

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: MARCH 28, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

ROLL CALL: Tom Tikkanen – Present, Roy Britz – Present, Glenn Anderson - Present

ATTENDEES: Dennis Hext – Airport Manager, Jillian Spagnotti, Becky Ylitalo, Phil Anderson, Joe Masini – Water Customer

AGENDA: A motion was made by Roy Britz to approve the agenda, seconded by Glenn Anderson.

Motion Carried Unanimously

PUBLIC HEARING: A motion was made to start the public hearing at 1:01 p.m., seconded by Roy Britz.

Motion Carried Unanimously

The Airport Committee Board members discussed the changes in the water and sewer rate increases and took questions from the public. Joe Masini, water/sewer customer, expressed concerns regarding the minimum monthly sewer usage.

A motion was made to end the public hearing at 1:09 p.m., seconded by Roy Britz.

Motion Carried Unanimously

MINUTES: A motion was made by Roy Britz to approve the February 2024 Airport Meeting Minutes, seconded by Glenn Anderson.

Motion Carried Unanimously

BILLS: A motion made by Roy Britz to approve and pay the bills as presented, seconded by Glenn Anderson.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

Motion Carried Unanimously

FINANCIAL REPORT: Becky Ylitalo, Houghton County Chief Financial Officer, presented the airport, water and sewer financials for February 2024.

PUBLIC COMMENTS: None

NEW BUSINESS:

New Business, Agenda Item 1, “2024 Air Service Revitalization Program Grant”. The Airport Manager informed the board of the grant application submitted by Houghton County Memorial Airport (HCMA) on February 1, 2024 requesting funding under the State of Michigan Air Service Revitalization Program as part of the American Rescue Plan Act (ARPA). The purpose of the grant is to assist with Covid-19 recovery, including support for air service development, with the goal of incentivizing new and expanded commercial service at Michigan airports. HCMA, with support from SkyWest Airlines and the help of Volaire Aviation,

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submitted a pre- application requesting \$350,000.00 to support additional seasonal flights beginning in the summer of 2025 for 3 months. On February 29, 2024 HCMA received a "Notice of Intent to Award – 2024 Air Service Revitalization Program" award in the amount of \$250,000.00. This award is the first step in the pre-application process. The final application is due on June 7, 2024.

New Business, Agenda Item 2, "Mead & Hunt Contract – Title VI & Community Participation Program". – New FAA regulations require recipients of Federal financial assistance (AIP Grants) to have a Title VI Plan and Community Participation Plan that are approved by the FAA. The purpose of these plans is to ensure compliance with new discrimination requirements. Both plans must be completed and approved by the end FY 2024 before an AIP grant can be awarded. The FAA has agreed that since the plan is an FAA requirement it can be part of and funded under an AIP project. HCMA requested a contract from Mead & Hunt for Committee review and approval to complete both plans. The fee for services under the contract is \$33,727.00 which is refundable under the next AIP project however, in the interest of time HCMA would need to fund the project now and seek reimbursement under the next AIP Grant in 2024. This is not a budgeted item. The Airport Manager requested a motion to approve the contract.

A motion was made by Glenn Anderson, seconded by Roy Britz.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

Motion Carried Unanimously

New Business, Agenda Item 3, "Dixon Engineering Contract – Water Tank Inspection". – It is a State requirement to periodically have the inside of the water tank inspected to determine the condition of the tank and conduct any necessary repairs or improvements to prolong the life of the tank. HCMA requested a proposal from Dixon Engineering, who specializes in tank inspections, for Committee review and approval. The cost to complete the work is \$5,575.00. If approved the work would be completed in the summer of 2024. This is not a budgeted item, however, there are funds available in the water and sewer fund which can be allocated for this project. The Airport Manager requested a motion to approve the contract.

A motion was made by Roy Britz to approve the request, seconded by Glenn Anderson.

Roll Call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

Motion Carried Unanimously

New Business, Agenda Item 4, "Mead & Hunt Monthly Progress Report". – The Mead & Hunt progress report summarizing activities for the period from February 1, 2024, through February 29, 2024 was presented for Committee review.

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New Business Agenda Item 5, "Water/Sewage Report." – For the period from February 13, 2024, to March 15, 2024 (31 days) daily I&I was 5,734 gallons. For the same time period in 2023, I&I was 7,751 gallons. For the period from February 13, 2024, to March 15, 2024 (31 days) water loss was (100,240) gallons. For the same time period in 2023 water loss was (201,810) gallons.

New Business Agenda Item 6, "Airline Monthly Statistics." – For the month of February 2024, SkyWest enplaned 1,856 passengers and deplaned 1,678. Last year in February SkyWest enplanements were 1,798 compared to this year's enplanements of 1,856 an increase of 58 passengers or 3%. SkyWest experienced 3 cancellations during the month compared to 3 in February of 2023.

New Business Agenda Item 7, "Water / Sewer Rate Increase."

A motion was made by Glenn Anderson to increase water rates from \$23.00 per 1,000 gallons to \$24.24 per 1,000 gallons and increase the sewer rates from \$31.00 per 1,000 gallons to \$48.53 per 1,000 gallons with a 2 thousand gallon minimum. Rob Britz seconded the motion.

Roll call: Tom Tikkanen – YES; Roy Britz – YES; Glenn Anderson - YES

Motion Carried Unanimously

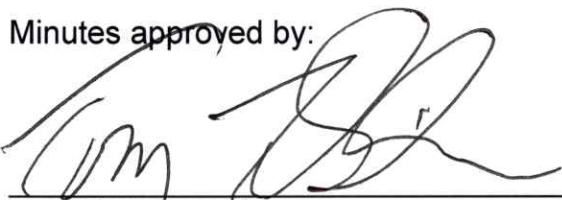
PUBLIC COMMENT: None

NEXT MEETING: The next meeting will be Thursday, April 25, 2024 at 1:00 PM.

ADJOURNMENT: A motion was made by Roy Britz to adjourn the meeting at 1:29 PM, seconded by Glenn Anderson.

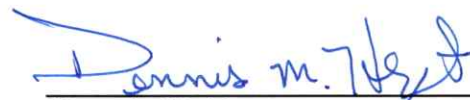
Motion Carried Unanimously

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager