

HOUGHTON COUNTY MEMORIAL AIRPORT MEETING MINUTES

DATE: THURSDAY OCTOBER 31, 2019 TIME: 4:00 P.M.

LOCATION: HOUGHTON COUNTY MEMORIAL AIRPORT CONFERENCE ROOM

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

ATTENDEES: Dennis Hext, Airport Manager, Eric Forsberg, County Administrator, Henry Nordsiek, Karl Jouppe, Lori Lewis, and Becky Ylitalo.

AGENDA: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the agenda as presented.

Motion Carried Unanimously

MINUTES: A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the September 26, 2019 Airport Meeting Minutes.

Motion Carried Unanimously

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

Motion Carried Unanimously

Roll call – Tom Tikkanen – YES, Albert Koskela – YES

FINANCIAL REPORT: The County Administrator updated the Committee on the financials for the Airport and Water and Sewer system for the month of September 2019.

PUBLIC COMMENTS: None

OLD BUSINESS: None

NEW BUSINESS:

New Business, Agenda Item 1, “Statement of Qualifications- Airport Engineering Services”- At the FAA Airport planning meeting held on October 21, 2019 it was determined the Airport needed to request statement of qualifications from engineering firms for the next 5 years. The Airport Manager requested approval of a selection committee consisting of himself, Albert Koskela, and Eric Forsberg to review the statement of qualifications received from the engineering firms.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

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New Business, Agenda Item 2, “T-Hangar Engineering Design Proposals”- Proposals were received from Traverse Engineering and U.P. Engineers and Architects to perform engineering services for the design and build of the new T-Hangar building. A review of the bid documentation submitted by both firms was completed. The Airport Manager requested a motion to award the contract to the lowest responsive bidder based on the following estimates:

Traverse Engineering - \$17,500
U.P. Engineers & Architects - \$19,400

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 3, “Traverse Engineering – Design/Construct T-Hangar Agreement”- The Airport Manager requested a motion to approve the contract from Traverse Engineering for the design/construct T-Hangar Building.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 4, “Hangar 1 Repair and Install Rail Heating System – Phase 1” – The Airport Manager requested a motion to approve the proposal from Northern Heating and Plumbing for \$23,841.00 to repair and install the rail heating system for the Hangar 1 doors. The proposal was the only one received from prospective contractors to complete the project.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 5, “Century 21 North Country Realtor Contract Amendments - Industrial Park Lots (6 Lots Total)”. – The Airport Manager requested approval of 6 contract amendments with Century 21 North Country Realtor to sell industrial park lots. The amendments extend the term until 10/31/2020. The remainder of the contract is unchanged.

A motion was made by Albert Koskela and seconded by Tom Tikkanen to approve the request.

Motion Carried Unanimously

New Business, Agenda Item 6, “Mead & Hunt Monthly Progress Report”- The Mead & Hunt progress report summarizing activities for the time period of September 1, 2019 through September 30, 2019 was presented for review.

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New Business, Agenda Item 7, "Water/Sewage Report"- For the period from September 17, 2019 to October 15, 2019 (28 days) daily I&I was 4,424 gallons. For the same time period in 2018 I&I was 6,731 gallons. For the period from September 17, 2019 to October 15, 2019 (28 days) water loss was 142,467 gallons. For the same time period in 2018 water loss was 87,724 gallons.

"New Business Agenda Item 8, "Airline Monthly Statistics." – For the month of September 2019 SkyWest enplaned 2,350 passengers and deplaned 2,192. Last year in September SkyWest enplanements were 2,088 compared to this year's enplanements of 2,350 an increase of 309 passengers or 15%. SkyWest experienced 3 cancellations during the month compared to 4 in September of 2018.

PUBLIC COMMENTS: None

NEXT MEETING: The next meeting will be Thursday, November 21, 2019 in the airport conference room at 4:00 PM.

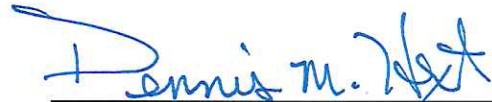
ADJOURNMENT: A motion was made by Albert Koskela and seconded by Tom Tikkanen to adjourn the meeting at 4:36 PM.

Minutes approved by:



Tom Tikkanen
Airport Committee Chairman

Recorded by:



Dennis M. Hext
Airport Manager