

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: AUGUST 26, 2021 TIME: 10:00 AM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext- Airport Manager, Elizabeth Bjorn, Phil Anderson, and Becky Ylitalo.

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

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Roy Britz to approve the July 29, 2021 Airport Meeting Minutes and the August 19, 2021 Special Meeting Minutes.

Motion Carried Unanimously

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

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

Motion Carried Unanimously

FINANCIAL REPORT: Elizabeth Bjorn presented the airport, water and sewer financials for July 2021.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Water Pump House Unit Heater Upgrade Proposals”-
The Airport Manager presented three (3) proposals to furnish and install a unit heater for the pump house.

R.C. Mechanical, Inc. - \$3,190.00

Northern Heating and Plumbing - \$3,220.00

Byron Heating & Air Conditioning Inc. – \$3,980.00

Discussion ensued regarding the proposals and the item was tabled due to an error in the specifications. The Airport Manager was tasked with correcting the error and requesting proposals for the next meeting.

New Business, Agenda Item 2, “Oshkosh Factory Tour”- Andy Baus representing Oshkosh and Wayne Phillips representing Industrial Marketing have invited the Committee and airport employees to tour the Oshkosh facility. The Airport Manager requested permission to have the Commissioners and 3 Airport Employees travel to Oshkosh to tour the factory.

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New Business, Agenda Item 3, "Aviation Fuel Farm"- The Airport Manager informed the Committee the fuel farm is approaching the end of its useful life. He would like to hire Mead & Hunt to provide a quote for design services to construct a new farm. The Commissioners requested quotes from different engineering firms to be presented at a future meeting.

New Business, Agenda Item 4, "Wildlife Training- Rhinelander Airport"- The Airport Manager requested permission to have Phil Anderson attend the annual wildlife training held at the Rhinelander Airport in September. The training is an FAA requirement and is a budgeted item.

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

Motion Carried Unanimously

New Business, Agenda Item 5, "Traverse Engineering Monthly Progress Report- July"- The Airport Manager presented the Traverse Engineering report summarizing current projects in progress for the period July 1-31, 2021.

New Business, Agenda Item 6, "Mead & Hunt Monthly Progress Report- July"- The Airport Manager presented the Mead & Hunt progress report summarizing activities for the period of July 1-31, 2021.

New Business Agenda Item 7, "Water/Sewage Report" – For the period from July 14, 2021, to August 12, 2021 (29 days) daily I&I was 3,057 gallons. For the same time period in 2020, I&I was 5,769 gallons. For the period from July 14, 2021, to August 12, 2021 (29 days) water loss was 170,694 gallons. For the same time period in 2020 water loss was 276,979 gallons.

New Business Agenda Item 8, "Airline Monthly Statistics"- For the month of July 2021, SkyWest enplaned 2,626 passengers and deplaned 2,628. Last year in July SkyWest enplanements were 1,084 compared to this year's enplanements of 2,626 an increase of 1,542 passengers or 142%. SkyWest experienced 2 cancellations during the month compared to 0 in July of 2020. Pre-COVID 2019 enplanements were 2,635 and deplanements were 2,569. We are at 10,496 total enplanements for the year.

NEXT MEETING: The next meeting will be Thursday, September 30, 2021 in the airport conference room at 10:00 AM.

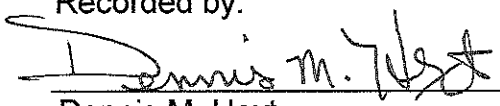
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Roy Britz to adjourn the meeting at 11:42 AM.

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager