



MENOMINEE REGIONAL AIRPORT
2801 22nd 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 906-863-8498 at least 6 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777)

Menominee Regional Airport Committee
Menominee County Courthouse – Court Room B
839 10th Avenue, Menominee, MI 49858 ~ 906-863-7779
Tuesday ~ February 19th, 2019 ~ 4:00 PM

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of the Agenda
- E. Approval of Previous Minutes: January 15th, 2019
- 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. Discussion/Action ~ Airport Committee Expansion
 - 2. Update ~ Civil Air Patrol Lease
- I. Public Comment (*Limited to 5 minutes*)
- J. Commissioner Comment
- K. Next meeting date ~ March 19th, 2019
- L. Adjourn

Menominee Regional Airport Committee
Steve Gromala, Chair, Gerald Piche, William Cech
Menominee County Board of Commissioners
Gerald Piche, Chairman William Cech, Vice Chairman Steve Gromala Bernie Lang Larry Phelps Larry Schei
Dave Prestin Jan Hafeman Larry Johnson

Fund 216 MENOMINEE REGIONAL AIRPORT

GL Number	Description	Balance
*** Assets ***		
216-000-001.00	CASH	346,219.38
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
216-000-123.01	PREPAID INSURANCE	0.00
216-000-123.02	PREPAID LIABILITY INSURANCE	4,238.28
Total Assets		394,645.73
*** 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
Total Liabilities		0.00
*** Fund Balance ***		
216-000-390.00	FUND BALANCE	91,274.92
216-000-393.01	DESIGNATED - COURTESY VAN	0.00
216-000-393.02	DESIGNATED - FIRE CRASH BLDG	0.00
216-000-393.03	DESIGNATED FUND BALANCE	161,268.04
Total Fund Balance		252,542.96
Beginning Fund Balance - 17-18		252,542.96
Net of Revenues VS Expenditures - 17-18		85,041.39
*17-18 End FB/18-19 Beg FB		337,584.35
Net of Revenues VS Expenditures - Current Year		57,061.38
Ending Fund Balance		394,645.73
Total Liabilities And Fund Balance		394,645.73

* Year Not Closed

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE 02/28/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/19 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	BDGT USED
		ORIGINAL BUDGET	2018-19 AMENDED BUDGET				
Fund 216 - MENOMINEE REGIONAL AIRPORT							
Revenues							
Dept 000							
216-000-541.00	STATE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
216-000-631.03	GROUND POWER UNIT	0.00	0.00	0.00	0.00	0.00	0.00
216-000-633.00	LANDING FEES	7,500.00	7,500.00	3,075.00	500.00	4,425.00	41.00
216-000-633.01	RAMP/PARKING FEES	100.00	100.00	50.00	0.00	50.00	50.00
216-000-634.00	ENGINE PRE-HEAT	100.00	100.00	0.00	0.00	100.00	0.00
216-000-634.01	CARGO HANDLING FEE	500.00	500.00	0.00	0.00	500.00	0.00
216-000-634.02	AIRPORT DE-ICING	500.00	500.00	0.00	0.00	500.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	60,000.00	60,000.00	5,859.62	2,985.00	54,140.38	9.77
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	23,101.40	0.00	76,898.60	23.10
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	150.00	150.00	8.00	0.00	142.00	5.33
216-000-665.00	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00
216-000-670.00	RENT/HANGER LEASE	35,000.00	35,000.00	15,830.83	1,622.21	19,169.17	45.23
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	0.00	0.00	0.00	0.00	0.00	0.00
216-000-676.00	MISCELLANEOUS REVENUE	500.00	500.00	0.00	0.00	500.00	0.00
216-000-677.00	SALARY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
216-000-699.00	TRANSFERS/APPROPRIATION	87,393.00	87,393.00	43,696.50	0.00	43,696.50	50.00
216-000-699.01	COUNTY APPROPRIATION - CAPITAL IMPROVEM	50,000.00	50,000.00	25,000.00	0.00	25,000.00	50.00
216-000-699.02	EQUITY TRANSFER FROM AIRPORT	0.00	0.00	0.00	0.00	0.00	0.00
216-000-699.03	TRANSFER IN FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
216-000-699.04	TRANSFER IN FROM DESIGNATED	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 000 - NONE		394,193.00	394,193.00	116,746.35	5,107.21	277,446.65	29.62
TOTAL REVENUES		394,193.00	394,193.00	116,746.35	5,107.21	277,446.65	29.62
Expenditures							
Dept 585							
216-585-704.00	SALARIES	98,886.00	98,886.00	22,196.68	4,050.70	76,689.32	22.45
216-585-705.00	SALARIES - PART TIME	26,130.00	26,130.00	3,814.06	1,407.00	22,315.94	14.60
216-585-706.00	OVERTIME	3,000.00	3,000.00	2,300.00	1,234.97	699.40	76.69
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	34,716.00	34,716.00	6,654.35	0.00	28,061.65	19.17
216-585-713.00	LIFE INSURANCE	60.00	60.00	11.80	0.00	48.20	19.67
216-585-715.00	FICA-OASDI	7,275.00	7,275.00	1,384.48	374.86	5,890.52	19.03
216-585-715.01	FICA-MEDI	1,701.00	1,701.00	323.78	87.67	1,377.22	19.03
216-585-716.00	WORKMENS COMPENSATION	6,079.00	6,079.00	1,139.07	0.00	4,939.93	18.74
216-585-718.00	RETIREMENT	4,052.00	4,052.00	0.00	0.00	4,052.00	0.00
216-585-718.01	MERS UNFUNDED LIABILITY	5,952.00	5,952.00	2,499.00	496.00	3,453.00	41.99
216-585-727.00	OFFICE SUPPLIES	350.00	350.00	243.36	0.00	106.64	69.53
216-585-728.00	OFFICE EQUIPMENT	400.00	400.00	0.00	0.00	400.00	0.00
216-585-729.00	POSTAGE	250.00	250.00	62.05	0.00	187.95	24.82
216-585-729.01	MISCELLANEOUS PURCHASES	50.00	50.00	17.94	0.00	32.06	35.88
216-585-742.00	GAS, OIL ETC	3,000.00	3,000.00	309.18	0.00	2,690.82	10.31
216-585-743.00	AVIATION FUEL PURCHASES	85,000.00	85,000.00	0.00	0.00	85,000.00	0.00
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00	3,000.00	689.66	0.00	2,310.34	22.99
216-585-744.00	EQUIPMENT FUEL PURCHASE	2,500.00	2,500.00	1,470.00	1,470.00	1,030.00	58.80
216-585-745.00	UNIFORMS	500.00	500.00	0.00	0.00	500.00	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	0.00	0.00	1,500.00	0.00

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY
 PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19		2018-19 AMENDED BUDGET	YTD BALANCE 02/28/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/19		AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
		ORIGINAL BUDGET	2018-19			INCR (DECR)			
Fund 216 - MENOMINEE REGIONAL AIRPORT									
Expenditures									
216-585-755.03	LICENSES/PERMITS	500.00	500.00	500.00	95.00	0.00	0.00	405.00	19.00
216-585-756.01	CONSTRUCTION SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	2,500.00	2,500.00	2,500.00	418.95	9.49	0.00	2,081.05	16.76
216-585-801.01	AUDIT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-585-831.00	LIABILITY INSURANCE	13,000.00	13,000.00	13,000.00	703.89	0.00	0.00	12,296.11	5.41
216-585-850.00	TELEPHONE/INTERNET	3,500.00	3,500.00	3,500.00	1,140.26	0.00	0.00	2,359.74	32.58
216-585-860.00	TRAVEL/CONFERENCES	520.00	520.00	520.00	0.00	0.00	0.00	520.00	0.00
216-585-901.00	ADVERTISING	500.00	500.00	500.00	0.00	0.00	0.00	500.00	0.00
216-585-920.00	NATURAL GAS/HEATING	5,000.00	5,000.00	5,000.00	1,807.72	849.91	0.00	3,192.28	36.15
216-585-920.01	WATER	550.00	550.00	550.00	132.79	0.00	0.00	417.21	24.14
216-585-920.02	SEWER	650.00	650.00	650.00	151.57	0.00	0.00	498.43	23.32
216-585-920.03	ELECTRIC	8,000.00	8,000.00	8,000.00	2,834.10	746.81	0.00	5,165.90	35.43
216-585-930.03	DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-585-955.00	AIRPORT SALES TAX	6,500.00	6,500.00	6,500.00	2,286.73	136.90	0.00	4,213.27	35.18
216-585-970.00	CAPITAL OUTLAY	50,000.00	50,000.00	50,000.00	1,300.00	0.00	0.00	48,700.00	2.60
216-585-970.01	CAPITAL OUTLAY - COURTESY VAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-585-970.02	FIRE CRASH BLDG EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	5,000.00	5,000.00	5,000.00	2,327.91	728.83	0.00	2,672.09	46.56
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	1,500.00	1,500.00	1,500.00	2,045.98	0.00	0.00	(545.98)	136.40
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	1,500.00	1,500.00	1,500.00	324.06	266.97	0.00	1,175.94	21.60
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
216-585-990.00	AIRPORT LOAN - PRINCIPAL	5,312.00	5,312.00	5,312.00	0.00	0.00	0.00	5,312.00	0.00
216-585-990.01	AIRPORT LOAN - INTEREST	760.00	760.00	760.00	0.00	0.00	0.00	760.00	0.00
Total Dept 585 - AIRPORT EXPENDITURE		394,193.00	394,193.00	394,193.00	59,684.97	11,860.11		334,508.03	15.14
TOTAL EXPENDITURES		394,193.00	394,193.00	394,193.00	59,684.97	11,860.11		334,508.03	15.14
Fund 216 - MENOMINEE REGIONAL AIRPORT:									
TOTAL REVENUES		394,193.00	394,193.00	394,193.00	116,746.35	5,107.21		277,446.65	29.62
TOTAL EXPENDITURES		394,193.00	394,193.00	394,193.00	59,684.97	11,860.11		334,508.03	15.14
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	57,061.38	(6,752.90)		(57,061.38)	100.00

