



**MENOMINEE REGIONAL AIRPORT**  
**2801 22<sup>nd</sup> Avenue**  
**Menominee, MI 49858**  
**906-863-8408**

*Note: Quorum of the Menominee County Board of Commissioners may be present. If you are an individual who needs special accommodations while attending the meeting, as required by the "Americans with Disabilities Act", please notify the Airport Manager's office at 906-863-8408 at least 6 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777)*

**Menominee Regional Airport Committee**  
**2801 22<sup>nd</sup> Street**  
**Menominee, MI 49858 ~ 906-863-8408**  
**Tuesday ~ October 16, 2018 ~ 4:00 PM**  
**Airport Conference Room**

## **AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes: September 18, 2018
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*): None
- H. Business

### Financial

- 1. Month-End Budget Report Status
- 2. Manager Report
  - a. Fuel Sales
  - b. Activity

### Other Business

- 1. Action ~ Committee Approval of Tim Plutchak's Private Tenant Land Lease Agreement (Hangar 15), and move it forward for CB approval
- 2. Action ~ Consider Sale of Hangar #13 (Great Lakes Exploration) – Right of First Refusal
- 3. Action ~ Termination of Current Lease (Hangar #13), offer of new land lease to a purchaser
- 4. Discussion ~ Access Cards to the Airport
- 5. Discussion ~ Webpage/Brochure
- 6. Discussion ~ Update on CAP Hangar

- I. Public Comment (*Limited to 5 minutes*)
- J. Commissioner Comment
- K. Next meeting date ~ November 20<sup>th</sup>, 2018
- L. Adjourn

### **Menominee Regional Airport Committee**

*Steve Gromala, Chair, Gerald Piche, William Cech, Jason Carviou, Jeff LaFleur*

### **Menominee County Board of Commissioners**

*Gerald Piche, Chairman William Cech, Vice Chairman Steve Gromala Bernie Lang Larry Phelps Larry Schei  
Charlie Meintz Jan Hafeman John Nelson*

Menominee Regional Airport Committee  
Minutes of Meeting  
September 18, 2018

\*\*\*\*\*DRAFT\*\*\*\*\*

The Menominee Regional Airport Committee met on September 18, 2018 at 4:00 PM at the Menominee Regional Airport, Conference Room.

- A. Call Meeting to order:** Com. Gromala called the meeting to order at 4:00 PM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Gromala, Piche and Cech – present  
Also present were Jason Carviou, Jeff LaFleur, Doreen Averill and Com. Schei.
- D. Approval of Agenda:** Motion to amend the agenda to add #5 CAP Discussion to the “Other Business” Section of the agenda and to include a presentation from the Model Train Club made by Com. Cech, seconded by Com. Piche. Motion carried – 3/0. Motion to approve amended agenda by Com. Piche, seconded by Com. Cech. Motion carried – 3/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from August 21, 2018’s Meeting made by Com. Piche, seconded by Com. Cech. Motion carried – 3/0
- F. Public Comment: John Harts, Menominee Township:** I have a question on what’s the reasoning behind the lack of committee members names listed at the bottom of the letterhead. A lot a people don’t know who the committee members are, and I think they should be listed on the bottom.
- G. Presentations: Jay from the Model Train Club ~** On behalf of myself and the Model Train Club, we want to say thanks again for the use of the Airport for our show. It was a great success. There was an increase in the crowd from last year. We added a few new events. We would like to lease it again, next year, for our show September 7, 2019. We want to thank everyone involved and Jeff for his outstanding help preparing for the show.
- H. Business**
  - Financial**
  - 1) Month-End Budget Report Status – **Jeff:** The numbers speak for themselves. We’re on target, as far as staying within the budget, with the exception of buying fuel. I just ordered more JetA Gas.
  - 2) Manager’s Report ~
    - a) Fuel Sales: **Jason:** August Sales – Jet Aviation Gas 1531 gal @ \$4.80 = \$7349.00, 100LL Fuel 1461 gal @ \$5.05 = 7378.00
    - b) Activity: **Jeff:** Air traffic has been coming and going – no complaints. The Air National Guard is doing test landings and take

offs, so it gets loud every once in a while. Gary and I repaired the south side fence (at 18<sup>th</sup> Ave. & 22<sup>nd</sup> St.). It was taken down, again, by an uninsured drunk driver. I'm glad we had extra material from the last time it was taken down.

### Other Business

- 1) Action ~ Approve "Amendment #1" to Private Tenant Land Lease for Hangar 5 (Richard Coleman), Hangar 6 (Gene Coleman), Hangar 12 (Robert Cappaert), Hangar 14A (Pete Granquist) and Hangar 14B (Richard Chaltry) ~ A motion to recommend to the CB to approve "Amendment #1" to the Private Tenant Land Lease for Hangars 5, 6, 12, 14A & 14B was made by Com. Piche, seconded by Com. Cech – Motion carried 3/0
- 2) Discussion – Webpage, Brochure, and Handbook ~ Com. Gromala turned this over topic over to Jason & Com. Schei for discussion. **Com. Schei:** I visited the Airport in Sturgeon Bay and was very impressed with their layout. I talked with the Airport Manager, at length, about the way they operate. In the packet that's being passed out is a copy of Cherryland Airport's webpage, brochure and handbook. They have a stand-alone webpage (Com. Schei explained the links and setup of the webpage) found at [map.co.door.wi.us/airport](http://map.co.door.wi.us/airport). He also discussed their brochure and handbook (both of which are also listed on their webpage). **Jason:** For webpage, we're currently using the County's webpage, which at times can get confusing – not user friendly. That's why I like the idea of a stand-alone webpage. There's a couple of advantages to a stand-alone webpage. You would just go to your browser page and type it in. It would bring it up right away. Then you have the marketing aspect – showing the airport and what it has to offer – any upcoming events, services, etc. It will be easier for current users and the community. It would have an area that lists the rules and regulations in the handbook and any definitions needing clarification, hangars for sales, etc. It would be a great help with any probable lack of communication issues that might arise. The brochure is another great marketing tool, as well. I was unable to get with the gentleman on pricing this week, but I'll go back and obtain pricing for brochures and webpage and bring it back to the next meeting. From the feedback I received from hangar owners and users at the airport is that the "Use Ordinance" and "Minimum Standards" are hard to follow and are outdated need to be updated. I think this would be a good place to start – updating these things and put into a handbook. We need to improve communication between airport users and management. I think this would be a good place to start by getting input from the airport users and start updating those types of regulations and getting a good document together. I would like to start working putting this together now, compare it with other airports, then we'll have something for both management and the airport users to look at discuss and make any changes, if necessary. This is something that's going to take some time. It's not something that can be put together in one month's time, with all my other responsibilities. I'll see if we could get something put together to look at by late fall/early winter.
- 3) Discussion/Action – Airport Management ~ **Jason:** This is a position that has

been in the Airport budget and an issue at the Airport, for some time now. We really need some sort of management out there. I know that there was talk, at one time, about having an FBO to run part of the Airport. I don't know if you're still thinking about this aspect of it or not. You have a couple ways that we can get management out there. Hire a FT Airport Mgr. to handle administrative, marketing and planning special events; or, include these airport duties on to the County Administrator's job description, have an Assistant/Lineman (Jeff, who as interim Airport Mgr. has been keeping up with the administrative duties plus his lineman duties and has been doing a great job of juggling both), change the PT lineman to a FT lineman to assist/train with the Assistant to cover his days off, etc., and hire a PT Administrative Assistant to handle administrative work. I just want to make another comment. The Airport responsibilities were purposely taken out of my job description. I have been handling a lot of these responsibilities already, and, I don't have a problem with that. I would just like the authority to work with individuals, personally, and have authority to make decisions on some things that should not have to go through this committee or even the CB level for approval. **Com. Gromala:** I think that it would be good for the group as well as the whole County if we did have Jason as acting Airport Manager and have an Administrative Assistant PT to take on the administrative duties of the Airport seeing as everything goes back to the Administrator's lap anyhow. It would allow you to designate the administrative work to another person and feel it would be a cost savings for the County. I feel it would be the best route to go at this time. **Com. Cech:** I agree. **Com. Piche:** I agree with you Steve, especially for the time being. I think it's best to keep Jason with us at this point. **Com. Gromala:** I think we need this in a form of a motion? **Jason:** Yes, probably to move to the full CB. Move to delegate Airport Manager responsibilities back to the County Administrator and recommend to have a PT Administrative Assistant under his direction for these additional duties. **Com. Piche:** I so move. **Com. Cech:** I second. **Com. Schei:** Doesn't it have to go through the Personnel Committee, first? It was that committee that eliminated these duties from the job description originally. **Com. Gromala:** Ok, so let's get a motion to send this to the Personnel Committee first. All in favor - 3/0, opposed - none.

- 4) Discussion/Action - Airport Committee/Advisory Committee ~ **Jason:** We talked about this before - with this committee's structure maybe getting an advisory committee together to open up a channel of communication to allow input from airport users for the people making decisions at this level. I don't know how many people it should have - maybe 3 airport users, 3 local business representatives private citizens, maybe the County Administrator can sit on it or one CB member. We need to have more people, more voices to get involved. My personal recommendation would be to have an advisory committee set up to come up with ideas and recommendations that can be brought to this committee to discuss and decide whether to recommend to move forward to the full CB. There's a lot of ways of doing this. That's why we're having this discussion - to see how you, as a committee, want to handle this. **Com. Cech:** I agree that we should have one, but the number of members should be discussed, but I feel that

should be at least one commissioner. I would think that commissioners on this committee, if not the full CB, should be able to recruit people to that committee to get it going. We would have to get it organized and established to get it going. Com. Piche: There's a lot of different options and something we should keep on studying – use baby steps. Let's get this acting Manager in place, and maybe at the end of the year we can revisit it. We have more pressing issues to combat. Jason: We can get input from other airports and make a decision from there how we want to handle this.

- 5) Discussion - Civil Air Patrol ~ **Jason:** Just an update. I sent letters out to National, State and Local CAP offices. Have not heard from anyone as of today. I did call the National Headquarters, today and talked to the paralegal to the General Council in charge. Had a long discussion. She said the problems are nothing new. They've had issues like this before. She couldn't go into much detail because I needed to talk to General Council on this. She promised that they would get back to me. I've had a great experience dealing with them so far. Timewise, they have a few "big fires" to get out first and then get back to us.

- I. Public Comment: Wayne Beyer & Scott Hartz:** Read a letter submitted by Gene Coleman who was unable to be at the meeting. **Dustin Kurath:** Announced he is officially inducted as a member of the FAA ST program. Role is to promote aviation safety awareness and presentations to the Airport. I was happy to see that we hosted the "Car Show" and other events at the Airport. I was wondering, however, why there wasn't any NOTAM's issued regarding toy airplanes flying around the airport?

- J. Commissioner Comment: Com. Piche:** It seems that everyone that sits as the Chair of this Committee has been blamed for all the problems we're having. Com. Schei was blamed, now Com. Gromala. This is a committee, we make the decisions together to recommend to the CB. It's not one person making the decisions. It's hard to come to every meeting being criticized for decisions made that are not liked. **Com. Cech:** There has been and continues to be a lot of hard feelings. We want to work with you, on the airport. We disagree a lot but we don't want to get rid of you. We study it hard and try to make the best decision possible. It's a work in progress and how it will get smoother in the future and make it fun to come to the Airport. **Com. Gromala:** I'm afraid to say another thing. I firmly believe in rules and firmly believe in making sure that they are made aware of and followed. This is to make sure that everyone has the knowledge and liability coverage so that no one is held liable is something should happen. The only time I hear something is when something bad is happening or whatever. North your letter was exceptional.

- K. Next Meeting:** October 16, 2018

- L. Adjourn:** A motion made by Com. Cech, seconded by Com. Piche. Motion carried 3/0

Fund 216 MENOMINEE REGIONAL AIRPORT

GL Number	Description	Balance
*** Assets ***		
216-000-001.00	CASH	295,753.18
216-000-001.01	CASH - AIRPORT	0.00
216-000-040.00	ACCOUNTS RECEIVABLE	7,568.21
216-000-101.00	FUEL INVENTORY	34,464.44
216-000-123.01	PREPAID INSURANCE	1,255.26
216-000-123.02	PREPAID LIABILITY INSURANCE	4,238.28
<b>Total Assets</b>		<b>343,279.37</b>
*** Liabilities ***		
216-000-200.00	ACCOUNTS PAYABLE	18,400.85
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>18,400.85</b>
*** Fund Balance ***		
216-000-390.00	FUND BALANCE	252,542.96
216-000-393.03	DESIGNATED FUND BALANCE	0.00
<b>Total Fund Balance</b>		<b>252,542.96</b>
<b>Beginning Fund Balance</b>		<b>252,542.96</b>
<b>Net of Revenues VS Expenditures</b>		<b>72,335.56</b>
<b>Fund Balance Adjustments</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>324,878.52</b>
<b>Total Liabilities And Fund Balance</b>		<b>343,279.37</b>

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY  
 PERIOD ENDING 09/30/2018  
 Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	INCR (DECR)	MONTH 09/30/18	ACTIVITY FOR	YTD BALANCE	2017-18 AMENDED BUDGET	2017-18 ORIGINAL BUDGET	NORM (ABNORM)	AVAILABLE BALANCE	BUDGT USED
Fund 216 - MENOMINEE REGIONAL AIRPORT										
Revenues										
Dept 000 - NONE										
216-000-631.03	GROUND POWER UNIT	0.00		45.00	0.00	0.00	0.00		(45.00)	100.00
216-000-633.00	LANDING FEES	1,425.00	8,815.00		7,000.00	7,000.00	7,000.00		(1,815.00)	125.93
216-000-633.01	RAMP/PARKING FEES	0.00	125.00		100.00	100.00	100.00		(25.00)	125.00
216-000-634.00	ENGINE PRE-HEAT	0.00	30.00		100.00	100.00	100.00		70.00	30.00
216-000-634.01	CARGO HANDLING FEE	0.00	0.00		1,000.00	1,000.00	1,000.00		1,000.00	0.00
216-000-634.02	AIRPORT DE-ICING	0.00	0.00		1,500.00	1,500.00	1,500.00		1,500.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	9,076.35	44,105.41		80,000.00	80,000.00	80,000.00		35,894.59	55.13
216-000-642.01	AVIATION FUEL - CASH	0.00	328.03		500.00	500.00	500.00		171.97	65.61
216-000-642.02	AVIATION FUEL - CREDIT CARD	13,462.33	95,376.70		120,000.00	120,000.00	120,000.00		24,623.30	79.48
216-000-642.03	SODA MACHINE	0.00	0.00		100.00	100.00	100.00		100.00	0.00
216-000-642.04	Oil Sales - Credit Card	0.00	100.50		150.00	150.00	150.00		49.50	67.00
216-000-670.00	RENT/HANGER LEASE	6,368.82	30,481.94		30,000.00	30,000.00	30,000.00		(481.94)	101.61
216-000-670.01	RAMP/ TIE DOWN FEE	0.00	180.00		0.00	0.00	0.00		(180.00)	100.00
216-000-672.00	AFTER HOUR FEES	0.00	2,000.00		200.00	200.00	200.00		(1,800.00)	1,000.00
216-000-672.01	TERMINAL SIGN DISPLAY	0.00	0.00		200.00	200.00	200.00		200.00	0.00
216-000-676.00	MISCELLANEOUS REVENUE	0.00	33.16		500.00	500.00	500.00		466.84	6.63
216-000-699.00	TRANSFERS/APPROPRIATION	0.00	58,991.00		58,991.00	58,991.00	58,991.00		0.00	100.00
216-000-699.01	EQUITY APPROPRIATION - CAPITAL IMPROVEME	0.00	155,000.00		155,000.00	155,000.00	155,000.00		0.00	100.00
216-000-699.02	EQUITY TRANSFER FROM AIRPORT	0.00	0.00		30,000.00	30,000.00	30,000.00		30,000.00	0.00
216-000-699.04	TRANSFER IN FROM DESIGNATED	0.00	0.00		42,245.09	42,245.09	42,245.09		42,245.09	0.00
Total Dept 000 - NONE		30,332.50	395,611.74		527,586.09	485,341.00	485,341.00		131,974.35	74.99
TOTAL REVENUES										
30,332.50		395,611.74		527,586.09	485,341.00	485,341.00			131,974.35	74.99
Expenditures										
Dept 585										
216-585-704.00	SALARIES	8,973.37	58,034.75		97,940.00	96,020.00	96,020.00		39,905.25	59.26
216-585-705.00	SALARIES - PART TIME	1,402.15	14,998.02		24,632.00	24,149.00	24,149.00		9,633.98	60.89
216-585-706.00	OVERTIME	409.27	4,559.57		3,000.00	3,000.00	3,000.00		(1,559.57)	151.99
216-585-707.00	LONGEVITY	0.00	1,000.00		1,000.00	1,000.00	1,000.00		0.00	100.00
216-585-712.00	HOSPITAL INSURANCE	0.00	17,089.08		31,663.00	31,663.00	31,663.00		14,573.92	53.97
216-585-713.00	LIFE INSURANCE	0.00	28.32		60.00	60.00	60.00		31.68	47.20
216-585-715.00	FICA-OASDI	493.67	4,456.27		7,171.00	7,022.00	7,022.00		2,714.73	62.14
216-585-715.01	FICA-MEDI	115.47	981.95		1,677.00	1,642.00	1,642.00		695.05	58.55
216-585-716.00	WORKMENS COMPENSATION	1,363.66	6,572.42		5,531.00	4,871.00	4,871.00		(1,041.42)	118.83
216-585-718.00	RETIREMENT	0.00	0.00		4,052.00	3,972.00	3,972.00		4,052.00	0.00
216-585-718.01	MERS UNFUNDED LIABILITY	515.00	5,665.00		6,180.00	350.00	350.00		515.00	91.67
216-585-727.00	OFFICE SUPPLIES	0.00	192.43		350.00	350.00	350.00		157.57	54.98
216-585-728.00	OFFICE EQUIPMENT	0.00	31.60		400.00	400.00	400.00		368.40	7.90
216-585-729.00	POSTAGE	82.43	248.52		300.00	300.00	300.00		51.48	82.84
216-585-742.00	GAS, OIL ETC	140.56	2,919.79		1,000.00	1,000.00	1,000.00		(1,919.79)	291.98
216-585-743.00	AVIATION FUEL PURCHASES	36,577.33	105,800.23		85,000.00	85,000.00	85,000.00		(20,800.28)	124.47
216-585-743.01	CREDIT CARD PROCESSING FEES	395.73	2,912.59		3,000.00	3,000.00	3,000.00		87.41	97.09
216-585-744.00	EQUIPMENT FUEL PURCHASE	0.00	3,215.59		2,000.00	2,000.00	2,000.00		(1,215.59)	160.78
216-585-745.00	UNIFORMS	0.00	1,531.33		1,500.00	1,500.00	1,500.00		(31.33)	102.09
216-585-755.01	OTHER OPERATING - JANITORIAL	122.11	2,089.08		2,000.00	2,000.00	2,000.00		(89.08)	104.45
216-585-755.02	OTHER OPERATING - GENERAL	0.00	1,326.74		2,000.00	2,000.00	2,000.00		673.26	66.34
216-585-755.03	LICENSES/PERMITS	50.00	435.00		1,000.00	1,000.00	1,000.00		565.00	43.50
216-585-756.01	CONSTRUCTION SUPPLIES	0.00	0.00		1,000.00	1,000.00	1,000.00		1,000.00	0.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	352.72	2,882.38		3,000.00	3,000.00	3,000.00		117.62	96.08
216-585-831.00	LIABILITY INSURANCE	0.00	10,620.46		13,000.00	13,000.00	13,000.00		2,379.54	81.70
216-585-850.00	TELEPHONE/INTERNET	359.94	4,123.04		4,300.00	4,300.00	4,300.00		176.96	95.88

