

# AGENDA

## **TWIN COUNTY AIRPORT COMMISSION**

2801 N. 22<sup>ND</sup> STREET  
MENOMINEE, MI 49858  
906-863-8408

### **REGULAR SESSION COMMISSION MEETING 5:00 p.m. – 3/19/2013 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 February 13, 2013 special meeting and the February 19, 2013 regular session
6. Public comment – speakers will be limited to 5 minutes on agenda items only
7. Recognition of James Furlong for his service to the Twin County Airport Commission
8. Discuss/consider hiring an appraiser to assess property fair market value, action if any
9. Discuss grass runway, discussion only
10. Discuss/consider resolution on establishing industrial development district #12 with the City of Menominee, action if any
11. Discuss/consider resolution on establishing industrial development district #5 with Menominee Township, action if any
12. Discuss/consider user/tenant surveys, action if any
13. Update on open house task force, discussion only
14. Executive/Finance Committee report:
  1. Discuss/consider Profit & Loss for 2/2013, action if any
  2. Discuss/consider Reconciliation Summaries for 2/2013, action if any
  3. Discuss/consider Vendor Balance for 2/2013, action if any
  4. Discuss/consider Customer Balance for 2/2013, action if any
  5. Discuss/consider Check Detail (#12691-12703) and paying monthly bills in the amount of \$26,310.29 for 2/2013, action if any
  6. Discuss/consider Fuel Sales Report for 2/2013, action if any
  7. Discuss/consider airport traffic for 2/2013, action if any
15. Communications/correspondence
16. Dialog between Airport Manager and the TCAC
17. Dialog between airport users and the TCAC
18. Public comment – speakers will be limited to 5 minutes
19. Future agenda items
20. Schedule next meeting
21. 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 NORTH 22ND STREET  
MENOMINEE, MI 49858  
906-863-8408**

**Special Meeting, 2/13/2013 – 5:00 p.m.**

MEMBERS PRESENT: Jason Lauzer, Mary Johns, Nick Lakari, Charlie Meintz, Chris Plutchak, Ted Sauve  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Manager Tony Krysiak

**1. Call to order**

Chair Lauzer called the meeting to order at 5:00 p.m.

**2. Roll call**

**3. Approve/amend agenda**

Motion (Sauve/Meintz) to approve the agenda. Vote – unanimous. Motion carried.

**4. Public comment**

None

**5. Open sealed insurance bids, action**

Airport Manager Tony Krysiak reported that one bid was received from Twin City Service Agency.

Mr. Krysiak opened the bid and reported that the bid includes coverage for building and property, general liability, auto, commercial vehicles, and inland marine for a total annual premium of \$22,945, or \$21,854 if paid in full. The policy would be effective through February 15, 2014.

Motion (Lakari/Plutchak) to accept the bid from Twin City Service Agency for \$21,854 payable in one installment. Vote – unanimous. Motion carried.

**6. Public comment**

None

**7. Adjourn**

Motion (Meintz/Plutchak) to adjourn at 5:10 p.m.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected:

## MINUTES

**TWIN COUNTY AIRPORT COMMISSION  
2801 NORTH 22ND STREET  
MENOMINEE, MI 49858  
906-863-8408**

**Regular Session Meeting, 2/19/2013 – 5:00 p.m.**

MEMBERS PRESENT: Jason Lauzer, Mary Johns, Charlie Meintz, Chris Plutchak, Ted Sauve  
MEMBERS EXCUSED: Nick Lakari  
OTHERS PRESENT: Airport Manager Tony Krysiak, Airport Lineman Jeff LaFleur, Menominee Business Development Corporation Director Nancy Douglas, Airport Users, Public Citizens

**1. Call to order**

Chair Lauzer called the meeting to order at 5:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

Motion (Meintz/Plutchak) to approve the agenda. Vote – unanimous. Motion carried.

**5. Approve/amend minutes of the January 15, 2013 reorganizational meeting, the January 15, 2013 regular session, and the February 13, 2013 special meeting**

Motion (Sauve/Plutchak) to approve the minutes of January 15, 2013 reorganizational meeting. Vote – unanimous. Motion carried.

Motion (Meintz/Sauve) to approve the minutes of January 15, 2013 regular session. Vote – unanimous. Motion carried.

Minutes for the February 13, 2013 special meeting will ready for approval at the next meeting.

**6. Public comment**

None

**7. Recognition of James Furlong for his service to the Twin County Airport Commission, action if any**

Chair Lauzer reported that this agenda item would need to be moved to the March regular session meeting, as James Furlong was unable to attend the current meeting.

**8. Update on Explorer Solutions**

Nancy Douglas reported that a meeting was held with Christian Perreault of Explorer Solutions at the end of January. He is completing his market research on the possibility of a larger maintenance facility, a flight school, and charter air service. The next step will be to form a steering committee.

In light of Enstrom's planned expansion, Ms. Douglas asked the Commission to consider whether or not they would like to ask the city and township to declare the airport an industrial development district. This would allow companies located at the airport to apply for tax relief with the applicable taxing units.

**9. Update on open house task force, discussion only**

Commissioner Meintz requested clarification regarding how the \$10,000 designated for the open house would benefit the airport.

Commissioner Sauve noted that while it was designated for the event, the entire \$10,000 does not need to be used.

It was the consensus of the Commission to contact the EAA Young Eagles group to find out what the dates are for their event and discuss this item again at the next regular session meeting.

**10. Update on minimum standards, discussion only**

Chair Lauzer asked the Commission to consider selecting a separate meeting date and time to discuss minimum standards.

It was the consensus of the Commission to meet on Monday, March 18<sup>th</sup> at 5:00 p.m. to discuss minimum standards.

**11. Discuss/consider user/tenant surveys, action if any**

Chair Lauzer distributed a sample user survey for the Commission's consideration.

It was the consensus of the Commission to discuss the user/tenant surveys at the next regular session meeting. Chair Lauzer asked Commissioners to review the sample document and return their suggestions and questions directly to him so that he can compile the results prior to the next meeting.

**12. Discuss/consider calendar of events, action if any**

Chair Lauzer reported that the Executive Committee met and created a tentative calendar mirroring the calendar from last year.

Motion (Suave/Johns) to approve and adopt the annual calendar for 2013. Vote – unanimous. Motion carried.

**13. Discuss/consider 100LL fuel farm project excess funds, action if any**

Chair Lauzer reported that the Executive Committee discussed the \$4250 in excess funds from the MDOT fuel farm loan. It is the recommendation of the Executive Committee to return the funds to MDOT.

Motion (Meintz/Johns) to return the \$4250 in excess funds to the Menominee County Treasurer to return to MDOT. Vote – unanimous. Motion carried.

**14. Executive/Finance Committee report**

Chair Lauzer reported that the Executive Committee met, reviewed, and recommends approval of the January Financial Reports.

Motion (Sauve/Meintz) to approve the January Financial Reports, including payment of checks 12671 – 12689 for a total amount of \$65,114.42. Vote – unanimous. Motion carried.

**15. Communications/correspondence**

Commissioner Sauve read a letter written to Budweiser regarding participation at the Twin County Airport open house.

**16. Dialog between Airport Manager and the TCAC**

Airport Manager Tony Krysiak reported that business has been slow.

**17. Dialog between airport users and the TCAC**

None

**18. Public comment – speakers will be limited to 5 minutes**

None

**19. Future agenda items**

Recognition of James Furlong  
EAA Young Eagles/Open House  
Airport Survey

**20. Schedule next meeting**

The next meeting is scheduled for Tuesday, March 19<sup>th</sup> at 5:00 p.m.

**21. Adjourn**

Meeting adjourned at 6:02 p.m.

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: