presented a proposal from Joe Masini. In lieu of rent and lease payments, he would like to install a new 18- foot door on Hangar 2. After a lengthy discussion, it was determined that due to the COVID-19 pandemic and unstable financial situation, the Committee respectfully declined the proposal at this time.

New Business, Agenda Item 6, "Mead & Hunt Monthly Progress Report"- The Mead & Hunt progress report summarizing activities for the time period between April 1, 2020 through April 30, 2020 was presented for review.

New Business Agenda Item 7, "Water/Sewage Report." – For the period from April 15, 2020, to May 13, 2020 (28 days) daily I&I was 11,317 gallons. For the same time-period in 2019, I&I was 14,646 gallons. For the period from April 15, 2020, to May 13, 2020 (28 days) water loss was 323,025 gallons. For the same time period in 2019 water loss was 114,968 gallons.

New Business Agenda Item 8, "Airline Monthly Statistics." – For the month of April 2020, SkyWest enplaned 73 passengers and deplaned 120. Last year in April SkyWest enplanements were 1,792 compared to this year's enplanements of 73 a decrease of 1,719 passengers or 96%. SkyWest experienced 5 cancellations during the month compared to 7 in April of 2020.

New Business Agenda Item 9, "KRC Solar Farm" – The Airport Manager requested a motion, pending approval from the FAA to allow KRC to install a solar farm on Outlot B in the airport industrial park.

A motion was made by Roy Britz and seconded by Albert Koskela to approve the request.

Motion Carried Unanimously

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be Thursday, June 25, 2020 in the airport conference room at 3:00 PM.

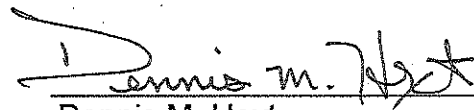
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 3:49PM.

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager