

*"Menominee County – Where the Best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **Airport Committee**

*Tuesday, February 18, 2020 – 4:00 PM  
Menominee County Courthouse – Courtroom B  
839 10<sup>th</sup> Avenue Menominee, MI 49858  
(906) 863-7779*

*(A Quorum of the Menominee County Board of Commissioners may be Present)*

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call (Commissioners: Gromala, Piche, & Cech)
- D. Approval of the Agenda
- E. Approval of the Previous Minutes (January 21, 2020)
- F. Public Comment *(Statements, not debate, limited to 5 minutes on agenda items only)*
- G. Business
  - Presentation – Civil Air Patrol
  - Budget/Fuel Sales Report
  - Activity Report
  - Community Hangar Roof – Open Bids/Make Recommendation
  - Airport Fence – Update
  - Airport Days – August 16, 2020
- H. Public Comment *(Limited to 5 Minutes)*
- I. Commissioner Comment
- J. Adjourn

# MENOMINEE COUNTY AIRPORT COMMITTEE

Minutes of Meeting

January 21, 2020

**\*\*APPROVED 2/18/2020\*\***

The Menominee County Airport Committee met on January 21, 2020 at 4:00 PM at the Menominee County Courthouse in Menominee, Michigan.

## **I. Call to Order**

The meeting was called to order by Chair Gromala at 4:00 PM.

## **II. Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

## **III. Roll Call**

Commissioners Present: Chair Gromala & Commissioner Piche.

Commissioners Excused: Commissioner Cech.

Other Present: Jason Carviou, County Administrator & Jeff LaFleur, Lead Operations Technician

## **IV. Approval of the Agenda**

Motion made by Commissioner Piche, seconded by Commissioner Gromala to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **V. Approval of Previous Minutes (December 17, 2019)**

Motion made by Commissioner Piche, seconded by Commissioner Gromala to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

## **VI. Public Comment**

None

## VII. Business

### *A. Budget Report*

Discussion ensued regarding budget reports for the Menominee Regional Airport through December 31, 2019. Administrator Carviou advised that he doesn't see anything concerning regarding the budget at this time.

### *B. Fuel Sales Report*

Per the General Ledger, fuel sales were as follows:

Business Sales -\$13,453.50

Cash Sales - \$0.00

Credit Card Sales - \$21,534.94

Pre-Paid Sales - \$1,137.50

**Total Sales - \$36,125.94**

Administrator Carviou advised that through the first quarter the airport has received 24% of the projected revenue for the new fiscal year. That is pretty good considering that fuel sales are usually slower in the winter months.

### *C. Activity Report*

Jeff Lafleur advised things have been mostly slow and quiet, as is usual during the winter. He is expecting the Navy to be coming in the next couple of weeks for another ship launching at Marinette Marine.

### *D. Community Hangar Roof - Update*

Administrator Carviou advised that he published the Community Hangar Roof RFP on January 13, 2020. RFP Project # 19/20-16. In addition to the traditional method of advertising in the local papers, this was also the first RFP that is being published on Demand Star. At the time of the meeting, there were three plan holders through the Demand Star site. The RFP due date is February 14, 2020, and the Airport Committee will open the bids and make a recommendation at the next Airport Committee meeting.

### *E. Airport Fence - Update*

Administrator Carviou provided an update regarding account # 216-585-981.02, Airfield Maintenance and Repairs, and a vehicle damaging the airport's fence. The individual driving the vehicle is currently facing criminal charges in District Court, and the Prosecuting Attorney will ask for \$972.00 in restitution for Menominee County to cover the damages. Administrator Carviou will attend the court hearing on February 17, 2020 on the County's behalf.

*F. ALP – Update*

Mead & Hunt should have the final recommendations ready from the Committee of the Whole meeting on January 8, 2020 for the County Board to consider at the County Board meeting next week. If the County Board approves, the next step will be to send the ALP to MDOT-AERO and the FAA for review and approval.

*G. Ciochetto v. Menominee County – Order Dismissing All Charges with Prejudice*

Administrator Carviou advised the Committee that both lawsuits against the airport filed by Joseph Ciochetto have been dismissed by Judge Economopoulos in Delta County.

**IX. Public Comment**

None

**X. Commissioner Comment**

Commissioner Gromala – Asked that the County send thank you letters to the ALP Committee members.

