

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: May 26, 2022 TIME: 01:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tom Tikkanen – Present, Glenn Anderson – Present (via phone), Roy Britz - Present

**ATTENDEES:** Dennis Hext- Airport Manager, Elizabeth Bjorn – County Administrator, Bill Voght, Richard Supina, Russ Erkkila, Phil Anderson, Jillian Spagnotti and Mike Mooney (via phone).

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

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the April 28, 2022 Airport Meeting minutes.

**Motion Carried Unanimously**

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

Roll call – Tom Tikkanen – YES, Roy Britz- YES, Glenn Anderson – Abstain

**Motion Carried Unanimously**

**FINANCIAL REPORT:** Elizabeth Bjorn, County Administrator, presented the airport, water and sewer financials for April 2022.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Airline Update”-** There was only one EAS bid received for Houghton by Boutique Air. Boutique proposed two flights a day with a single engine nine-seat aircraft (Pilatus PC12). As of this date, the DOT has not provided any official comments regarding the proposal. A discussion ensued regarding the Boutique proposal and the Airlines benefits, deficiencies, aircraft type, ticketing and baggage agreement, and airline performance. The Airport Manager requested a motion to approve or decline the Boutique proposal.

A motion was made by Roy Britz and seconded by Tom Tikkanen to decline the proposal.

**Motion Carried Unanimously**

SkyWest has asked the County to agree to one flight per day with a CRJ-200 until they can start a 135 Charter operation. When the 135 Charter operation is operational, SkyWest would provide two flights per day using a CRJ-200 30 seat aircraft. A detailed discussion ensued regarding different options and current EAS contract obligations. The Airport Manager requested a motion to counter the SkyWest proposal requiring two flights until September 15, 2022 and go to one flight per day starting September 16, 2022 until the end of the contract on January 31, 2023.

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A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the request.

Roll call vote: Roy Britz – Yes Tom Tikkanen - No

**Motion Fails**

Glenn Anderson requested a special County Board meeting on June 3<sup>rd</sup> to discuss the item further amongst the County Board.

**New Business, Agenda Item 2, “Payne & Dolan Construction Contract Rehabilitation Runway 13/31 and Taxiway C”**- The Airport Manager requested a motion to approve the contract between Houghton County and Payne & Dolan for the rehabilitation of Runway 13/31 and Taxiway C in the amount of \$10,557,326.14. The project will be funded with AIP/PFC grant 5122 consisting of an FAA share of 95%, the State share of 2.5% and the County share 2.5% using AIP/PFC funds under AIP grant 5122.

A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the request.

**Motion Carried Unanimously**

**New Business, Agenda Item 3, “Runway 25 Obstruction Removal Runway Protection Zone (RPZ) plan sheet approval – Grant 5222”**- The Airport Manager requested a motion to have the Airport Committee Chairman sign the title sheet for the Runway 25 Obstruction Removal and RPZ Improvements Plans AIP project 3-26-0041-5222.

A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the request.

**Motion Carried Unanimously**

**New Business, Agenda Item 4, “PFC Fund Project Reimbursement”** - The Airport requested a motion to withdraw \$16,599.36 from PFC Cash Account 585 000.005.000 to reimburse the Airport General cash account 581-000-001.000 for PFC projects under PFC application 18-13-C-00-CMX.

A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the request.

**New Business, Agenda Item 5, “Traverse Engineering Services – Water & Sewer Ordinance proposal”** – Traverse Engineering presented a proposal not to exceed \$7,000 to draft a water & sewer ordinance for review and approval. The Airport Manager requested approval of the proposal.

A motion was made by Roy Britz and seconded by Tom Tikkanen to approve the request.

**Roll Call: Roy Britz – Yes Tom Tikkanen – Yes**

**Motion Carried Unanimously**

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**New Business, Agenda Item 6, "Traverse Engineering Services (TES) – Work in Progress Report #6".** – Dick Supina, representing TES, presented the TES progress report summarizing activities and projects for Committee review.

**New Business, Agenda Item 7, "Mead & Hunt Monthly Progress Report- April"**- The Airport Manager presented the Mead & Hunt progress report summarizing activities for the period of April 1, 2022, through April 30, 2022 for Committee review.

**New Business Agenda Item 8, "Water/Sewage Report"** – For the period from April 14, 2022, to May 13, 2022 (30 days) daily I&I was 17,510 gallons. For the same time period in 2021, I&I was 8,839 gallons. For the period from April 14, 2022, to May 13, 2022 (30 days) water loss was 127,420 gallons. For the same time period in 2021 water loss was 116,310 gallons.

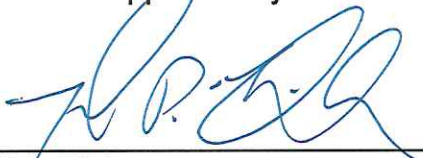
**New Business Agenda Item 9, "Airline Monthly Statistics"**- For the month of April 2022, SkyWest enplaned 1,534 passengers and deplaned 2,013. Last year in April, SkyWest enplanements were 1,360 compared to this year's enplanements of 1,534 an increase of 174 passengers or 13%. SkyWest experienced 6 cancellations during the month compared to 2 in April of 2021. Pre-COVID 2019 enplanements were 1,792 and deplanements were 1,975.

**PUBLIC COMMENTS:** None

**NEXT MEETING:** The next meeting will be Thursday, June 30, 2022 in the airport conference room at 01:00 PM.

**ADJOURNMENT:** A motion was made by Roy Britz and seconded by Tom Tikkanen to adjourn the meeting at 02:00 PM.

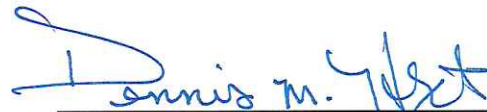
Minutes approved by:



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Tom Tikkanen  
Airport Committee Chairman

Recorded by:



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Dennis M. Hext  
Airport Manager