Menominee Regional Airport Committee
2801 22nd Street
Menominee, MI 49858 ~ 906-863-8408
Tuesday ~ February 20, 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
   December 19, 2017
   January 4, 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

1. Menominee Regional Airport Committee Reorganization
   a, Approve 2018 Meeting Schedule
2. Financial
   a. Month-End Budget Status Report
3. New Lease Agreement Procedures
4. Name Change Correction on all Airport Related Documents (Resolutions, Ordinances, Minimum Standards, etc.), and a re-write of Menominee Regional Airport By-Laws.
5. Manager Report
   a. Fuel Sales
   b. Activity
6. FBO Inquiry
7. Mead & Hunt & ALP (Airport Layout Plan) Status Update

I. Public Comment *(Limited to 5 minutes)*
J. Commissioner Comment
K. Next meeting date
L. Adjourn

Note: Quorum of the Menominee County Board of Commissioners may be present

If you are an individual who needs special accommodations while attending a 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
Minutes of Meeting
December19, 2017

**********DRAFT**********

The Menominee Regional Airport Committee met on December 19, 2017 at 4:00 PM at the Menominee Regional Airport, Conference Room.

Call Meeting to order: Chairperson Schei called the meeting to order at 4:00 PM

Pledge of Allegiance: Recited by all

Roll Call: Coms. Schei, Meintz and Gromala - all present

Also, present at the meeting were Jeff LaFleur, Sheriff Ken Marks

Approval of Agenda: Motion to approve by Com. Meintz, Seconded by Com. Gromala – 3/0

Approval of Previous Minutes –September 19, 2017: Motion to approve by Com. Gromala, Seconded by Com. Meintz – 3/0

Public Comment: None

Presentations: None

Business:

1. **Financial**

   Month-End Budget Status: Com. Schei: Final budget figures are in this month. The audit will be starting and will be completed by March 2018. **Com. Meintz**: questions how much fuel we have on hand. **Jeff:** I just filled the tanks with 4000 gal. **Com. Schei**: That's listed under the Manager's report on the agenda. **Com. Meintz**: Well, it affects the budget in that the tank is empty showing that there was fuel sales, but there's also the expense to fill it. **Jeff**: The invoice is due to be paid the next pay cycle.

2. **Airport Sponsorship Status: Com. Schei**: It was announces in the paper and at the last CB meeting that we have official sponsorship approval from MDOT/Aero and the FAA. They will be sending a letter stating our sponsorship. This letter will be put on file in the County Clerk's office and we'll send the Marinette County Clerk a copy.

   This means the Menominee County is the official owner of all the land and official sponsor for grants and FAA sponsorship going forward. It also involves the name change to Menominee Regional Airport – which is in process. MDOT will be taking care of most of the internet and directory changes. Sherry will be handling local changes – i.e. Chamber of Commerce. Jeff will have to handle the changes on the internet flight services. The call letters remain the same MNM – it's just the name that needs to be changed that goes along

with it.

3. Manager Report

Fuel Sales: Jeff: Fuel sales were fairly good. People move when the weather cooperates. Jet fuel – corporate people are done flying, for the most part, until after the holidays.

Activity: Jeff: Again, this also depends on the weather. It could be better – it's been hit or miss – between snow storms.

Courtesy Van: Com. Schei: We put money in the new budget for a used van. Jeff got the van repaired for under $1000.00. **Jeff**: The body is better that anything else that we've seen out there. So, I went and got it repaired for around $600.00. **Com. Schei**: Is it mechanically sound to drive? **Jeff**: Yes, except the turn signal doesn't cancel itself after completing a turn.

Snow Storms: Com. Schei: I just want to make a comment that with this last snow storm, Jeff was out plowing/scrapping/grating runways through the night. Because we can't use salt on the runways, Jeff has to keep up with it so they don't ice up. We have more snow forecasted and temperatures around zero at Christmas. It's going to be a big job to keep the runways open and free of ice.

4 Review of RFQ's for Airport Engineer/Consultant: Com. Schei: As you know, we put out the advertisement for Consultants for the Airport. The deadline was Thurs. (12/14/17) at 3pm. Jeff received 2 proposals ~ the first is from Mead & Hunt (current consultant) had to resubmit; because the FAA requires, with the name change, they resubmit a proposal; the second is from QOE.

The normal procedure to select/reselect a consultant, by law, must be a separate meeting consisting of at least 3 people. We are going to have 5 ~ the 3 Commissioners on the Committee, Jeff and an Engineer/Planner. Jeff's going to contact Valarie Mellon (City Engineer) to see if she would like to participate. There is a scoring process that has to be completed and compiled in order to choose the best consultant. The panel will then recommend their choice of consultant to the County Board for approval.

Charlie, you've gone through this before, what are your thoughts? **Com. Meintz**: It's a pretty simple process, really. It seems more complicated that it really is. **Com. Schei**: This should be a pretty straight forward process. Once the consultant is chosen, the first thing that needs to get done is the ALP (per FAA/MDOT), in order to be able to get started on the grant submission for monies held in escrow for us ($150,000.).