**XI. Adjournment**

Motion made by Commissioner Piche, seconded by Commissioner Gromala to adjourn. Vote taken. **MOTION CARRIED UNANIMOUSLY.**



# Tri County Composite Squadron - Civil Air Patrol - GLR WI049 Meeting Summary

August 2018 thru January 2020



Month	Day	Location	Topic 1	Topic 2	Topic 3	Topic 4
August 2018	2	GLR-WI049 Hangar	Emergency Services	Safety Briefing / Training		
	7	Stephenson Island - Rally @ Hangar	National Night Out	Community Outreach	Aerospace Education	
	11	WPS Room Marinette Library	Aerospace Education	Physical Fitness		Flight Simulators
	30	GLR-WI049 Hangar	Drill & Ceremony	Physical Fitness		
September 2018	8	KMNMI W&M Fall Show - Rally @ Hangar	Family Fun Day	Community Outreach	Aerospace Education	
	15	Oconto Airport - Rally @ Hangar	Oconto Fly In	Community Outreach	Aerospace Education	Flight Simulators
	20	WPS Room Marinette Library	Cadet Program - Leadership	Safety Briefing / Training		
	27	WPS Room Marinette Library	Cadet Program - Leadership	Emergency Services		
October 2018	1	GLR-WI049 Hangar	Aerospace Education	Emergency Services		
	13	WPS Room Marinette Library	Character Development	Wingman 1		Cadet Program - Leadership
	15	GLR-WI049 Hangar	Aerospace Education	Safety Briefing / Training		
	29	WPS Room Marinette Library	Character Development	Wingman 2		
November 2018	1	Austin Straubel GBR - Rally @ Hangar	Community Outreach	Honor Flight 48 Welcome Home	Special Event	
	3	GLR-WI049 Hangar	Aerospace Education	Orientation Flights		
	3	Stephenson Library Sci Fest - Rally @ Hangar	Aerospace Education	Community Outreach	Flight Simulators	
	10	Jet Air - GBR - Rally @ Hangar	Aerospace Education	F15 Eagle Tour	Special Event	
December 2018	26	WPS Room Marinette Library	Character Development	Safety Briefing / Training	Emergency Services	
	8	Riverside Cemetery Menominee - Rally @ Hangar	Community Outreach	Wreaths Across America		
	8	GLR-WI049 Hangar	Safety Briefing / Training	Emergency Services		
	10	WPS Room Marinette Library	End of Year Review	Cadet Program - Leadership		
January 2019	29	WPS Room Marinette Library	Character Development			
	5	WPS Room Marinette Library	Aerospace Education	Safety Briefing / Training		
	14	WPS Room Marinette Library	Cadet Program - Leadership	Character Development		
February 2019	2	WPS Room Marinette Library	Safety Briefing / Training	Emergency Services		
	9	GLR-WI049 Hangar	Emergency Services	Radio Test		
	11	WPS Room Marinette Library	Character Development	Cadet Program - Leadership		
March 2019	2	WPS Room Marinette Library	Emergency Services			
	9	WPS Room Marinette Library	Site Safety map	Cadet Program - Leadership		
	11	WPS Room Marinette Library	Character Development	Emergency Services		
	25	GLR-WI049 Hangar	Emergency Services			

30	Spies Public Library	Safety Briefing / Training	SUI Review		
<b>April 2019</b>					
6	<b>GLR-WI049 Hangar</b>	Aerospace Education	Emergency Services		
8	<b>Jet Air - GBR - Rally @ Hangar</b>	Aerospace Education	Safety Briefing / Training	Drones	
21	WPS Room Marinette Library	Cadet Program - Leadership	Character Development		
26	<b>Peshigo Elementary LS - Rally @ Hangar</b>	Aerospace Education	Community Outreach	Stem Project	Flight Simulators
27	<b>GLR-WI049 Hangar</b>	Drill & Ceremony	PE Testing		
<b>May 2019</b>					
4	<b>Badger Park Peshigo - Rally @ Hangar</b>	Emergency Services	Safety Briefing / Training	ELT Testing	
6	WPS Room Marinette Library	Emergency Services	Cadet Program - Leadership		
20	WPS Room Marinette Library	Cadet Program - Leadership			
25	WPS Room Marinette Library	Character Development			
<b>June 2019</b>					
4	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Awards		
13	<b>GLR-WI049 Hangar</b>	Drill & Ceremony			
15	<b>Red Arrow Park Marinette - Rally @ Hangar</b>	Community Outreach	20 Year Club Flag Retirement	Special Event	
20	<b>Jet Air - GBR</b>	Aerospace Education	Helicopter Flights	Special Event	
22	WPS Room Marinette Library	Safety Briefing / Training			
29	WPS Room Marinette Library	Character Development	Cadet Program - Leadership		
<b>July 2019</b>					
2	<b>GLR-WI049 Hangar</b>	Aerospace Education	Stem Project		
9	<b>GLR-WI049 Hangar</b>	Aerospace Education	Stem Project		
15	<b>Menominee North Pier</b>	Tour USCG Mackinac	Safety Briefing / Training	Special Event	
16	<b>Marinette High School Soccer Field - Rally @ Hangar</b>	Aerospace Education	Stem Project	Rocket Launch	
20	WPS Room Marinette Library	Encampment Debriefing	Cadet Program - Leadership		
27	WPS Room Marinette Library	Character Development	Wingman 1		
<b>August 2019</b>					
6	<b>Marinette Rec Center - Rally @ Hangar</b>	National Night Out	Community Outreach	Aerospace Education	Flight Simulators
12	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Character Development	Drill & Ceremony	Aerospace Education
24	WPS Room Marinette Library	Cadet Program - Leadership			
27	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Drill & Ceremony	Safety Briefing / Training	
<b>September 2019</b>					
3	WPS Room Marinette Library	Cadet Program - Leadership	Emergency Services	Aerospace Education	
7	<b>KMMN W&amp;M Fall Show - Rally @ Hangar</b>	Family Fun Day	Community Outreach	Helped EAA Young Eagle Flights	
14	Community Room Marinette Library	Cadet Program - Leadership	Character Development	Safety Briefing / Training	
21	<b>Oconto Airport - Rally @ Hangar</b>	Oconto Fly In	Community Outreach	Aerospace Education	Flight Simulators
24	WPS Room Marinette Library	Cadet Program - Leadership			
<b>October 2019</b>					
1	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Drill & Ceremony	Aerospace Education	Rockets
12	WPS Room Marinette Library	Cadet Program - Leadership	Character Development	Drill & Ceremony	
19	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Drill & Ceremony	Aerospace Education	Rockets
22	WPS Room Marinette Library	Cadet Program - Leadership	Drill & Ceremony		
26	WPS Room Marinette Library	Cadet Program - Leadership	Cyber Patriot Round 1 - Stem		
29	<b>GLR-WI049 Hangar</b>	Cadet Program - Leadership	Drill & Ceremony	PE Testing	
<b>November 2019</b>					

2	<b>GLR-W1049 Hangar</b>	Cadet Program - Leadership	Aerospace Education	Rockets	
9	<b>Marinette City Park - Rally @ Hangar</b>	<b>Emergency Services</b>	<b>Safety Briefing / Training</b>	<b>ELT Testing</b>	
16	WPS Room Marinette Library	Cadet Program - Leadership	<b>Cyber Patriot Round 2 - Stem</b>		Aerospace Education
19	WPS Room Marinette Library	Cadet Program - Leadership	Character Development	Drill & Ceremony	
<b>December 2019</b>					
7	<b>Riverside Cemetery Menominee</b>	<b>Community Outreach</b>	<b>Wreaths Across America</b>	<b>Special Event</b>	Safety Briefing
10	WPS Room Marinette Library	Cadet Program - Leadership	Staff Duty Assignments		
17	WPS Room Marinette Library	Cadet Program - Leadership	Professional Development		
21	WPS Room Marinette Library	Cadet Program - Leadership	Character Development	Aerospace Education	
<b>January 2020</b>					
4	WPS Room Marinette Library	Cadet Program - Leadership	Drill & Ceremony	Safety Briefing / Training	Safety Briefing
11	WPS Room Marinette Library	Cadet Program - Leadership	CAC Report / Survey	Aerospace Education	
14	WPS Room Marinette Library	Cadet Program - Leadership	Emergency Services	Character Development	icut

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY  
 PERIOD ENDING 01/31/2020

