

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: DECEMBER 26, 2023 TIME: 1:00 PM

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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**ROLL CALL:** Tom Tikkannen – Present, Roy Britz – Absent, Glenn Anderson - Present

**ATTENDEES:** Dennis Hext – Airport Manager, Jillian Spagnotti, Reece White – First Response Emergency System, Kristine Jukuri Weidner – Century 21

**AGENDA:** A motion was made by Glenn Anderson to approve the agenda, seconded by Tom Tikkannen.

**Motion Carried Unanimously**

**MINUTES:** A motion was made by Glenn Anderson to approve the agenda, seconded by Tom Tikkannen.

**Motion Carried Unanimously**

**BILLS:** A motion was made by Glenn Anderson to approve the agenda, seconded by Tom Tikkannen.

Roll call: Tom Tikkannen – YES; Glenn Anderson - YES

**Motion Carried Unanimously**

**FINANCIAL REPORT:** Dennis Hext, Airport Manager, presented the airport, water and sewer financials for November 2024.

**PUBLIC COMMENTS:** None

**NEW BUSINESS:**

**New Business, Agenda Item 1, “Lot 2 Sealed Bid”.** – A sealed bid was submitted for Lot 2 of the Airport Industrial Park for review. A discussion ensued regarding business plan, timeline, and site set up. The Airport Manager requested a motion to accept or counter the offer.

A motion was made by Glenn Anderson to hold a Special Meeting to continue discussion regarding Lot 2 due to a conflict of interest with a board member and his business, second by Tom Tikkannen.

**Motion Carried Unanimously**

**New Business, Agenda Item 2, “MAAE Airport Conference 2025”** – The MAAE in conjunction with the Michigan Department of Transportation, Office of Aeronautics, is hosting an Airport Conference in Lansing Michigan on February 19-20 2025. The Airport Manager requested permission to attend the conference along with Airport Committee members. The conference is a budgeted item.

A motion was made by Glenn Anderson to approve the request, second by Tom Tikkannen.

**Motion Carried Unanimously**

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**New Business, Agenda Item 3, "Airport Meeting Committee dates for 2025"** – The Airport Manager requested a motion to approve the list of 2025 Airport Committee Meeting dates for 2025.

A motion was made by Glenn Anderson to approve the request, second by Tom Tikkanen.

**Motion Carried Unanimously**

**New Business, Agenda Item 4, "DOT EAS Selection Order"** – On December 13, 2024 the DOT issued order DOT-OST-2009-0302 selecting SkyWest Inc. branded under United Express to provide Essential Air Service (EAS) at Houghton for a 3 year period from February 1, 2025 through January 31, 2028.

**New Business, Agenda Item 5, "Mead & Hunt Monthly Progress Report".** – The Airport Manager reviewed the Mead & Hunt progress report summarizing activities for the period from November 1, 2024 through November 30, 2024.

**New Business Agenda Item 6, "Water/Sewage Report."** – The Airport Manager reviewed the Water & Sewer report for the period from November 14, 2024 to December 13, 2024 (29 days). The daily I&I was 7,217 gallons. For the same time period in 2023, I&I was 5,672 gallons. For the period from November 14, 2024, to December 13, 2024 (29 days) water loss was (138,993) gallons. For the same time period in 2023 water loss was (143,492) gallons.

**New Business Agenda Item 7, "Airline Monthly Statistics."** – The Airport Manager reviewed the Airline Statistics for the month of November 2024; SkyWest enplaned 2,063 passengers and deplaned 1,985. Last year in November SkyWest enplanements were 1,850 compared to this year's enplanements of 2,063 an increase of 213 passengers or 12%. SkyWest experienced 1 cancellation during the month compared to 1 in November of 2023. Our completed flights load factor was 69% compared to 63% in 2023.

**PUBLIC COMMENT:** None

**NEXT MEETING:** The next meeting will be Thursday, January 30, 2025 at 1:00 PM.

**ADJOURNMENT:** A motion was made by Glenn Anderson to adjourn the meeting at 1:47 PM, seconded by Tom Tikkanen.

**Motion Carried Unanimously**

Minutes approved by:



Tom Tikkanen  
Airport Committee Chairman

Recorded by:



Dennis M. Hext  
Airport Manager