

*"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, December 17, 2019 – 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 (November 19, 2019)
- F. Public Comment *(Statements, not debate, limited to 5 minutes on agenda items only)*
- G. Business
  - Budget Report
  - Fuel Sales Report
  - Activity Report
  - Upper Michigan Energy Resources - Easement
  - ALP - Update
  - Community Hangar Roof - Update
- H. Public Comment *(Limited to 5 Minutes)*
- I. Commissioner Comment
- J. Adjourn

# MENOMINEE COUNTY AIRPORT COMMITTEE

Minutes of Meeting

November 19, 2019

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

The Menominee County Airport Committee met on November 19, 2019 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, Commissioner Cech

Other Present: Administrator Carviou & Jeff LaFleur

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

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

## **V. Approval of Previous Minutes (October 15, 2019)**

Motion made by Commissioner Piche, seconded by Commissioner Cech 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 October 31, 2019. Administrator Carviou advised this was the first month of the new fiscal year, and there isn't anything that looks unusual or cause for concern.

*B. Fuel Sales Report*

Per the General Ledger, fuel sales were as follows:

Business Sales - \$5,558.76

Cash Sales - \$0.00

Credit Card Sales - \$7,190.85

**Total - \$12,749.61**

100LL – 1,261 Gallons Sold

Jet – 2,158 Gallons Sold

*C. Activity Report*

Jeff Lafleur advised that the Vice-President was supposed to fly-in to Menominee on October 23, 2019; however, that trip was cancelled the morning the Vice-President was supposed to arrive. The trip has been rescheduled for November 20, 2019, but the Vice-President will be flying into Green Bay this time instead of Menominee. They asked to fly-in to Menominee, but they want to bring a 757 this time compared to the smaller aircraft they were going to fly-in with last time. After talking to our engineer, it was determined that a 757 could land/take-off from Menominee; however, the weight of the aircraft would do damage to the taxiways and ramp. There were also logistical and operational issues with maneuvering the aircraft and turning it around on the runway. On the plus-side, the Navy will now be able to buy fuel from us on this trip. They wouldn't be able to otherwise due to the security necessary around the fuel farm if the Vice-President was there.

*D. Community Hangar - Roof*

Discussion ensued regarding the roof on the Community Hangar and options to fix the leaking. Administrator Carviou presented some pricing received by a vendor for various options, including repairing compared to replacing. The Committee decided to place a generic RFP allowing vendors to provide quotes for a new steel roof, a new roof over the existing roof, repairs, or other solutions. The Airport Committee would then consider the options and costs and make a recommendation to the County Board.

Motion made by Commissioner Piche, seconded by Commissioner Cech to advertise a Request for Proposals for replacement or repair options for the Community Hangar roof. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*E. Airport Fund Balance*

Administrator Carviou advised that he would like to re-designate the amounts in the 216 Fund Balance to properly allocate funds for the Airport Capital Improvement Plan. Currently, the County budgets \$50,000 for ACIP, and at the end of the fiscal year that money is placed in the fund balance. However, that money has been mixed with undesignated funds and not specifically earmarked for future ACIP projects in the fund

balance. Administrator Carviou also noted that there is \$15,000 in the fund balance earmarked for a new courtesy vehicle; however, the County Board decided not to buy a new vehicle. Instead a used fleet vehicle from the Annex was transferred to the airport. That is working well for now, and he recommends that the \$15,000 be re-designated to the undesignated fund balance.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that \$150,000 from account 216-000-390.00 be designated for ACIP projects and to re-designate \$15,000 from 216-000-393.01 to account 216-000-390.00. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

*F. 2020 Airport Event - Date*

Discussion ensued regarding setting a date for the 2020 “Airport Days” event, which will primarily be orchestrated by M & M Aviation LLC. Mark Yankovich from M&M Aviation LLC requested the date be set for August 16, 2020. It gets hard to schedule the skydivers if you get too late in August or into September because a lot of the employees are college students that go back to school. The date also doesn’t interfere with Waterfront and the weather is generally nicer in August.

Motion made by Commissioner Cech, seconded by Commissioner Piche to recommend to the County Board that August 16, 2020 be designated for “Airport Days” events and activities. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

**IX. Public Comment**

None

**X. Commissioner Comment**

None

**XI. Adjournment**

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

GL NUMBER	DESCRIPTION	2019-20		2019-20 AMENDED BUDGET	YTD BALANCE 11/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET						
Fund 216 - MENOMINEE REGIONAL AIRPORT								
Revenues								
Dept 000								
216-000-633.00	LANDING FEES	8,000.00		8,000.00	1,720.00	1,020.00	6,280.00	21.50
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	0.00	0.00	250.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	50,000.00		50,000.00	9,673.76	4,115.00	40,326.24	19.35
216-000-642.01	AVIATION FUEL - CASH	250.00		250.00	1,137.50	1,137.50	(887.50)	455.00
216-000-642.02	AVIATION FUEL - CREDIT CARD	100,000.00		100,000.00	16,751.63	9,560.78	83,248.37	16.75
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
216-000-670.00	RENT/HANGER LEASE	37,000.00		37,000.00	12,195.01	7,576.21	24,804.99	32.96
216-000-670.01	RAMP/ TIE DOWN FEE	100.00		100.00	0.00	0.00	100.00	0.00
216-000-672.00	AFTER HOUR FEES	2,000.00		2,000.00	125.00	0.00	1,875.00	6.25
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	225.00	0.00	(225.00)	100.00
216-000-699.00	TRANSFERS/APPROPRIATION	119,342.00		119,342.00	42,335.50	0.00	77,006.50	35.47
216-000-699.01	COUNTY OPERATING TRANSFER	50,000.00		50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000		368,042.00		368,042.00	84,163.40	23,409.49	283,878.60	22.87
TOTAL REVENUES		368,042.00		368,042.00	84,163.40	23,409.49	283,878.60	22.87
Expenditures								
Dept 585								
216-585-704.00	SALARIES	92,013.00		92,013.00	8,140.03	5,450.74	83,872.97	8.85
216-585-706.00	OVERTIME	4,000.00		4,000.00	225.00	125.00	3,775.00	5.63
216-585-707.00	LONGEVITY	1,000.00		1,000.00	0.00	0.00	1,000.00	0.00
216-585-712.00	HOSPITAL INSURANCE	36,250.00		36,250.00	3,681.42	737.14	32,568.58	10.16
216-585-713.00	LIFE INSURANCE	60.00		60.00	9.44	4.72	50.56	15.73
216-585-715.00	FICA-OASDI	5,218.00		5,218.00	446.19	292.85	4,771.81	8.55
216-585-715.01	FICA-MEDI	1,220.00		1,220.00	104.35	68.49	1,115.65	8.55
216-585-716.00	WORKMENS COMPENSATION	4,985.00		4,985.00	0.00	0.00	4,985.00	0.00
216-585-718.00	RETIREMENT	3,264.00		3,264.00	128.64	128.64	3,135.36	3.94
216-585-718.01	MERS UNFUNDED LIABILITY	12,708.00		12,708.00	1,555.00	1,059.00	11,153.00	12.24
216-585-727.00	OFFICE SUPPLIES	500.00		500.00	1.24	1.24	498.76	0.25
216-585-728.00	OFFICE EQUIPMENT	250.00		250.00	1.79	1.79	248.21	0.72
216-585-729.00	POSTAGE	250.00		250.00	21.30	5.65	228.70	8.52
216-585-729.01	MISCELLANEOUS PURCHASES	50.00		50.00	34.44	34.44	15.56	68.88
216-585-742.00	GAS, OIL ETC	0.00		0.00	167.05	167.05	(167.05)	100.00
216-585-743.00	AVIATION FUEL PURCHASES	85,000.00		85,000.00	19,207.31	19,207.31	65,792.69	22.60
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00		3,000.00	744.91	291.15	2,255.09	24.83
216-585-744.00	EQUIPMENT FUEL PURCHASE	6,000.00		6,000.00	0.00	0.00	6,000.00	0.00
216-585-745.00	UNIFORMS	800.00		800.00	0.00	0.00	800.00	0.00
216-585-755.01	OTHER OPERATING - JANITORIAL	2,000.00		2,000.00	0.00	0.00	2,000.00	0.00
216-585-755.02	OTHER OPERATING - GENERAL	1,500.00		1,500.00	118.48	5.48	1,381.52	7.90
216-585-755.03	LICENSES/PERMITS	500.00		500.00	50.00	0.00	450.00	10.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	1,500.00		1,500.00	221.06	197.17	1,278.94	14.74
216-585-831.00	LIABILITY INSURANCE	12,000.00		12,000.00	0.00	0.00	12,000.00	0.00
216-585-850.00	TELEPHONE/INTERNET	4,600.00		4,600.00	767.61	384.00	3,832.39	16.69
216-585-860.00	TRAVEL/CONFERENCES	1,000.00		1,000.00	0.00	0.00	1,000.00	0.00
216-585-901.00	ADVERTISING	500.00		500.00	0.00	0.00	500.00	0.00
216-585-920.00	NATURAL GAS/HEATING	5,000.00		5,000.00	76.58	76.58	4,923.42	1.53
216-585-920.01	WATER	1,300.00		1,300.00	0.00	0.00	1,300.00	0.00

