

AGENDA

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408

REGULAR SESSION MEETING

April 15, 2014, 2014, 5:00 pm

TWIN COUNTY AIRPORT CONFERENCE ROOM

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approve/amend agenda
5. Approve/amend minutes of the March 18, 2014 Regular Session meeting
6. Public comment – speakers will be limited to 5 minutes on agenda items only
7. Discuss/Consider revised Security Plan as recommended by Building and Grounds Committee, action if any.
8. Discuss/Consider Avis letter, action if any.
9. Discuss/Consider establishing date/time for an Enstrom facility tour, action if any.
10. Discuss/Consider Financial Audit Report, action if any.
11. Discuss/Consider User Study for Runway Justification, action if any.
12. Report on three Executive/Finance committee meeting topics. Information, only.
13. Executive/Finance Committee report:
 - A. Discuss/Consider Profit & Loss for March 2014, action if any
 - B. Discuss/Consider Reconciliation Summaries for March 2014, action if any
 - C. Discuss/Consider Vendor Balance for March 2014, action if any
 - D. Discuss/Consider Customer Balance for March 2014, action if any
 - E. Discuss/Consider Check Detail (#12970 to #12989) and in the amount of \$17,925.05 for March 2014, action if any
 - F. Discuss/Consider Fuel Sales Report for March 2014, action if any
 - G. Discuss/Consider airport traffic for March 2014, action if any
14. Communications/correspondence
15. Dialog between Airport Manager and the TCAC
16. Dialog between airport users and the TCAC
17. Public comment – speakers will be limited to 5 minutes
18. Future agenda items
19. Schedule next meeting
20. Adjourn

Note: Quorums may be present.

Note: Agenda items may not be considered and acted upon in the order listed.

cc:	Mary Johns	Charlie Meintz	Menominee County Admin.
	Nick Lakari	Chris Plutchak	Marinette County Clerk
	Jason Lauzer	Ted Sauve	

If you are an individual who needs a special accommodation while attending the meeting as required by the “Americans with Disabilities Act,” please notify the Twin County Airport Manager’s office (906-863-8408) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800-649-3777).

MINUTES

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408
REGULAR SESSION MEETING
March 18, 2014, 5:00 pm

Members Present: Jason Lauzer, Mary Johns, Charlie Meintz, Nick Lakari, Chris Plutchak, Ted Sauve

Also Present: Eagle Herald, Peshtigo Times, Tony Krysiak, Jeff LaFave, Everett Anderson, and John Hartz

1. Call to order at 5:00 pm by Chair Jason Lauzer
2. Pledge of Allegiance - recited
3. Roll call taken by Chair Jason Lauzer
4. Approve/amend agenda
Delete item #9, Discuss/Consider FY13-14 Budget Amendments, action if any. Add discussion regarding the card keys as a replacement to #9.

MOTION (Sauve/Johns) to approve agenda with changes. Motion carried. No negative vote.

5. Approve/amend minutes of the February 13, 2014 Regular Session meeting
MOTION (Meintz/Sauve) to approve the minutes as presented. Motion carried. No negative vote.

6. Public comment – speakers will be limited to 5 minutes on agenda items only
None

7. Discuss/Consider Mead & Hunt Proposal to finalize the User Study for the Runway Justification for a cost not to exceed \$4,451.00, action if any
Jason predicts that by next month there will be a final revision ready for approval.

MOTION (Lakari/Johns) that the commission to approve entering into the Mead & Hunt proposal to finalize the User Study for a cost not to exceed \$4,451.00. Motion carried. No negative vote.

8. Discuss/Consider Personnel Committee Recommendation on the Maintenance Lineman Contract, action if any

MOTION (Johns/Sauve) to accept the Maintenance Lineman contract as proposed by the Personnel Committee and amended per legal review. Motion carried. Voting Yes: 6. Voting No: 1 – Charlie Meintz.

9. Card Keys

Discussion regarding visitor's inability to obtain gate key card.

Chairman Lauzer allowed for public comment.

Everett Anderson relayed concerns regarding the current policy regarding visitors.

Card Key policy to be reviewed by the Buildings & Grounds Committee.

10. Executive/Finance Committee report:

A. Discuss/Consider Profit & Loss for February 2014, action if any

B. Discuss/Consider Reconciliation Summaries for February 2014, action if any

C. Discuss/Consider Vendor Balance for February 2014, action if any

D. Discuss/Consider Customer Balance for February 2014, action if any

E. Discuss/Consider Check Detail (#12940 – #12969) and in the amount of \$48,482.43 for February 2014, action if any

F. Discuss/Consider Fuel Sales Report for February 2014, action if any

G. Discuss/Consider airport traffic for February 2014, action if any

MOTION (Meintz/Lakari) to accept the check numbers from 12940 through 12969 in the amount of \$48,482.43 for February 2014 and items A through G, be accepted as payment. Motion carried. No negative vote. Motion carried. No negative vote.

Sauve commented on the vendor balance summary. Country Visions Cooperative is formerly known as Francour Oil.

11. Communications/correspondence

None

12. Dialog between Airport Manager and the TCAC

Write up from Tony Kryziak regarding last month's conference included in packet. Tony elaborated on some information.

The Jet A project rehab has been approved and should be done in August. Tony believes it will come in under budget.

13. Dialog between airport users and the TCAC

None

14. Public comment – speakers will be limited to 5 minutes

Ted Sauve inquired about introduction of new CEO of Enstrom. Jason reported that they were planning on waiting to incorporate that when touring the new facility; Tony will check into the possibility at the May meeting.

Ted Sauve gave some suggestions regarding the helicopter display area and suggested inviting John Seaborg to a future meeting.

15. Future agenda items

Tenant leases

Avis

Proximity card access pending Buildings & Grounds recommendations

16. Schedule next meeting – April 15, 2014 @ 5:00 pm

17. Adjourn

MOTION (Johns/Plutchak) at 6:02 pm. Motion carried. No negative vote.

Respectfully Submitted:

Jennifer Seguin

Marinette County Administrative Secretary

Date approved:

MENOMINEE – MARINETTE

TWIN COUNTY AIRPORT

EMERGENCY & SECURITY PLAN

Updated October 15, 2013

EMERGENCY PLAN

PURPOSE

This document outlines emergency procedures at Twin County Airport. It is intended to be simple, concise and easy to use. Airport staff should be familiar with its contents and be able to and handle an emergency.

PLAN REVIEW AND DISSEMINATION

The following agencies have contributed in formulating this plan:

Menominee City Police Department
Menominee City Fire Department
Menominee County Sheriff Department
Bay Area Medical Center
Michigan State Police, Gladstone Post
Menominee & Marinette County Emergency Management Coordinators

Emergency activities require close cooperation with the Airport Manager and may involve several agencies and/or airport tenants.

COMMAND AUTHORITY

In the event of an aircraft emergency, the highest ranking fire official will take charge of the accident scene, even if it is on the airport. Fire officials will establish lines of authority.

COMMAND CENTER

The command center will be established in the Twin County Airport Terminal, 2801 North 22nd Street, Menominee, Michigan.

EMERGENCY NOTIFICATION

Central Dispatch-Emergency	911
Non-Emergency	906-863-6614
Airport Manager	906-863-8408 Office
Tony Krysiak	906-290-1408 Cell
	906-864-2878 Home
Twin County Airport Commission Chairman	
Jason Lauzer	906-290-3920
Airport Linesman	
Jeff LaFleur	715-938-2006 Cell
FBI – Green Bay, WI	920-432-3868
FBI – Detroit, MI	313-965-2323
Green Bay TRACON	920-431-5753 (VHF 119.50 120.300) Air Traffic Control
Flight Service Station	800-992-7433 for notification of FAA and NTSB duty personnel.
File NOTAMS	877-487-6867 issue or revoke Notices to Airmen
Emergency Management Coordinators	
Menominee County	906-863-9817 Office
Marinette County	715-732-7660 Office
Eric Burmeister	715-587-4977 Cell

CLOSURE/OPENING OF AIRPORT

Airport Manager or his designated representative, the Michigan Department of Transportation (DOT), Federal Aviation Administration (FAA) or the National Transportation Safety Board (NTSB) has the authority to close and/or open the airport or any portion thereof.

The Michigan Aeronautics Commission also has the authority to issue orders in the interest of public safety, including but not limited to order emergency closure of all public and private use landing area in Michigan. This authority was delegated to the director of the commission on October 25, 2001, by MCL 259.51.

CLOSURE

Airport Manager:

- Will notify the Michigan Bureau of Aeronautics with an Emergency Closure Notification.
- Place airport security closure notices on terminal doors and bulletin board. Announce closure using UNICOM frequency (122.8) to aircraft operators attempting to land or take-off, provide
- E-mail notices to tenants, local Civil Air Patrol Squadron and EAA Chapter 535 Members.
- Issue NOTAM to Flight Service Station (877-487-6867) closing the airport or any part thereof.
- Not allow vehicles or equipment to block runways and/or taxiways.
- Require landing aircraft to park clear of fueling ramp and airport main security gate south of terminal for emergency vehicle accesses.

REOPENING

Airport Manager:

- Coordinate the re-opening with all affected parties including public safety personnel, the Michigan Bureau of Aeronautics, etc.
- Secure and carefully inspect the entire airport prior to re-opening.
- Announce the re-opening to arriving or waiting for departure operators using UNICOM frequency.
- Cancel NOTAMS.

REMOVAL OF DISABLED AIRCRAFT

- The airport manager is responsible for securing and directing removal of a disabled aircraft, as approved by the NTSB or FAA.
- Fire fighting personnel and equipment is on-site during wreckage removal to aid in prevention of worker injury or fuel spill.
- If disabled aircraft is on the runway at night, disable runway lights & beacon.
- Issue NOTAM to Flight Service Station (877-487-6867) closing the airport or any part thereof.
- Maintain current list of procedures, contractors & equipment available: cranes, dollies (moving gear up aircraft) trailers and wreckers.
- Maintain list of aircraft mechanics that could assist in removal operations.
- If possible, consult with the aircraft owner or operator during aircraft removal.
- Notify Flight Service Station.

COMMUNICATIONS

If telephone lines are destroyed during the emergency or tied up because of the emergency, Cellular telephones, UNICOM (VHF air band) located in airport managers office are a back-up means of communication.

All airport vehicles are equipped with two-way transceivers for air and/or ground communication.

CROWD CONTROL

Menominee City Police and County Sheriff are responsible for crowd control.

- Restrict access to the scene until the emergency is resolved.
- Unauthorized persons may be detained for trespassing.
- Secure accident site preserving evidence; prevent additional damage or looting.
- Provide overnight security if needed.

MEDIA

The Twin County Airport Commission Chairman or Menominee County Public Information Officer is responsible for handling all media inquires and will coordinate news releases with other agencies before meeting with the media, through a news conference in the airport terminal.

- All agencies should gather facts before meeting the media.
- Project professional image, be calm.
- Be appropriately serious.
- Show respect to reporters.
- Stick to the facts.
- Avoid hearsay, speculation, or incomplete information.
- Don't speculate. If you don't know, say so:
 - "That is not my area of expertise" or "Further investigation will disclose..."
 - "Off the record", reporters may violate this if they think it is in the public interest.

EVIDENCE

Airport Manager or his designated representative will provide camera and accessories to photograph accident scene and surrounding area, from all angles. If able, photos should be taken of aircraft interior noting control locations and instrument panel.

EMERGENCY PLANNING AND COORDINATION

AIRPORT ACCESS

- Restricted authorized access only to the Airport Operations Area (AOA) for airport staff, security and emergency response vehicles, NTSB and FAA Employees.
- Review airport access roads with emergency personnel.
- All gates are locked. Airport staff, Menominee City Police and Fire Departments have keys.
- AOA access doors from airport terminal can be electronically locked from Airport Managers Office.
- Roads may be blocked with emergency vehicles, media, spectators, or by the accident.

AIRPORT LAYOUT MAP

Emergency responders are familiar with airport and have airport and surrounding area maps for off airport accidents and/or incidents. Airport layout map including buildings and hangars is part of this emergency-security plan.

INVENTORY OF RESOURCES

Inventory of resources includes persons and equipment that may be needed during an emergency. Volunteer agencies, medical supplies, cots, shelter, training available, local contractors and equipment for moving disabled aircraft.

POST ACCIDENT

- Conduct a critique after actual incidents/accidents to learn from mistakes.
- Discuss any problem areas.
- Schedule meeting one to two days after incident to review emergency response.

CRITERIA FOR ACCIDENT NOTIFICATION TO FAA

Every accident should be reported to the FAA if there is damage to an aircraft (as determined by airworthiness inspector). Examples:

- Personal injury or death: notify the NTSB. Gear up landing: notify NTSB.
- Aircraft runs/skids off runway, but able to taxi back and has no damage: no need to call in a report.
- NTSB or FAA may not come out to every accident/incident: no damage, no need to call.
-
- Aircraft removal, as approved by NTSB/FAA.
- After hours notification number: Call FSS they will contact appropriate people & FAA Inspector on duty.
- NTSB will investigate fatal accidents.

NTSB REGULATIONS

Require the Aircraft Operator of the aircraft to notify the NTSB when:

1. An aircraft accident or any of the following has occurred:
 - A. Flight controls system malfunction.
 - B. Inability of any required crew member to perform his normal duties as a result of injury or illness.
 - C. Turbine engine rotor failures excluding compressor blades and turbine buckets.
 - D. In-flight fire.
 - E. Aircraft collides in flight.
2. An aircraft is overdue and is believed to have been involved in an accident.

The following information is required:

 - A. Location.
 - B. Date.
 - C. Time.
 - D. Aircraft make, model, and registration number.
 - E. Nationality, names of operator and crew.
 - F. Number of persons involved, injuries of each person.
 - G. Weather conditions.

PRESERVATION OF AIRCRAFT WRECKAGE

The operator of an aircraft is responsible for preserving wreckage, cargo, mail and all records pertaining to the operation and maintenance of the aircraft.

Aircraft wreckage, mail and cargo may be disturbed or moved only to the extent necessary.

To remove persons injured or trapped.

To protect the wreckage from further damage.

To protect the public from injury.

Where necessary to disturb or move aircraft wreckage, photographs, sketches, and descriptive notes shall be made.

STATE REQUIREMENTS

- MCL 259.80b (6) When an aircraft is involved in an accident in Michigan causing injury or death, the owner or person in control of the aircraft shall immediately report the accident to the nearest state police post. Gladstone, MI (906-753-2275)
- MCL 259.80c (1) An aircraft owner, pilot, or authorized agent is responsible for the prompt disposal of aircraft wreckage and its parts to avoid interference with aircraft operations, unless

- specifically directed by the airport manager, NTSB, FAA, Michigan Bureau of Aeronautics, or state police to delay removal pending investigation.
- (2) Participants in an accident at or near a licensed aeronautical facility shall report to the airport manager or responsible authorities, as soon after an accident as possible, furnishing their names, addresses, and rendering required reports.

OUTLINE OF VARIOUS ACCIDENT SCENARIOS

Consider some or all of the following possible situations, or combinations.

1. Aircraft accident on airport.
 - A. Contact: **CENTRAL DISPATCH: 911**
 - B. Dispatch Airport First Responder Crew.
 - C. Issue NOTAM to Flight Service.
2. Aircraft accident off airport.
 - A. Contact: **CENTRAL DISPATCH: 911**
 - B. Dispatch Airport First Responder Crew.
 - C. Issue NOTAM to Flight Service Station.
3. In-flight emergency, aircraft will be landing at the airport.
 - A. Contact: **CENTRAL DISPATCH: 911**
 - B. Prepare to Dispatch Airport First Responder Crew.
 - C. Issue NOTAM to Flight Service Station.
4. Building fire.
 - A. Contact: **CENTRAL DISPATCH: 911**
 - B. Issue NOTAM to Flight Service Station.
 - C. Contact building owner.
5. Aircraft overdue or missing.
 - A. Search hangars & tie downs.
 - B. Contact family (if known).
 - C. Flight Service Station will coordinate search efforts with the Civil Air Patrol.
6. Larger than normal aircraft accident in the area.
 - A. Contact: **CENTRAL DISPATCH: 911**
 - B. Contact: **EMERGENCY NOTIFICATION PERSONNEL, ABOVE.**
 - C. Contact: **GREEN BAY TRACON, VHF 119.50 120.300**
7. Military aircraft (live ordinance on board).
 - A. Contact: **WI Air National Guard, Tactical Operations Center**
 - B. Contact: **EMERGENCY DISPATCH: 911 (608-301-8310)**
8. Chemical spills.
 - A. Contact: **HAZMAT, CENTRAL DISPATCH: 911.**
 - B. Contact: **DEPARTMENT OF ENVIRONMENTAL QUALITY.**
 - C. Arrange for clean up.
9. Radiological materials.
 - A. Contact: **HAZMAT, CENTRAL DISPATCH: 911**
 - B. Clear area of personnel.
10. Weather related (tornado, severe thunderstorm, etc).
 - A. Contact: **EMERGENCY MANAGEMENT COORDINATORS, Menominee & Marinette Counties.**
 - B. Contact: **CENTRAL DISPATCH: 906-863-6614 (Non-emergency line)**
 - C. Take cover, remain calm.

11. Fueling accident.
 - A. Contact: **DNR Environmental Response Division 1-800-292-4706**
 - B. Fire: **CENTRAL DISPATCH: 911.**
 - C. No Fire: Contact: **DEPARTMENT OF ENVIRONMENTAL QUALITY.**
 - D. Remove all ignition sources.

12. Medical emergency.
 - A. Contact: **CENTRAL DISPATCH: 911.**
 - B. Administer first aid as needed until help arrives.
 - C. After the patient has been moved to the hospital, contact family or friends to advise them of the situation.

13. Hangar fire.
 - A. Contact: **CENTRAL DISPATCH: 911.**
 - B. Dispatch First Responder Crew.
 - C. Evacuate occupants.

14. Power line down.
 - A. Contact: **WISCONSIN PUBLIC SERVICE: 1-877-444-0888**
 - B. Contact: **CENTRAL DISPATCH: 911.**
 - C. Keep area clear of people, etc.
 - D. Do not touch any wires.

15. Gas line rupture.
 - A. Contact: **WISCONSIN PUBLIC SERVICE: 1-877-444-0888**
 - B. Contact: **CENTRAL DISPATCH: 911.**
 - C. Evacuate people-carefully.
 - D. Keep people out of area.
 - E. Remove ignition source-open flame.
 - F. Do not use any electrical equipment.

BOMB OR TERRORIST THREAT

Refer to airport security plan. (page 9).

- A. Get as much information from the caller as possible.
- B. Try to get someone else on the telephone line to listen.
- C. Take notes;
 1. Male/female? Accent, speech impediments, words used.
 2. Ask where the device is and when it will go off.
- D. Call **CENTRAL DISPATCH: 911.**
- E. Determine if evacuation will be implemented.
 1. Evacuation
 - a. Designate who will search.
 - b. Designate who makes decision to reoccupy building?
 2. No evacuation.
 - a. Advise occupants of the building of the situation so they may leave if they wish.
 - b. Conduct search, normally, those familiar with the area will do the search, they know what belongs there and what doesn't belong there.
- F. Issue NOTAM to Flight Service "Airport Closed".

EMERGENCY CALL LIST

Central Dispatch, Menominee: **911** (**9-1-1 calls made from airport will route to Menominee County Central Dispatch*)

Airport Manager: **906-863-8408**, 906-290-1408

Twin County Airport Commission Chairman: 906-290-3920

Airport Linesmen: **1st RESPONDER PAGERS: 715-938-2006**

Vacant Marinette County Emergency Management Coordinator: **715-732-7660, 715-587-4977**

Menominee County Administrator: **906-863-7779**

Marinette County Administrator: **715-732-7415**

Electric & Gas Utility Co: **WISCONSIN PUBLIC SERVICE 877-444-0888**

Telephone Utility: **Time Warner 715-735-6667**

Nearby Schools: **MENOMINEE SUPERINTENDENT: 906-863-9951**

Nearby Schools: **MARINETTE SUPERINTENDENT: 715-732-7905**

Local Contractor: **TWIN CITIES TRUCKING 906-863-7186**

Crane: **JOHNSON CRANE 715-735-3318** OR PLUTCHAK FABRICATING 906-864-4650

Flatbed: **M&M TRUCKING 906-863-9598**

Wrecker: **RITE-WAY TOWING 715-732-2727**

Forklift: **TWIN COUNTY AIRPORT LINESMEN**

Nearest Air Traffic Control Facility (ATCT) **GREEN BAY TRACON: 920-431-5753**

Nearest Military Base: **TRUAX AFB, WISCONSIN AIR NATIONAL GUARD: Tactical Operations Center 608-242-3537**

Hazardous Waste Disposal Hotline: **MICHIGAN DNR 517-373-2730**

Environmental Response Division: **800-292-4706**

SECURITY PLAN

PURPOSE

This document outlines the security procedures at the Twin County Airport. It is intended to be simple, concise and easy to use. Airport staff should become familiar with its contents and be able to refer to it and handle breaches of security and/or emergencies.

REPONSIBILITY

The Airport Manager will make known through the use of procedures and other communications the shared responsibility of airport personnel, airport tenants and users of the airport safety and security requirements. It is the responsibility of all affected parties to comply with this directive.

DEFINITIONS

Airport: The land and facilities owned and operated by the Twin County Airport Commission primarily located at 2801 North 22nd Street, Menominee, Michigan.

(AOA) Airport Operations Area: That portion of the airport designed and used for landing, taking off or taxiing of aircraft, generally considered to be all property inside the perimeter fence.

(FBO) Fixed Base Operator: An on-airport business providing general aviation services usually including aircraft repair, parking/storage, fueling, rental, flight instruction or charter services.

(FOD) Foreign Object Debris (Damage): Any loose objects, litter or debris within the AOA.

Movement Area: The runways, taxiways and other areas of the AOA which are utilized for taxiing, takeoff and landing of aircraft exclusive of loading ramps and parking areas. The “movement area” generally is the area of the AOA that requires radio broadcast announcement prior to entering.

Non-movement Area: Ramps, aprons, service roads and taxi lanes not in the movement area.

Access Point: A gate, door or entry into the AOA that is controlled.

Public Access: Usually a pedestrian or vehicle gate designed for use by **the public**.

Limited Access: Usually a pedestrian or vehicle gate designated for airport personnel, pilots, hangar tenants and users, corporate employees, FAA employees, authorized contractors, etc.

Restricted Access: Usually a pedestrian or vehicle gate designated for airport staff use only, including FAA employees and authorized maintenance contractors.

GATES AND ACCESS CONTROL

Limited vehicular access to the aircraft operations area (AOA), “or airside,” for airport personnel, hangar tenants and users, corporate employees, FAA employees, authorized contractors, etc. will be enforced by the Airport Manager. **A “user” is defined as an individual that is a licensed pilot, has credential’s to act in the capacity of a pilot, and has 24/7 access to an aircraft. Other circumstances for gate access may be granted by appeal to the full Airport Commission.** Vehicular access will be provided to tenants/users through the powered gates (Gate 11 and 15) with an airport provided security card. All other Access Point gates are locked and utilized with Airport Manager approval only.

Owners of vehicles parked on the premises are known: Access to the AOA will be limited to those persons authorized by the Airport Manager in accordance with current TSA policies, rules and regulations, commercial operating agreements and minimum standards. All vehicles that are inside the AOA shall be issued identification by the Airport Manager that is to be displayed at all times. Guests of tenants/users should be escorted at all times.

The Airport Manager is responsible for ensuring tenants/user security cards are deactivated when that user no longer has business within the AOA.

The Airport Manager is responsible for annually assessing the need of changing the turnstile and terminal building key codes and publishing those codes to tenants/users and in applicable publications.

The airport perimeter is clearly marked with a fence, gates and appropriate signs:

The identity of charter customers, flight students and aircraft renters is established: Persons other than airport employees should not take action on suspicious persons or activity but should report it to the airport management or appropriate law enforcement.

Strangers are identified and challenged: Airport Staff, Corporate Employees, Airport User Tenants and FBO Personnel should challenge suspicious persons or activity and report to Airport Manager or Menominee County Central Dispatch. (911).

Hangar tenants are known: Tenants are required by the lease agreement to notify airport management if they sublease their hangar to another person.

Aircraft are locked or otherwise secured when not attended: Aircraft immobilizing devices, propeller locks, throttle locks, locking chocks, window and door locking routines should be applied while parked on the airport ramp or while stored in hangars.

A communication plan between management, local law enforcement, tenants and others: Menominee/Marinette Central Dispatch has the numbers and procedures to notify appropriate airport personnel. Tenant information is on file at the Airport Manager's Office.

Airport is patrolled by local law enforcement during hours of non-attendance: Menominee City Police Department and Menominee County Sheriff Department patrol the airport perimeter and its buildings.

EMERGENCY NOTIFICATION PLAN

If a breach of safety and/or security occurs, the following entities should be contacted.

Central Dispatch-Emergency	911
Airport Manager	
Tony Krysiak	Office: 906-863-8408 Cell: 906-290-1408
Airport Linesman	
Jeff LaFleur	715-732-1091 Home, 715-938-2006 Cell
Twin County Airport Commissioner	
Jason Lauzer	906-290-3920
FBI – Green Bay, WI	920-432-3868
FBI – Detroit, MI	313-965-2323
Green Bay TRACON	920-431-5753
Flight Service Station	800-992-7433
File NOTAMS	877-487-6867

Emergency Management Coordinators	
Menominee County	906-863-9817 Office
Marinette County	715-732-7660 Office
Eric Burmeister	715-587-4977Cell

CLOSURE/OPENING OF AIRPORT

Airport Manager or his designated representative, the Michigan Department of Transportation (DOT), Federal Aviation Administration (FAA) or the National Transportation Safety Board (NTSB) has the authority to close and/or open the airport or any portion thereof.