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

PERIOD ENDING 09/30/2018  
 & Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/18 INCR (DECR)	YTD BALANCE 09/30/2018 NORM (ABNORM)	2017-18 AMENDED BUDGET	2017-18 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDCGT USED
<b>Fund 216 - MENOMINEE REGIONAL AIRPORT</b>							
<b>Expenditures</b>							
216-585-860.00	TRAVEL/CONFERENCES	0.00	0.00	520.00	520.00	520.00	0.00
216-585-901.00	ADVERTISING	0.00	221.76	500.00	500.00	278.24	44.35
216-585-920.00	NATURAL GAS/HEATING	50.65	4,606.45	5,000.00	5,000.00	393.55	92.13
216-585-920.01	WATER	144.04	561.56	500.00	500.00	(61.56)	112.31
216-585-920.02	SEWER	164.22	640.24	500.00	500.00	(140.24)	128.05
216-585-920.03	ELECTRIC	762.81	7,466.49	9,000.00	9,000.00	1,533.51	82.96
216-585-955.00	AIRPORT SALES TAX	771.37	6,291.99	6,500.00	6,500.00	208.01	96.80
216-585-970.00	CAPITAL OUTLAY	1,500.00	35,977.05	82,245.09	55,000.00	46,268.04	43.74
216-585-970.01	CAPITAL OUTLAY - COURTESY VAN	0.00	0.00	15,000.00	0.00	15,000.00	0.00
216-585-970.02	FIRE CRASH BLDG EXPANSION	0.00	0.00	100,000.00	100,000.00	100,000.00	0.00
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	228.66	3,911.23	3,000.00	3,000.00	(911.23)	130.37
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	0.00	3,048.03	1,500.00	1,500.00	(1,548.03)	203.20
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	82.55	1,130.69	2,000.00	2,000.00	869.31	56.53
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,574.50	1,634.48	2,000.00	2,000.00	365.52	81.72
216-585-990.00	AIRPORT LOAN - PRINCIPAL	5,137.39	5,137.39	5,137.39	4,726.00	0.00	100.00
216-585-990.01	AIRPORT LOAN - INTEREST	934.61	934.61	934.61	1,346.00	0.00	100.00
<b>Total Dept 585 - AIRPORT EXPENDITURE</b>		<b>64,704.21</b>	<b>323,276.18</b>	<b>537,093.09</b>	<b>485,341.00</b>	<b>213,816.91</b>	<b>60.19</b>
<b>TOTAL EXPENDITURES</b>		<b>64,704.21</b>	<b>323,276.18</b>	<b>537,093.09</b>	<b>485,341.00</b>	<b>213,816.91</b>	<b>60.19</b>
<b>Fund 216 - MENOMINEE REGIONAL AIRPORT:</b>							
<b>TOTAL REVENUES</b>		<b>30,332.50</b>	<b>395,611.74</b>	<b>527,586.09</b>	<b>485,341.00</b>	<b>131,974.35</b>	<b>74.99</b>
<b>TOTAL EXPENDITURES</b>		<b>64,704.21</b>	<b>323,276.18</b>	<b>537,093.09</b>	<b>485,341.00</b>	<b>213,816.91</b>	<b>60.19</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(34,371.71)</b>	<b>72,335.56</b>	<b>(9,507.00)</b>	<b>0.00</b>	<b>(81,842.56)</b>	<b>760.87</b>