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 216 - MENOMINEE REGIONAL AIRPORT							
Revenues							
Dept 000							
216-000-633.00	LANDING FEES	8,000.00	8,000.00	3,415.00	700.00	4,585.00	42.69
216-000-633.01	RAMP/PARKING FEES	100.00	100.00	0.00	0.00	100.00	0.00
216-000-634.00	ENGINE PRE-HEAT	50.00	50.00	0.00	0.00	50.00	0.00
216-000-634.01	CARGO HANDLING FEE	250.00	250.00	0.00	0.00	250.00	0.00
216-000-634.02	AIRPORT DE-ICING	250.00	250.00	75.00	0.00	175.00	30.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	50,000.00	50,000.00	14,503.50	1,050.00	35,496.50	29.01
216-000-642.01	AVIATION FUEL - CASH	250.00	250.00	0.00	0.00	250.00	0.00
216-000-642.02	AVIATION FUEL - CREDIT CARD	100,000.00	100,000.00	26,131.38	4,596.44	73,868.62	26.13
216-000-642.03	SODA MACHINE	100.00	100.00	0.00	0.00	100.00	0.00
216-000-642.04	Oil Sales - Credit Card	100.00	100.00	0.00	0.00	100.00	0.00
216-000-642.05	PREPAID FUEL SALES	0.00	0.00	4,549.65	3,412.15	(4,549.65)	100.00
216-000-670.00	RENT/HANGER LEASE	37,000.00	37,000.00	17,762.43	1,223.00	19,237.57	48.01
216-000-670.01	RAMP/ TIE DOWN FEE	100.00	100.00	60.00	60.00	40.00	60.00
216-000-672.00	AFTER HOUR FEES	2,000.00	2,000.00	250.00	0.00	1,750.00	12.50
216-000-672.01	TERMINAL SIGN DISPLAY	500.00	500.00	0.00	0.00	500.00	0.00
216-000-676.00	MISCELLANEOUS REVENUE	0.00	0.00	250.00	25.00	(250.00)	100.00
216-000-699.00	TRANSFERS/APPROPRIATION	119,342.00	119,342.00	59,671.00	29,835.50	59,671.00	50.00
216-000-699.01	COUNTY OPERATING TRANSFER	50,000.00	50,000.00	25,000.00	12,500.00	25,000.00	50.00
Total Dept 000		368,042.00	368,042.00	151,680.96	53,402.09	216,361.04	41.21
TOTAL REVENUES							
368,042.00		368,042.00	368,042.00	151,680.96	53,402.09	216,361.04	41.21
Expenditures							
Dept 585							
216-585-704.00	SALARIES	92,013.00	92,013.00	25,882.16	10,683.39	66,130.84	28.13
216-585-706.00	OVERTIME	4,000.00	4,000.00	2,186.73	1,002.18	1,813.27	54.67
216-585-707.00	LONGEVITY	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
216-585-712.00	HOSPITAL INSURANCE	36,250.00	36,250.00	13,783.30	3,759.39	22,466.70	38.02
216-585-713.00	LIFE INSURANCE	60.00	60.00	18.88	9.44	41.12	31.47
216-585-715.00	FICA-MEDI	5,218.00	5,218.00	1,641.62	680.41	3,576.38	31.46
216-585-716.00	WORKMENS COMPENSATION	1,220.00	1,220.00	383.93	159.13	836.07	31.47
216-585-718.00	RETIREMENT	4,985.00	4,985.00	0.00	0.00	4,985.00	0.00
216-585-718.01	MERS UNFUNDED LIABILITY	3,264.00	3,264.00	839.48	418.59	2,424.52	25.72
216-585-727.00	OFFICE SUPPLIES	12,708.00	12,708.00	3,673.00	1,059.00	9,035.00	28.90
216-585-728.00	OFFICE EQUIPMENT	500.00	500.00	1.24	0.00	498.76	0.25
216-585-729.00	POSTAGE	250.00	250.00	1.79	0.00	248.21	0.72
216-585-729.01	MISCELLANEOUS PURCHASES	250.00	250.00	30.10	7.80	219.90	12.04
216-585-742.00	GAS, OIL ETC	50.00	50.00	34.44	0.00	15.56	68.88
216-585-743.00	AVIATION FUEL PURCHASES	85,000.00	85,000.00	232.86	65.81	(232.86)	100.00
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	19,207.31	0.00	65,792.69	22.60
216-585-744.00	EQUIPMENT FUEL PURCHASE	6,000.00	6,000.00	1,092.72	200.45	1,907.28	36.42
216-585-745.00	UNIFORMS	800.00	800.00	1,679.79	65.79	4,320.21	28.00
216-585-755.01	OTHER OPERATING - JANITORIAL	2,000.00	2,000.00	0.00	0.00	800.00	0.00
216-585-755.02	OTHER OPERATING - GENERAL	1,500.00	1,500.00	0.00	0.00	2,000.00	0.00
216-585-755.03	LICENSES/PERMITS	500.00	500.00	127.55	0.00	1,372.45	8.50
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	1,500.00	1,500.00	50.00	0.00	450.00	10.00
216-585-831.00	LIABILITY INSURANCE	12,000.00	12,000.00	296.65	20.39	1,203.35	10.00
216-585-850.00	TELEPHONE/INTERNET	4,600.00	4,600.00	1,894.09	1,724.94	10,105.91	15.78
216-585-860.00	TRAVEL/CONFERENCES	1,000.00	1,000.00	1,592.79	497.88	3,007.21	34.63
216-585-901.00	ADVERTISING	500.00	500.00	0.00	0.00	1,000.00	0.00
216-585-920.00	NATURAL GAS/HEATING	5,000.00	5,000.00	1,421.30	805.73	500.00	0.00
						3,578.70	28.43

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 01/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 01/31/20		AVAILABLE BALANCE		% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)			
Fund 216 - MENOMINEE REGIONAL AIRPORT									
Expenditures									
216-585-920.01	WATER	1,300.00	1,300.00	170.77	170.77	1,129.23	13.14		
216-585-920.02	SEWER	0.00	0.00	174.66	174.66	(174.66)	100.00		
216-585-920.03	ELECTRIC	8,000.00	8,000.00	2,129.88	896.52	5,870.12	26.62		
216-585-955.00	AIRPORT SALES TAX	6,500.00	6,500.00	3,717.02	485.44	2,782.98	57.18		
216-585-970.00	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00		
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	5,000.00	5,000.00	337.71	76.88	4,662.29	6.75		
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	3,000.00	3,000.00	6,960.39	0.00	(3,960.39)	232.01		
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	1,500.00	1,500.00	210.33	13.64	1,289.67	14.02		
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	1,500.00	82.22	82.22	1,417.78	5.48		
216-585-990.00	AIRPORT LOAN - PRINCIPAL	5,493.00	5,493.00	0.00	0.00	5,493.00	0.00		
216-585-990.01	AIRPORT LOAN - INTEREST	580.00	580.00	0.00	0.00	580.00	0.00		
Total Dept 585 - AIRPORT EXPENDITURE		368,041.00	368,041.00	90,854.71	23,060.45	277,186.29	24.69		
TOTAL EXPENDITURES		368,041.00	368,041.00	90,854.71	23,060.45	277,186.29	24.69		
Fund 216 - MENOMINEE REGIONAL AIRPORT:									
TOTAL REVENUES		368,042.00	368,042.00	151,680.96	53,402.09	216,361.04	41.21		
TOTAL EXPENDITURES		368,041.00	368,041.00	90,854.71	23,060.45	277,186.29	24.69		
NET OF REVENUES & EXPENDITURES		1.00	1.00	60,826.25	30,341.64	(60,825.25)	6,082.62		

Fund 216 MENOMINEE REGIONAL AIRPORT

GL Number	Description	Balance
*** Assets ***		
216-000-001.00	CASH	396,287.06
216-000-001.01	CASH - AIRPORT	0.00
216-000-040.00	ACCOUNTS RECEIVABLE	0.00
216-000-101.00	FUEL INVENTORY	44,188.07
216-000-123.00	PREPAID EXPENSE	0.00
216-000-123.01	PREPAID INSURANCE	0.00
216-000-123.02	PREPAID LIABILITY INSURANCE	4,238.28
<b>Total Assets</b>		<b>444,713.41</b>
*** Liabilities ***		
216-000-200.00	ACCOUNTS PAYABLE	0.00
216-000-257.00	ACCRUED WAGES PAYABLE	0.00
216-585-228.00	SALES, USE AND WITHHOLDING TAXES	0.00
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
216-000-390.00	FUND BALANCE	41,316.31
216-000-393.01	DESIGNATED - COURTESY VAN	0.00
216-000-393.02	DESIGNATED - FIRE CRASH BLDG	100,000.00
216-000-393.03	DESIGNATED - ACIP	196,268.04
<b>Total Fund Balance</b>		<b>337,584.35</b>
<b>Beginning Fund Balance - 18-19</b>		<b>337,584.35</b>
<b>Net of Revenues VS Expenditures - 18-19</b>		<b>46,302.81</b>
<b>*18-19 End FB/19-20 Beg FB</b>		<b>383,887.16</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>60,826.25</b>
<b>Ending Fund Balance</b>		<b>444,713.41</b>
<b>Total Liabilities And Fund Balance</b>		<b>444,713.41</b>

\* Year Not Closed