The Michigan Aeronautics Commission also has the authority to issue orders in the interest of public safety, including but not limited to order emergency closure of all public and private use landing area in Michigan. This authority was delegated to the director of the commission on October 25, 2001.

CLOSURE

Airport Manager:

- Will notify the Michigan Bureau of Aeronautics with an Emergency Closure Notification.
- Place airport security closure notices on terminal doors and bulletin board. Announce closure using UNICOM frequency (122.8) to aircraft operators attempting to land or take-off.
- Issue NOTAM to Flight Service Station (877-487-6867) closing the airport or any part thereof.
- Not allow vehicles or equipment to block runways and/or taxiways.
- Require landing aircraft to park clear of fueling ramp and airport main security gate south of terminal for emergency vehicle access.

REOPENING

Airport Manager:

- Coordinate the re-opening with all affected parties including public safety personnel, the Michigan Bureau of Aeronautics, etc.
- Secure and carefully inspect the entire airport prior to re-opening.
- Announce the re-opening to arriving or waiting for departure operators using UNICOM frequency.
- Cancel NOTAMS.

RECOGNIZING & REPORTING SUSPICIOUS ACTIVITY

Airport employees, tenants and users watch for:

Aircraft with unusual or unauthorized modifications.

Persons with vehicles loitering for extended periods in the vicinity of the airport, especially people in the airport operations area (AOA).

DISTRIBUTION LIST

1-Airport Manager	6-Airport Commission Members
1-Menominee Fire Department.	1-Marinette Fire Department
1-Menominee County Sheriff	1-Marquette County Sheriff
1-Michigan State Police, Gladstone Post	1-Wisconsin State Patrol, Wausau Office
1-Menominee City Police Department	1-Marquette City Police Department
1-Menominee Ingallston VFD	1-Peshtigo Volunteer Fire Department
2-Michigan Bureau of Aeronautics	2-Wisconsin Bureau of Aeronautics
1-Menominee Co Emergency Mgmt Coordinator	1-Marquette Emergency Mgmt. Director
40-Airport Tenants	1-Menominee County Central Dispatch
1-Marquette County Central Dispatch	

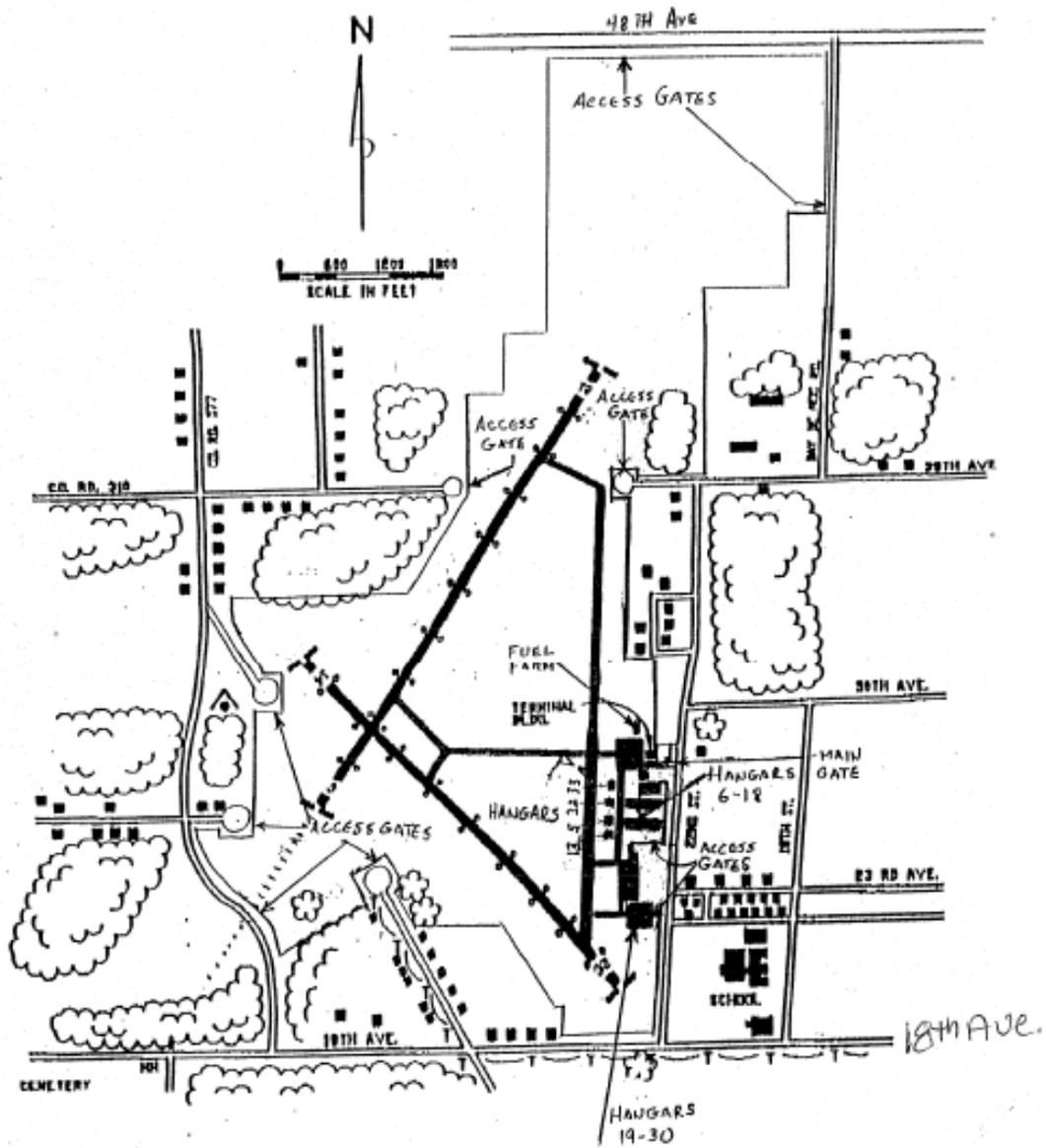
Please submit suggestions for amendment or corrections to this document to the Airport Manager.

**THIS AIRPORT
IS CLOSED TO ALL
OUTBOUND
FLIGHTS UNTIL
FURTHER NOTICE**

**BY
ORDER OF THE MICHIGAN
DEPARTMENT OF TRANSPORTATION,
BUREAU OF AERONAUTICS**

TWIN COUNTY AIRPORT

LAYOUT MAP



Note: In the event of an emergency, larger maps can be provided by the airport.



March 17th, 2014

Mr. Jason Lauzer
Chairperson
Twin County Airport Commission
2801 North 22nd Street
Menominee, MI 49858

Dear Jason:

As a follow up to my phone conversation with Tony this morning, please accept this letter as Midwestern Wheels, Inc.'s official notice to close our location at the Menominee-Marquette Twin County Airport, effective March 31st, 2014.

As mentioned in my last letter to the Board, our intent was to locate a new agency partner in the area by March 31st, 2014. This would have allowed us to continue to offer our services at the Twin County Airport and at the same time address your concerns about the amount of time the Twin County Airport staff was spending to assist in providing Avis, on-site for your operations. Due to unforeseen circumstances and time constraints, we were not able to secure a new agency partner in the Menominee-Marquette area by the March 31st deadline. As a result, and to keep our commitment to the Twin County Airport, we regretfully inform you we will be closing the Avis operations at the Twin County Airport, effective March 31st.

We will continue to look for an agency partner and to re-open a location in the Menominee-Marquette area, by fall of 2014 at the latest. We will notify you once this has been accomplished.

We very much value our 40+ year relationship with the Menominee Airport and the many employees we have had the opportunity to work with over the years. Tony and Jeff have provided a high level of service for our customers, which we greatly appreciate.



Avis Rent A Car System, LLC

Midwestern Wheels, Inc.

Avis System Licensee
ADMINISTRATIVE OFFICE
P.O. Box 1935
Appleton, Wisconsin 54912-1935

Tel: (920) 730-7570
Fax: (920) 730-7564
www.aviswi.com



Thank you again for your professionalism and for all that you have done over the years.

Sincerely,
MIDWESTERN WHEELS, INC.

Cari VanOoyen
Regional Manager

CC: Tony Krysiak, Twin County Airport Manager
Bill Wallschlaeger, President, Midwestern Wheels, Inc.
Sherry Rogers, Vice President Operations, Midwestern Wheels, Inc.

10:03 AM

04/02/14

**Twin County Airport
Reconciliation Summary
Checking Account, Period Ending 03/31/2014**

	<u>Mar 31, 14</u>
Beginning Balance	95,297.66
Cleared Transactions	
Checks and Payments - 21 items	-28,085.05
Deposits and Credits - 29 items	15,260.80
Total Cleared Transactions	<u>-12,824.25</u>
Cleared Balance	<u>82,473.41</u>
Register Balance as of 03/31/2014	82,473.41
New Transactions	
Checks and Payments - 7 items	-5,869.35
Total New Transactions	<u>-5,869.35</u>
Ending Balance	<u>76,604.06</u>

11:52 AM

04/01/14

**Twin County Airport
Reconciliation Summary
Capital Projects Account, Period Ending 03/31/2014**

	<u>Mar 31, 14</u>
Beginning Balance	22,954.23
Cleared Balance	22,954.23
Register Balance as of 03/31/2014	22,954.23
Ending Balance	22,954.23

12:05 PM

04/01/14

**Twin County Airport
Customer Balance Summary
As of March 31, 2014**

	<u>Mar 31, 14</u>
Freight Runners	1,250.00
MAXAIR	170.00
MB CITATION	100.00
TOTAL	<u><u>1,520.00</u></u>

10:06 AM

04/02/14

Twin County Airport
Vendor Balance Summary
As of March 31, 2014

	<u>Mar 31, 14</u>
EXPLORER SOLUTIONS	9,900.00
Genesis Lamp Corporation	129.09
MasterCard	308.98
Miller's Office Supply	84.30
State of Michigan-Sales Tax	410.54
Treasurer, Menominee County	2,687.89
WI Public Svc Corp	2,156.40
TOTAL	<u>15,677.20</u>

Twin County Airport
Check Detail
March 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12970	03/03/2014	Anderson, Garry	Checking Account		-100.00
Bill		03/03/2014		Fees	-100.00	100.00
					<u>-100.00</u>	100.00
Bill Pmt -Check	12971	03/03/2014	Bannow, Rob	Checking Account		-50.00
Bill		03/03/2014		Fees	-50.00	50.00
					<u>-50.00</u>	50.00
Bill Pmt -Check	12972	03/03/2014	Barley, John 1	Checking Account		-50.00
Bill		03/03/2014		Fees	-50.00	50.00
					<u>-50.00</u>	50.00
Bill Pmt -Check	12973	03/03/2014	Country Visions Cooperative	Checking Account		-2,932.72
Bill	i#070581	02/17/2014		Fuel/Oil	-426.00	426.00
				Fuel/Oil	-2,506.72	2,506.72
					<u>-2,932.72</u>	2,932.72
Bill Pmt -Check	12974	03/03/2014	Estebo, Rick	Checking Account		-50.00
Bill		03/03/2014		Fees	-50.00	50.00
					<u>-50.00</u>	50.00
Bill Pmt -Check	12975	03/03/2014	Krysiak, Tony	Checking Account		-725.42
Bill	Lodging/mileage	03/03/2014		Lodging	-229.82	229.82
				Travel	-495.60	495.60
					<u>-725.42</u>	725.42
Bill Pmt -Check	12976	03/03/2014	MasterCard	Checking Account		-841.67
Bill	A#9000 02/09/14	02/09/2014		Mastercard	-841.67	841.67
					<u>-841.67</u>	841.67
Bill Pmt -Check	12977	03/03/2014	Treasurer, Menominee County	Checking Account		-4,069.58
Bill	March Health Ins	03/03/2014		Employee Health	-1,385.22	1,385.22
Bill	Pay 1/5-1/18/2014	03/03/2014		Salary/Wages	-2,684.36	2,684.36
					<u>-4,069.58</u>	4,069.58
Bill Pmt -Check	12978	03/03/2014	Waste Management of Wisconsin	Checking Account		-92.29
Bill	1456469-1856-8	03/01/2014		Sanitary Sup	-92.29	92.29
					<u>-92.29</u>	92.29
Bill Pmt -Check	12979	03/03/2014	WI Public Svc Corp	Checking Account		-2,874.59

Twin County Airport
Check Detail
March 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	a#0403823200 2/25	02/25/2014		Gas/Elect	-27.16	27.16
				Gas/Elect	-25.65	25.65
				Gas/Elect	-566.65	566.65
				Gas/Elect	-1,484.50	1,484.50
				Gas/Elect	-770.63	770.63
					<u>-2,874.59</u>	<u>2,874.59</u>
Bill Pmt -Check	12980	03/03/2014	Wojakowski, Donald	Checking Account		-50.00
Bill		03/03/2014		Fees	-50.00	50.00
					<u>-50.00</u>	<u>50.00</u>
Bill Pmt -Check	12981	03/17/2014	State of Michigan-Sales Tax	Checking Account		-821.48
Bill	TR9921754 Feb 2014	03/17/2014		Credit Card Charges	-821.48	821.48
					<u>-821.48</u>	<u>821.48</u>
Bill Pmt -Check	12982	03/17/2014	Walter Bros, True Value	Checking Account		-54.96
Bill	A#20106 Feb 2014	03/17/2014		Building Maintenance & Repair	-28.99	28.99
				Building Maintenance & Repair	-10.99	10.99
				Building Maintenance & Repair	-14.98	14.98
					<u>-54.96</u>	<u>54.96</u>
Bill Pmt -Check	12983	03/17/2014	Treasurer, Menominee County	Checking Account		-4,462.36
Bill	PP 2/16-3/1	03/04/2014		Salary/Wages	-3,077.14	3,077.14
Bill	April Health Insuran	03/17/2014		Employee Health	-1,385.22	1,385.22
					<u>-4,462.36</u>	<u>4,462.36</u>
Bill Pmt -Check	12984	03/17/2014	Time Warner Cable	Checking Account		-276.56
Bill	621199203 MARCH	03/17/2014		Phone/Cable/Internet	-276.56	276.56
					<u>-276.56</u>	<u>276.56</u>
Bill Pmt -Check	12985	03/17/2014	State of Michigan	Checking Account		0.00
Bill	TR9921754 FEB 2014	03/17/2014		Credit Card Charges	0.00	0.00
					<u>0.00</u>	<u>0.00</u>
Bill Pmt -Check	12986	03/17/2014	Norway Springs, Inc	Checking Account		-12.83
Bill	12961 Feb	03/01/2014		Supplies	-3.34	3.34
				Supplies	-9.49	9.49
					<u>-12.83</u>	<u>12.83</u>
Bill Pmt -Check	12987	03/17/2014	Cellcom	Checking Account		-54.42
Bill	a#002-225019 3/2014	03/05/2014		Phone/Cable/Internet	-54.42	54.42
					<u>-54.42</u>	<u>54.42</u>

Twin County Airport
Check Detail
March 2014

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	12988	03/17/2014	Automotive Supply Company	Checking Account		-175.70
Bill	84200 Feb 2014	03/17/2014		Equip Maint & Repair - Other	-144.43	144.43
				Equip Maint & Repair - Other	-31.27	31.27
					<u>-175.70</u>	<u>175.70</u>
Bill Pmt -Check	12989	03/17/2014	ARAMARK	Checking Account		-230.47
Bill	A#792050378 Feb 2014	02/21/2014		Employee Uniforms	-55.18	55.18
				Employee Uniforms	-56.84	56.84
				Employee Uniforms	-55.18	55.18
				Employee Uniforms	-63.27	63.27
					<u>-230.47</u>	<u>230.47</u>
GRAND TOTAL:						17,925.05

10:07 AM

04/02/14

Accrual Basis

**Twin County Airport
Fuel Sales Report
March 2014**

	<u>Mar 14</u>	<u>Oct '13 - Mar 14</u>
Ordinary Income/Expense		
Income		
Fuel Sales		
Business Charge Accounts	1,380.60	29,020.03
Credit Card Charges	5,147.83	60,516.25
Total Fuel Sales	<u>6,528.43</u>	<u>89,536.28</u>
Total Income	6,528.43	89,536.28
Cost of Goods Sold		
Aviation Fuel Purchases		
Fuel Purchase	0.00	95,219.00
Total Aviation Fuel Purchases	<u>0.00</u>	<u>95,219.00</u>
Total COGS	<u>0.00</u>	<u>95,219.00</u>
Gross Profit	<u>6,528.43</u>	<u>-5,682.72</u>
Net Ordinary Income	<u>6,528.43</u>	<u>-5,682.72</u>
Net Income	<u><u>6,528.43</u></u>	<u><u>-5,682.72</u></u>

10:11 AM

04/02/14

Accrual Basis

Twin County Airport Profit & Loss Budget Performance

March 2014

	Mar 14	Budget	Oct '13 - Mar 14	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Commission					
Avis	158.85	327.25	1,190.87	1,963.50	3,927.00
Ground School	0.00		300.00		
Interest Income	20.57	25.00	186.08	150.00	300.00
Soda Machine	0.00		82.00	62.50	125.00
Terminal Sign Display	0.00		0.00		850.00
Commission - Other	0.00		40.00		
Total Commission	179.42	352.25	1,798.95	2,176.00	5,202.00
Fees					
After Hours	0.00	166.67	625.00	999.98	2,000.00
Handling	30.00		30.00		
Landing Fees	895.00	625.00	4,925.00	3,750.00	7,500.00
Parking Fees	0.00	12.50	0.00	75.00	150.00
Rent/Lease/Hanger	2,247.42	2,845.83	25,529.08	17,075.02	34,150.00
Fees - Other	-300.00	83.33	-180.00	500.02	1,000.00
Total Fees	2,872.42	3,733.33	30,929.08	22,400.02	44,800.00
Fuel Sales					
Business Charge Accounts	1,380.60	4,316.00	29,020.03	25,896.00	51,792.00
Credit Card Charges	5,147.83	14,650.75	60,516.25	87,904.50	175,809.00
Total Fuel Sales	6,528.43	18,966.75	89,536.28	113,800.50	227,601.00
Reimbursement -Supplies	0.00	10.00	30.00	60.00	120.00
Total Income	9,580.27	23,062.33	122,294.31	138,436.52	277,723.00
Cost of Goods Sold					
Aviation Fuel Purchases					
Equipment Fuel Purchase	0.00	54.17	0.00	324.98	650.00
Fuel Purchase	0.00	14,166.67	95,219.00	84,999.98	170,000.00
Total Aviation Fuel Purchases	0.00	14,220.84	95,219.00	85,324.96	170,650.00
Total COGS	0.00	14,220.84	95,219.00	85,324.96	170,650.00
Gross Profit	9,580.27	8,841.49	27,075.31	53,111.56	107,073.00
Expense					
Aviation Oil Purchase	0.00	25.00	0.00	150.00	300.00
Buildings & Grounds					
Airfield Maintenance & Repair					
Bulbs/signs/flags	0.00	41.67	32.40	249.98	500.00
Clearing	0.00		0.00	200.00	200.00
Fuel Farm	0.00		831.16		
Airfield Maintenance & Repair - Other	129.09		6,287.96		
Total Airfield Maintenance & Repair	129.09	41.67	7,151.52	449.98	700.00
Building Maintenance & Repair					
Fire Suppression	0.00		0.00	500.00	500.00
Repairs	0.00	191.67	110.00	1,149.98	2,300.00
Sanitary Sup	92.29	66.67	540.93	399.98	800.00
Building Maintenance & Repair - Other	54.96		213.37		
Total Building Maintenance & Repair	147.25	258.34	864.30	2,049.96	3,600.00