5. Discussion Airport Security Plan Update: Com. Schei: As you know, the CB has issued a letter of intent to where Sheriff Marks will be in charge of security issues at the Airport. Ken, would you give us an update on what's happen to right now? **Ken**: We have are currently getting an upgrade on our camera system at the jail. The current system runs great, it just can't handle the amount of data we need it to hold. So, I'm thinking we can transfer and utilize the older system at the Airport. I'm not sure when this can take place, but once our new updated system is completed, the Airport is more than welcome to have it – it's a rack system and should be stored in a cool, dry area. **Com. Schei**: We purchased cameras for the front gate, but

they were never installed because of the 9th St. project. But now that that project is somewhat complete, we can work on getting them installed. **Ken**: I've been working with Richard Sexton regarding security issues with the ramp at the terminal. There is major concerns with Marinette Marine and us regarding this when Admirals, CEO, etc. land at the Airport. The one thing is the cameras. The other idea is using Jersey Barriers to tighten up the ramp (the run 5 ft. long and weigh 2000 lbs. ea.). We approached MMC about a partnership in that area ~ use of the jersey barriers on the ramp at the terminal. They were very excited about teaming up with us and will provide us with them at no cost (just a cost to move them). They plan on giving us approx. 12 of them (approx. 24,000 lbs.). It has gone through the channels and MMC and have been approved. We can pick them up any time and don't have to be returned. **Com. Schei**: That's great, this is a donation, no cost to us. Jeff will get in touch with Plutchak to work out pick up plans, once they're here and the weather breaks, we can move forward with our security plan. **Ken**: The last thing is to talk about new Gate Key Cards, what the status on that? **Com. Schei**: Jeff has received the new key cards. They will be distributed once the tenants sign the new lease agreement. The card will be issued and registered to the owner only, so we can monitor its use. Ken is in charge of the entire security plan for the Airport as a whole and will be working with Jeff on this.

6. Discussion of Operational Agreement: Com. Schei: Business people providing services (FBO) on airport property – like servicing/working on a plane – need to have an FBO agreement signed along with liability insurance and workman's comp. coverage. We have a couple of documents that we're going to send to Stoker to clean up to use for such an occasion. We need to know who is doing work/services on Airport property (per FAA/MDOT regulations) and they must have liability and workman's comp. coverage. Once Stoker gets the document back to me, we can recommend to move it forward to the CB for approval. **Ken:** Yes, we do need to know who is doing work/services on Airport property – because of liability issues, in case there is an injury. We need to make sure they have liability & workman's comp. certification submitted to the Airport Manager along with this form. **Com. Schei**: This form will be filled out by any FBO/Service for Profit, Non-Profit Business, LLC, Subleases, Flying Clubs & their members, Flight Instruction Schools (there are specific FAA regulations must be met & followed) and the Civil Air Patrol. We need to make sure we are in compliance by having this paperwork filled out along with Certification of Liability & Workman's Comp. coverage.

7. Solicit proposals: Need to solicit proposals for a new diesel fueled lawnmower for the Airport (leased or purchased): **Com. Schei:** We are looking at soliciting proposals for a new diesel lawnmower to lease or purchase. The plan is to use any leftover money from the courtesy van repair. Jeff only used a couple thousand dollars, so whatever's left could be used to purchase the lawnmower. **Com. Meintz:** We should also look at the gas side of it, too. Diesel would cost about 3 thousand dollars more. **Com. Schei:** Well, we get government discounts that would be around 3 thousand dollars, too. We don't have anywhere to store gasoline on Airport property. The van and pickup are the only vehicles that use gasoline. **Com. Meintz:** Well, we should go out and get prices for it, then. **Com. Schei**: We have a couple of vendors that handle diesel engine lawnmowers. Steve, you have any comments? **Com. Gromala**: I'd rather purchase than lease, but that just my opinion. Diesel might have its advantages. Funding for it – using money set aside for the van really isn't a good thing. The taxpayer may wonder why money earmarked for a van is being used for a lawnmower. **Com. Meintz:** I still think we need to get pricing and maybe the cost for having it contracted out. **Ken:** The Road Commission has inmates cut their lawns – that might be another way to go.

Com. Schei: Contracting out and using inmates would open another can of worms, regarding compliance with MDOT/FAA. I don't even want to go there right now.

Public Comment – Terry Glimn – I just want to caution you on your Consultant selection. We had issues with ours – helicopter pad too close to fuel tanks – we park snow plows there now. I brought a sample of the Flight School Inspection Report that we use. It may help with Ciochetto incident. You might want to check who can legally drive your courtesy van. MMRMA requires that only an employee of the county can drive the courtesy van.

