



## MENOMINEE REGIONAL AIRPORT

2801 22<sup>nd</sup> Avenue

Menominee, MI 49858

906-863-8408

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*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  
Menominee County Courthouse – Court Room B  
839 10<sup>th</sup> Avenue, Menominee, MI 49858 ~ 906-863-7779  
Tuesday ~ August 20<sup>th</sup>, 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: June 18<sup>th</sup>, 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. Fuel Prices
    - 2. Open Operations Technician Position
    - 3. Update: Skydiving Event
    - 4. Update: Model Train & Car Show
    - 5. Update: ALP
- I. Public Comment (*Limited to 5 minutes*)
- J. Commissioner Comment
- K. Next meeting date ~ August 20, 2019 @ 4:00 PM
- 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

Menominee Regional Airport Committee  
Minutes of Meeting  
June 18<sup>th</sup>, 2019

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

The Menominee Regional Airport Committee met on June 18<sup>th</sup>, 2019 at 4:00 PM at the Menominee County Courthouse, Courtroom B.

- A. **Call Meeting to order:** Com. Gromala called the meeting to order at 4:02 PM
- B. **Pledge of Allegiance:** Recited by all
- C. **Roll Call:** Coms. Gromala, Piche and Cech. Also present were Jason Carviou, and Sherry DuPont
- D. **Approval of Agenda:** Com. Piche made a motion to approve the agenda, seconded by Com. Cech ~ motion carried 3/0.
- E. **Approval of Previous Minutes:** Com. Cech moved to approve the minutes from the April 16<sup>th</sup>, 2019 meeting, Com. Piche seconded ~ motion carried – 3/0
- F. **Public Comment:** None
- G. **Presentations:** None
- H. **Business**

**Financial**

- 1) Month-End Budget Report Status – **Jason:** The budget is staying on target with the exception of those accounts previously discussed.
- 2) Manager's Report ~
  - a) Fuel Sales: **Jason:** Fuel sales have picked up a bit. We sold 1316 gal. 100LL: totaling \$6,646.00, and 807 gal. AvGas: totaling \$3,874.00 for a grand total of \$10,519.00 for the month of April.
  - b) Activity: **Jason:** Jeff and I went to a training. Met a lot of contacts, a lot of different airport managers to run some ideas by and see how they do things. We got some minimum standards and rules and regs. from an airport down there similar in size to our airport. They're also a general service aviation. They just updated theirs so I'm going to use that as a guideline to update ours.

**Other Business**

- 1) David Olsen – Land Lease Agreement ~ **Jason:** Mr. Olsen's previous lease came due on June 1<sup>st</sup>. So we need to do an updated agreement for him. This is the standard agreement that we've done with everyone else. 10 year lease agreement starting on June 1, 2019 expiring on June 1<sup>st</sup>, 2029. There is an option in there to renew for an additional 10 year term with the consent of both lessor and lessee. Nothing else changes. Com. Cech moves to recommend Mr. Olsen's lease agreement to the county board for approval; Com. Piche seconds the motion. 3/0