10:11 AM

04/02/14

Accrual Basis

Twin County Airport Profit & Loss Budget Performance

March 2014

	Mar 14	Budget	Oct '13 - Mar 14	YTD Budget	Annual Budget
Equipment Maintenance & Repair					
Equip Maint & Repair - Other	175.70	83.33	850.88	500.02	1,000.00
Fuel/Oil	136.41	291.67	6,745.99	1,749.98	3,500.00
Parts	0.00	41.67	152.77	249.98	500.00
Repairs	0.00	208.33	0.00	1,250.02	2,500.00
Tools	0.00		7.49	100.00	100.00
Equipment Maintenance & Repair - Other	0.00		1,408.07		
Total Equipment Maintenance & Repair	312.11	625.00	9,165.20	3,850.00	7,600.00
Forklift	0.00	29.17	0.00	174.98	350.00
Soda Machine					
Soda	0.00		0.00	100.00	100.00
Total Soda Machine	0.00		0.00	100.00	100.00
Svc Vehicle	0.00		15.00		
Total Buildings & Grounds	588.45	954.18	17,196.02	6,624.92	12,350.00
Capital Outlay Expense					
Fence Phase III & Taxi Rehab	0.00		0.00	23,250.00	23,250.00
Fuel Farm	0.00		309.00		
Total Capital Outlay Expense	0.00		309.00	23,250.00	23,250.00
Depreciation Expense	17,643.36		106,011.29		
Hanger Maintenance	0.00		366.93		
Insurance					
Coml Vehicle	0.00		1,956.01	1,700.00	1,700.00
Employee Health	2,770.44		9,444.76	13,404.00	13,404.00
General Liability	0.00		8,450.00	10,700.00	10,700.00
Property	0.00		12,333.87	6,500.00	6,500.00
Tank Polution Liability	0.00		0.00	1,500.00	1,500.00
Wkrs Comp	0.00		4,287.00	3,700.00	3,700.00
Total Insurance	2,770.44		36,471.64	37,504.00	37,504.00
Lic/Permits					
Storm Water Permit	0.00		290.00	260.00	260.00
Undrgnd Tnk Permit	0.00		300.00	300.00	300.00
Total Lic/Permits	0.00		590.00	560.00	560.00
Loan Expense					
Interest Expense	0.00		4.17	1,710.00	1,710.00
Principle Expense	0.00		0.00	4,870.00	4,870.00
Total Loan Expense	0.00		4.17	6,580.00	6,580.00
Marketing					
Ad for Bids	0.00	66.67	485.10	399.98	800.00
Advertising	0.00	50.00	159.06	300.00	600.00
Employee Uniforms	0.00	166.67	1,361.01	999.98	2,000.00
MAAE Membership	0.00		70.00		
Meteorlogix WX	0.00		0.00	265.00	265.00
Total Marketing	0.00	283.34	2,075.17	1,964.96	3,665.00
Meetings/Conferences					
Lodging	229.82		301.49	500.00	500.00
Meals	0.00		0.00	200.00	200.00
Registration	0.00		150.00		

10:11 AM

04/02/14

Accrual Basis

Twin County Airport Profit & Loss Budget Performance

March 2014

	Mar 14	Budget	Oct '13 - Mar 14	YTD Budget	Annual Budget
Travel	495.60		634.03	800.00	800.00
Total Meetings/Conferences	725.42		1,085.52	1,500.00	1,500.00
Office Expense					
Equip	0.00		72.00	100.00	100.00
Postage	69.98	41.67	317.33	249.98	500.00
Supplies	124.90	50.00	1,403.57	300.00	600.00
Total Office Expense	194.88	91.67	1,792.90	649.98	1,200.00
Processing Fee	136.11		1,774.63		
Prof Svc					
Annual Audit	0.00	3,500.00	0.00	3,500.00	3,500.00
Study Fees	9,900.00		19,800.00	49,500.00	49,500.00
Svc Chg	0.00		20.00		
Total Prof Svc	9,900.00	3,500.00	19,820.00	53,000.00	53,000.00
Reconciliation Discrepancies	0.00		0.00		
Salary/Wages	8,449.39	6,086.25	35,312.64	36,517.50	73,035.00
SRE Building Maintenance	54.29		144.82		
Terminal Building Maintenance	0.00		129.98		
Utilities					
Gas/Elect	2,156.40	1,440.25	11,734.52	8,641.50	17,283.00
Phone/Cable/Internet	330.98	358.00	1,993.91	2,148.00	4,296.00
Water/Waste Water	0.00	66.67	392.88	399.98	800.00
Total Utilities	2,487.38	1,864.92	14,121.31	11,189.48	22,379.00
Total Expense	42,949.72	12,805.36	237,206.02	179,490.84	235,323.00
Net Ordinary Income	-33,369.45	-3,963.87	-210,130.71	-126,379.28	-128,250.00
Other Income/Expense					
Other Income					
Applied from Fund Balance	0.00	1,937.50	0.00	11,625.00	23,250.00
Appropriation					
Annual	0.00		39,375.00	39,375.00	105,000.00
Total Appropriation	0.00		39,375.00	39,375.00	105,000.00
Total Other Income	0.00	1,937.50	39,375.00	51,000.00	128,250.00
Net Other Income	0.00	1,937.50	39,375.00	51,000.00	128,250.00
Net Income	-33,369.45	-2,026.37	-170,755.71	-75,379.28	0.00

12:11 PM

04/01/14

Accrual Basis

Twin County Airport
Mastercard
March 2014

Type	Date	Num	Name	Memo	Split	Debit	Credit	Amount
Mastercard								
Credit Card Cha...	03/10/2014	4156	Angeli's Foods	Coffee, filters, cups	Supplies		27.77	27.77
Credit Card Cha...	02/27/2014	i#7052	Holiday Stationstore	Vehicle fuel - Yellow Truck	Fuel/Oil		55.65	55.65
Credit Card Cha...	03/10/2014	92452020	Holiday Stationstore	Vehicle fuel - Yellow Truck	Fuel/Oil		107.66	107.66
Credit Card Cha...	02/10/2014		Menominee MPO	Postage	Postage		1.61	1.61
Credit Card Cha...	02/20/2014	3454	Menominee MPO	Postage	Postage		1.40	1.40
Credit Card Cha...	02/12/2014	i#80498	Service Compone...	i#80498	Equipment M...		67.45	67.45
Credit Card Cha...	02/21/2014	i#79308	Tractor Supply Co	fuel filters	-SPLIT-		47.44	47.44
Total Mastercard						0.00	308.98	308.98
TOTAL						0.00	308.98	308.98