Menominee Regional Airport Committee
Minutes of Meeting
January 15th, 2019

*****DRAFT*****

The Menominee Regional Airport Committee met on January 15th, 2019 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- A. Call Meeting to order:** Jason Carviou called the meeting to order at 4:00 PM
- B. Pledge of Allegiance:** Recited by all
- C. Roll Call:** Coms. Cech, Gromala & Piche all present. Also present were Jason Carviou, Jeff LaFleur and Doreen Averill
- D. Approval of Agenda:** **Jason:** I'd like to recommend to amend the agenda to reflect changes in the "Business Section" to including: Adopting the Airport Committee By-Laws, Election of Committee Officers and recommend approval of the 2019 Airport Committee Meeting Schedule. Motion to amend the agenda made by Com. Piche, seconded by Com. Cech. Motion carried – 3/0. Motion to approve amended agenda was made by Com. Cech, seconded by Com. Piche. Motion carried – 3/0.
- E. Approval of Previous Minutes:** Motion to approve Previous Minutes from December 18th, 2018's meeting made by Com. Gromala, seconded by Com. Piche. Motion carried – 3/0
- F. Public Comment:** None
- G. Presentations:** None
- H. Business**
 - A. Action ~ Motion to adopt Menominee Regional Airport By-Laws, with the name change to Menominee Regional Airport, and to move it forward to the CB for approval made by Com. Gromala, seconded by Com. Cech. Motion carried 3/0.
 - B. Action ~ Motion to open the floor for nominations for Committee Chairman. Com. Piche nominates Com. Gromala – no other nominations, we'll take a roll call vote 3/0 in favor of Com. Gromala as Chairman. Motion carried 3/0.
 - C. Action ~ Motion to open the floor for nominations for Committee Secretary. Com. Piche nominates Com. Cech – no other nominations, we'll take a roll call vote 3/0 in favor of Com. Cech as Secretary. Motion carried 3/0.
 - D. Action ~ Motion to approve the new 2019 Airport Committee Meeting Schedule, held at the Courthouse, and to move it forward to the CB for approval made was by Com Cech, seconded by Com. Piche ~ Motion carried 3/0.

Financial

- 1) Month-End Budget Report Status – **Jason:** The budget still on track – being early in the BY. There is one line item of concern – Airfield Maintenance and Repair budget where we are over by \$545.98. This was due to purchases needed for repair on the gate (roller replacement) in the amount of \$1,466.00 and the \$550.00 expense for the fuel farm pedestal extended warranty. This should be a totally separate line item in the budget and will be looked into for the next BY. We are expecting another sizable expense to repair the large runway lights. **Jeff:** There is

a short somewhere on the large runway in the lighting wiring side. We have an industrial electrician coming in to diagnose and evaluate it. They will have to be kept off. I can turn them on manually – if need be. All traffic has been directed to use the other runway, for now. No one has been or will be turned away.

2) Manager's Report ~

- a) Fuel Sales: Jason: Fuel Sales for December ~ 100LL – 619 gal sold for \$3,126.00. AvGas (jet fuel) - 2,834 gal sold \$13,603.00. Total sales/revenue for the month - \$16,729.00. A huge increase in our sales from November. We had a good December thanks to Marinette Marine and their boat launch.
- b) Activity: Jeff: Normal for this time of year. We take care of everyone who comes through the door.

Other Business

- 1) Action ~ Motion to approve and move forward “Consent to Sublease” Agreements has been made by Com. Cech, seconded by Com. Piche ~ Motion carries 3/0. These “Consent to Sublease” Agreements are for:

Garry Anderson #31 to Scot Menke.
Mark Burbey #8 to Everett Anderson.
Merlin Zelm #14D to William Kuntze.
Eagles Flying Club of Menominee, Inc. #16 to Justin Brown

Com. Gromala made a statement in regard to these new subleases (see attachment A).

- 2) Discussion/Action ~ Expansion of the Airport Committee ~ **Jason:** We have already talked about increasing the Airport Committee at previous meetings. By increasing the committee by two (2) people, we will have to get a few things done first. We will have to get the CB to agree to change the County's By-Laws incorporating that change and approve them; then, change the Airport Committee's By-Laws incorporating that change and have the CB approve them. We will then need to post for applicants interested in an appointment to the Airport Committee. From this list of applicants, the CB will vote and have final approval on who is appointed to the Committee. We are looking residents from Menominee County ~ one (1) person who is frequent user of the Airport (example: Land tenant/hangar owner or sublessee) and one (1) person from the business side to give us their perspective on the Airport – ways of making it more profitable and suggest future endeavors. I'm requesting a motion to recommend to the full CB to change the County's By-Laws to reflect an increase to the Airport Committee by 2 people. **Com. Gromala:** I have a statement to make regarding my thoughts and reasoning behind expanding the Committee (see attached). Com. Gromala read his statement. The motion was made by Com. Piche, seconded by Com. Cech. Motion carried 3/0.
- 3) Discussion/Action ~ Airport Personnel & Organizational Structure ~ **Jason:** I am proposing that we eliminate the Airport Manager position and PT Lineman position; create an Assistant Manager/Lineman position; add a full time lineman position. This will save the County approx. \$41,975.00/yr. (this amount reflects all insurances included in salaries). The savings could be more – depending on the type of medical insurance that is chosen – but would not be less. I would like to have a DMG study done on the Assistant Manager/Lineman position with adding supervisory responsibilities and the Lineman position as it is now. **Com. Gromala:** We should also look into temporary summer help, down the road. This person can help in the summer months to help while people can take vacations without worry. So with that, I would like to recommend that a motion be made to move this to the Personnel Committee for further review/discussion. Motion was made by Com. Cech, seconded by Com. Piche. Motion carried 3/0.

- 4) Update ~ Civil Air Patrol Lease ~ **Jason**: Just a quick update, here. The Commander and I have been playing phone tag and we have not been able to touch base on the lease. I finally made contact, and the Commander and a meeting will be held January 29th, 2019 to discuss the lease. I should have more information by our next meeting.
- 5) Update ~ Airport Use Ordinance & Minimum Standards ~ **Jason**: This is an update from the last meeting. Doreen and I have researched the Minimum Standards and Use Ordinances from all the different airports in the UP and NE WI and compiled that data. I have briefly started updating our own Minimum Standards, at this time, to fall in line with what we know needs to be cleaned up or added. The plan us to update the documents to where we think they need to be, then present them to the general public; and then have an input session at one of the committee meetings to receive feedback from the general public, from there, we would make any changes this committee requests, from there it would be sent out to MDOT/AERO for their review. Once approved by MDOT/AERO, they will be brought forward to the CB for approval. It is a long, on-going project, but hope to have this completed and approved by the summer.

E. **Public Comment: George Sporie**: I was wondering why you are requesting applicants from Menominee County only. Why not open it up to have applicants from anywhere?

F. **Commissioner Comment: Com. Gromala**: We will take your comments into consideration. **Com. Piche**: I guess I never really thought about it, but we can take your thoughts into consideration.

G. **Next Meeting**: February 19th, 2019

H. **Adjourn**: A motion to adjourn was made by Com. Piche, seconded by Com. Cech. Motion carried 3/0.

Attachment A

I feel the public needs to understand that I personally am happy to see these applications to follow the rules and regulations of this airport are now being brought to our attention. Of course, I am saddened by the fact that these applications were made only after violations were found. I will ask for approval as a way to get everyone to understand that if rules are followed each application will be treated fairly but after today if violations are found in the future I can't say I personally will feel the same way. I am getting very tired of continually offering olive branches to work with some people who just are not willing to accept change.

On social media I am constantly being blamed for things that happened years ago and there are claims that I am ignorant to the actual workings of an airport. I don't and have never claimed to be an expert in these affairs. That is why I make use of the opinions that I receive from the FAA and MDOT-AERO before I vote on any decisions concerning Menominee Regional Airport. These bodies are the governing agencies that decide if there are any violations. I know of only one violation during the time I have served on this committee and it was dealt with as soon as possible. Upon inspection it was found that there were some trees that were too tall in the landing path of one runway. These trees were on private property. The airport did have easement rights to "top off" those trees and the property owners were contacted and the problem was resolved to the satisfaction of inspecting bodies. Part of our new Airport Layout Plan will hopefully address possible solutions to this issue in the future.

I take the safety of all users of Menominee Regional Airport seriously. This is why security measures are in place as well as fair rules and regulations. In the past claims of certain pilots of wrongful entry of hangers and sabotage of an airplane within our fenced area caused us to establish rules to insure the safety of all using the airport.

I continue to be open to suggestions from those that use our airport but I am DONE with being on the receiving end of namecalling and the constant ridicule of everything being done here. This airport is on the path to become an economic asset to our community and I will continue to work towards that goal.