Commissioner Comment – Com. Schei: As far as the courtesy van, I know that we made sure that all the "I's" were dotted and "T's" crossed on this, regarding who can drive it; but we'll double check it.

Next meeting date: Com. Schei: Normally, our meetings fall on the third Tuesday of the month, but the Reorganization Meeting is scheduled for January 9, 2018. In the meantime, we'll go ahead and schedule the next meeting for January 16, 2018 at 4 pm.

Adjourn: A motion was made to adjourn by Com. Charlie Meintz and seconded by Com. Gromala. The motion was approved 3/0. Meeting adjourned at 6 pm.

Menominee Regional Airport Committee
Minutes of Meeting
January 4, 2018

**********DRAFT**********

The Menominee Regional Airport Committee met for a Special Meeting to selection an Airport Consultant firm and forward recommendation to the CB for approval at the Menominee Regional Airport, Conference Room, on January 4, 2018 at 11 am.

A. **Call Meeting to order:** Chairperson Schei called the meeting to order at 11:00 AM

B. **Pledge of Allegiance**: Recited by all

C. **Roll Call**: Coms. Schei and Gromala – present, Com. Meintz – excused absence. Also present were Jeff LaFleur, Valerie Mellon and Cassie Sturos, Eagle Herald, Mike Borta, QOE and Dan Kehoe, Mead & Hunt

D. **Approval of Agenda:** Motion is on the table to amend the Agenda to include Jeff LaFleur and Valarie Mell as part of the Selection Committee. A Motion to approve this amendment to the Agenda made by Com. Gromala, seconded by Com. Schei. Motion carried. A Motion to approve Agenda as amended by Com. Gromala, Seconded by Com. Gromala. Motion carried.

E. **Public Comment:** Mike Borta, Project Manager with QOE introduced himself to let everyone know he would be the Project Manager, if QOE is selected. Dan Kehoe, Engineer and Project Manager with Mead & Hunt introduced himself as the current Engineer and Project Manager for Menominee Regional Airport and hopes to continue working as the Airport's Engineer/Consultant.

F. **Amendment to Agenda:** Include Jeff LaFleur, Interim Airport Manager and Valerie Mellon to the Selection Committee. A motion to include Jeff and Valerie in the Selection Committee, moved by Com. Gromala, seconded by Com. Schei. Motion carried.

G. **Discussion/Selection/Recommendation, for an approved Airport Consultant Services, to the County Board – Com. Gromala:** We are just doing a selection to recommend to the CB. **Com. Schei:** Yes. The plan, today, is to go through the selection process for an Airport Consultant. Our recommendation will then move forward to the CB for approval. The FAA, because of the change of ownership/sponsorship, requires to us to go through the selection process to hire an Airport Consultant (as if we are starting new/fresh). ***The Selection Process will follow the requirements as set forth by MDOT/FAA. Some requirements are listed out as follows:*** **Com. Schei:** Now, requirements for this Selection Committee are: at least a 3+ member committee, at least 2 Commissioners, 1 Engineer and we're adding the Interim Airport Manager. There is a rating and a weight system used to score, which is then multiplied to come up with a total score. Today's selection is between

QOE and Mead & Hunt ~ both were received by the deadline. Our final decision will then be forwarded to the CB (January 9, 2018) for approval. The paperwork would then be filled out and sent to MDOT & the FAA. Jeremy Riley, a representative from MDOT, will then take care of the paperwork. **Jeff**: To be fair to everyone, we need to decide whether Com. Meintz' score sheet will be used, because it's basically useless if we are going to use rank/weight scoring system. **Com. Schei**: Let's vote on how to do the scoring. Just weights, just rank or both. ***After the vote, the committee decided to use both rank and weight – rendering Com. Meintz scoring sheet unusable!***

Com. Schei went through each item to get a consensus from everyone as to what the weight (of "importance") of each category should be. Each member to time to fill out the score sheet. Discussions/questions were addressed for a period of time.

After discussions/questions and tabulations, a choice as to which consultant was chosen was made.

Com. Gromala: Selection process was difficult because there were only 2 candidates that responded. **Com. Schei:** Yes. Now, going through the tabulations, it looks like Mead & Hunt came out on top. I can go through each one, if you like. **Com. Gromala**: I don't think that's necessary, at this time. **Com. Schei**: So, Mead & Hunt is the official high point winner and following the agenda, we need to move to make a motion to recommend Mead & Hunt as the Airport's consultant to the CB for approval– **Com. Gromala**: I so, move, seconded by Valerie. Motion carries.

H. **Public Comment – Dan Kehoe (M & H):** thanks for this opportunity - Mike you were a worthy competitor. **Mike Borta (QOE):** I would also like to thank you for this opportunity and Dan, you are also a worthy competitor.

I. **Commissioner Comment – Com. Gromala:** I just would like to restate that this was a difficult because they were both very comparable.

J. **Adjourn:** A motion was made to adjourn by Com. Gromala, seconded by Jeff at 12:30pm