PERIOD ENDING 11/30/2019

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 11/30/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/19		AVAILABLE BALANCE		% BDCGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)		
Fund 216 - MENOMINEE REGIONAL AIRPORT									
Expenditures									
216-585-920.03	ELECTRIC	8,000.00	8,000.00	500.83	500.83		7,499.17		6.26
216-585-955.00	AIRPORT SALES TAX	6,500.00	6,500.00	2,227.66	464.20		4,272.34		34.27
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	260.83	260.83		4,739.17		5.22
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	3,000.00	3,000.00	5,350.00	5,350.00		(2,350.00)		178.33
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	1,500.00	1,500.00	108.73	108.73		1,391.27		7.25
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	1,500.00	0.00	0.00		1,500.00		0.00
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	44,149.89	34,923.03		323,891.11		12.00
TOTAL EXPENDITURES		368,041.00	368,041.00	44,149.89	34,923.03		323,891.11		12.00
Fund 216 - MENOMINEE REGIONAL AIRPORT:									
TOTAL REVENUES		368,042.00	368,042.00	84,163.40	23,409.49		283,878.60		22.87
TOTAL EXPENDITURES		368,041.00	368,041.00	44,149.89	34,923.03		323,891.11		12.00
NET OF REVENUES & EXPENDITURES		1.00	1.00	40,013.51	(11,513.54)		(40,012.51)		4,001.35



Upper Michigan Energy  
Resources Corporation  
231 W. Michigan St.  
Milwaukee, WI 53203

11/18/2019

Menominee County, MI  
Attn: Jeff LaFleur  
2801 N 22nd St  
Menominee, MI 49858

Dear Customer:

In an effort to provide improved service and reliability Upper Michigan Energy Resources is planning on rebuilding the electric facilities on your property at ***22nd St in the City of Menominee, County of Menominee, State of Michigan***. This work involves replacing underground electric cables, overhead facilities and above-ground equipment, such as pedestals and transformers on your property in locations shown on the attached easement which, when executed, would grant us the right to install and maintain the necessary facilities

I have enclosed two copies of the easement for your review. The exhibit is only temporary until the final one can be completed. When the final exhibit is complete we will send it along with a copy of the easement for your review. After you review the exhibit, the document will be recorded with the Office of the Register of Deeds. Signing this document will allow UMERC to install facilities on your property in the location described in the easement.

*You will note that the documents **require** you to sign them in the presence of a **Notary Public**. Please make the necessary arrangements to meet with a Notary Public in your vicinity and have the Notary sign the documents where indicated. All signatures and blanks filled in must be completed in **BLACK INK** to be accepted by the Register of Deeds for recording.*

Please return one of the documents to me in the pre-paid envelope provided at your earliest convenience. The second document is for your records. Installation cannot be scheduled until the completed document has been received.

Please contact me if you have any questions regarding the easement. Please refer to Work Request **2936333**.

Thank you.

Sincerely,

Michelle Somers - Right of Way Agent  
Upper Michigan Energy Resources  
(920) 433-1107  
[Michelle.Somers@wecenergygroup.com](mailto:Michelle.Somers@wecenergygroup.com)

Enclosure

<p><b>1047550 UMERC</b> Document Number</p>	<p><b>DISTRIBUTION EASEMENT ELECTRIC UNDERGROUND AND OVERHEAD &amp; GAS</b></p>	<p>RETURN TO: Attn: Real Estate Dept. UMERC PO Box 19001 Green Bay, WI 54307-9912</p>
-------------------------------------------------	-----------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

For \$1.00 in consideration, the receipt whereof is hereby acknowledged, **Menominee County, MI** with an address of **2801 N 22nd St, Menominee, MI**, hereinafter referred to as "Grantor", owner of land, grants and warrants to **UPPER MICHIGAN ENERGY RESOURCES CORPORATION, a Michigan corporation, 231 W. Michigan Street, Milwaukee, Wisconsin 53203**, hereinafter referred to as "Grantee", a permanent easement upon, over and across a part of Grantor's land hereinafter referred to as "easement area."

Part of the Parcel described in Menominee County Register of Deeds Liber 806 on page 557, being part of the West One Half of the Southwest Quarter (W1/2-SW1/4) and the Southwest Quarter of the Northwest Quarter (SW1/4-NW1/4) of Section 34, Township 32 N, Range 27 W, **City of Menominee, County of Menominee, State of Michigan**, as shown on the **attached Exhibit "A"**.

The attached Easement Description Map, marked Exhibit "A," shows the approximate location of said facilities and is made a part of this document.

Grantor and Grantee acknowledge that soil conditions and surface rock encountered during construction may cause alteration and rerouting to the facilities location. The actual location of said facilities will require locating by a utility locating service.

This easement is exempt from the Michigan Real Estate Transfer Tax by reason of MCLA 207.505(a) and MCLA 207.526(6)(a).

**ELECTRIC UNDERGROUND AND OVERHEAD & GAS**

- Purpose** : The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground, and to construct, erect, operate, maintain and replace overhead utility facilities, including a line of poles, together with the necessary conductors, anchors, guy wires, underground cable, pedestals, riser equipment and all other appurtenant equipment above ground, as well as pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of electric energy, signals, television and telecommunications services, natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed by Grantee whenever it decides it is necessary so as not to interfere with Grantee's use of the easement area.
- Access**: Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands, over, upon, under, and across existing and future driveways, roadways, paths, walkways or access roads over and across Grantor's land from publicly dedicated roads to the easement area, as necessary to access, place, maintain, operate, replace and repair electrical distribution facilities

within the easement area for use with and by Grantee, its employees, agents, contractors, sub-contractors and invitees.

3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to the electric facilities as to create a violation of the Michigan State Electrical Code or any amendments to it.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

[Remainder of page intentionally left blank]

WITNESS the hand and seal of the Grantor the day and year first above written.

Menominee County, MI

Corporate Name

Sign Name

Print name & title

Sign Name

Print name & title

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ )SS

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above-named \_\_\_\_\_ **Menominee County, MI**, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign  
Name \_\_\_\_\_  
Print Name  
\_\_\_\_\_

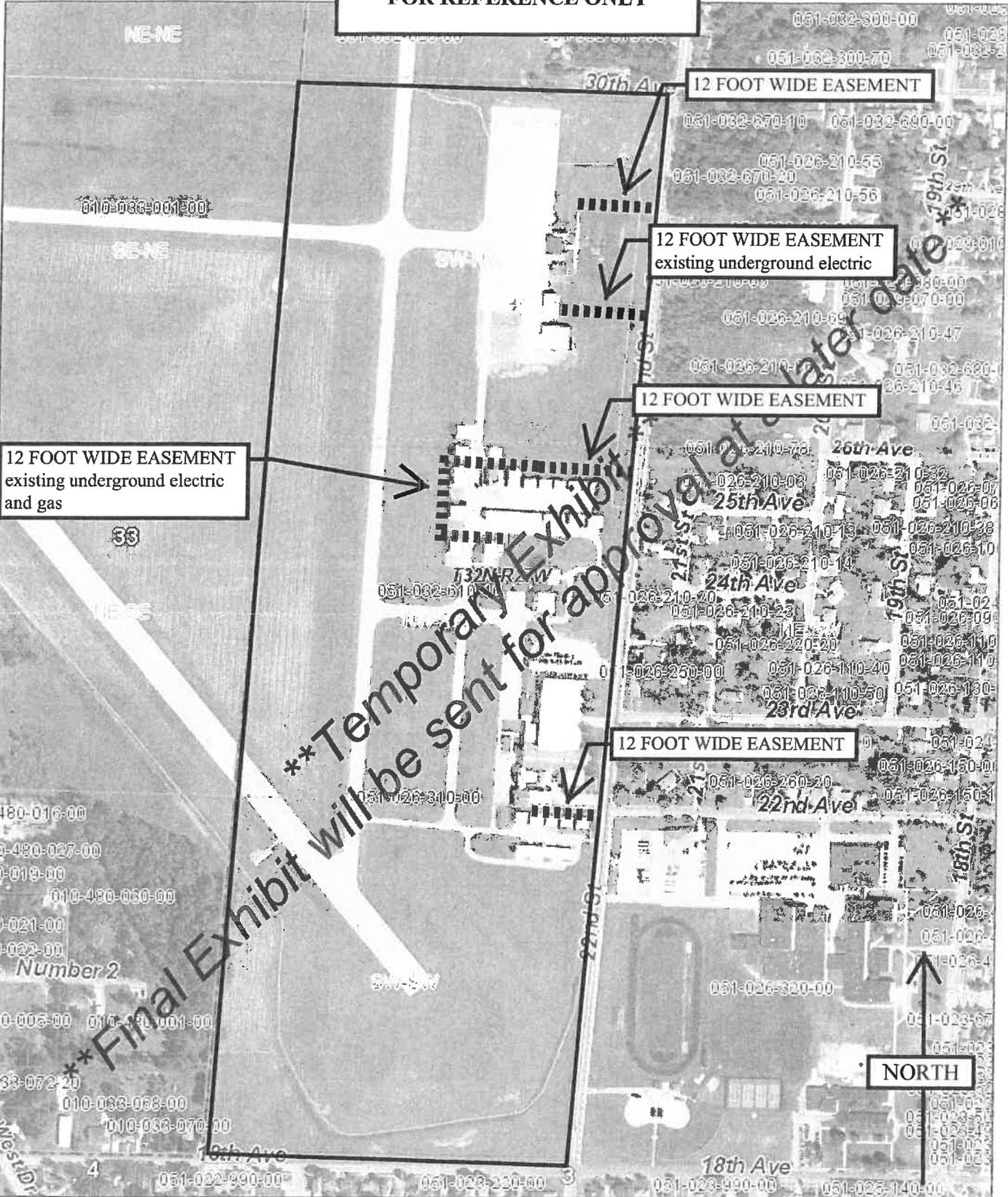
Notary Public, State of \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

This instrument was drafted by Michelle Somers on behalf of Upper Michigan Energy Resources Corporation, a Michigan corporation, 231 W. Michigan Street, Milwaukee, Wisconsin 53203.

Date	County	Municipality	Site Address	Parcel Identification Number
November 18, 2019	Menominee	City of Menominee	22nd St	051-026-310-01
Real Estate No.	WPSC District	WR#	WR Type	IFRIS
1047550	Menominee	2936333	EPLAN	23400148EC

# EXHIBIT "A"

NOT TO SCALE  
FOR REFERENCE ONLY



12 FOOT WIDE EASEMENT  
existing underground electric  
and gas

12 FOOT WIDE EASEMENT

12 FOOT WIDE EASEMENT  
existing underground electric

12 FOOT WIDE EASEMENT

12 FOOT WIDE EASEMENT

NORTH

**\*\*Temporary Exhibit will be sent for approval later date\*\***

Number 2

010-033-033-00

010-033-070-00

051-022-990-00

051-023-230-00

051-023-990-00

051-026-140-00

051-026-300-00

051-026-670-00

051-026-700-00

051-026-800-00

051-026-900-00

051-026-950-00

051-026-990-00

051-027-000-00

051-027-050-00

051-027-100-00

051-027-150-00

051-027-200-00

051-027-250-00

051-027-300-00

051-027-350-00

051-027-400-00

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051-031-550-00

051-031-600-00

051-031-650-00

051-031-700-00

051-031-750-00

051-031-800-00

051-031-850-00

051-031-900-00

051-031-950-00

051-032-000-00

051-032-050-00

051-032-100-00

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