- 2) Skydiving Event – August 11, 2019 ~ **Jason**: this is an event that they usually did at the delta county airport. M & M Aviation somewhat sponsored. Now that M & M is coming down here, he'd like to have the event here on Aug. 11<sup>th</sup>. We have some posters out. Right now it's a one day event. People will call to set up their adventure. If they fill up their schedule on the 11<sup>th</sup> and still have people interested, they will also do this on the 10<sup>th</sup> of Aug. It is approved by MDOT Aero, since it is an aeronautical event, we do not need any special kind of authorization like we do for the model train show. We'll advertise the event to promote it a little and post in the airport so the lease holders know this event is happening. We'll require a \$1,000,000 commercial liability insurance for the event...they will provide that. **Gromala**: Will there be the capability for vendors to provide food at the event, perhaps a Boy Scout troop? **Jason**: I'm not sure how it's been handled in the past, since this is a new event here, I'm not really sure. For the future, I'm thinking about having this as part of the family fun day event, with the model trains. **Jerry**: Last year there was a lot of conversation about drones, and safety, do you know about that? **Jason**: Within a certain distance of the airport, if you're flying a drone, you're supposed to call the airport manager/county and let them know they're doing that. Drones can interfere with airplanes. We can't ban drones because they are supposed to have an airspace review. If they passed that, they have a right to fly them. **Jerry**, would it be a good idea to advertise the event and just let people know there are rules to flying drones that need to be followed. **Jason**: No I don't think we need to do that. It's more promoting the airport and getting people out to the airport. There shouldn't be drones flying around the airport. We haven't had that issue, and don't think we will. Gromala moves to recommend to the board, the skydiving event on Aug. 11, 2019; seconded by Com. Piche. 3/0
- 3) Model Train Show Event – September 7, 2019 ~ **Jason**: Originally we had the Model train show set up in the hangar. Now with M&M Aviation renting that hangar, it sort of displaced the train club from using that hangar. Last conversation I had with them is they were looking for a tent to set up the train under. Mark (from M&M Aviation) believes that he can free up about half of the hangar for the train show to set up. I have a call in to Jay to see if that's going to work for them. We do have the approval from MDOT Aero for all of the events. Instead of having the helicopter here this year, we may have the EAA Young Eagles fly up here instead. Everything is in place for this as long as the train club can work with have of the space. I'm still waiting to hear from them. **Piche**: What is going to happen with the EAA? **Gromala**: They would bring one of their planes here...and possibly give kids a ride (only kids) (not sure if it's free or not). Cech to move forward to the board for approval of the Model train show on September 7, 2019, seconded by Com. Piche. 3/0
- 4) ALP – Update – **Jason**: Pretty much everyone in this room was at the ALP advisory committee. There was some discussion about the short runway; the length there. Mead and hunt are still working through the statistics and the details on that. Before any final decisions are made by MDOT Aero, it will come to the board for final approval. We're hoping to have something for finalization early this fall and hopefully passing something on to MDOT Aero early next year. One thing we did talk about was the obstructions on the airport (the trees). Plan was to clear cut all the woods inside the fence at the airport. I contacted the forester that we used for the parks. He said he'd come down and go through to see if there is any value to the trees. **Piche**: What would be your guess as to the diameter of the trees? **Jason**: Probably no more than 10 inches. **Piche**: Perhaps get a chipper in there and just chip it all. **Jason**: We can cut the wetlands but we can't touch below the grade. Cech: Are there trees on the other side of the fence? **Jason**: Yes there will be some obstructions outside of the fence. Mead and Hunt will take care of anything outside of the fence on the ALP. (Private property).
- 5) M&M Aviation LLC – Update ~ All of his equipment has been moved into the large hangar.

He's on track to start working by July 1<sup>st</sup>.

- 6) **Barricades** – update ~ **Jason**: We listened now to the airport users. About the barricades across the taxiway from the hangars to the terminal. The reason we don't want vehicles driving in that area is because the airplanes parked on the ramp brings a safety and security issue, people driving around the airplanes. It is still the recommendation that we restrict motor vehicles away from the tarmac, however we've been discussing removing the barricades and allowing airplanes to travel through that taxiway. So working with some of the airport users so we have some kind of accessibility directly to the fuel farm. What we would then do is replace the barricade with a gate so we can still control that runway which we may close during special events. We would also put signs in that area prohibiting motor vehicle traffic beyond that point. If someone does drive their motor vehicle beyond there, first infraction would be a civil fine. Second infraction depending on the severity of the infraction could possibly remove airport privileges or termination of their lease agreement with the airport. At least there is "some" access through that roadway. It's the best we can do without jeopardizing airport security. **Gromala**: we now need you to proceed to find out what the cost would be for the gate. **Jason**: The gates will be cheap enough that we can take out of our existing budget.
- 7) **Insurance: Jason**: All of our land lease agreements require that the tenants have comprehensive "premise" liability Insurance at a minimum of \$500,000. Sherry's going through our records now. They're supposed to have us listed as "additional insured" on their insurance. Some do not, so we don't get the automatic renewal notices. Also from the liability standpoint we have to be listed as "additional insured" so we're covered. So the ones that have expired insurance, we will be sending out letters to those people. We also need to have them list us as additional insured on their certificates otherwise we will reject them going forward. Some insurance companies easily state that it is "premise liability" ins. If not, we have to call them to find out. That DOES need to be listed on the certificate. Also, we are having an issue with one more sub lease in a hangar. I granted permission for the sublease pending the proper paperwork from the owner. I haven't received the paperwork as of yet. I've talked to our attorney about that too. That will be coming forward.

**I. Public Comment:** None

**J. Commissioner Comment: Cech**: Last year we had a good turnout at the Train Show, and good thing were said about it. **Gromala**: the ALP committee, I want to thank the people that participated. It was time out of their busy schedules, thank you.

**K. Next Meeting:** July 16, 2019 @ 4:00PM – if needed.

**L. Adjourn:** A motion to adjourn the meeting at 4:40 PM was made by Com. Cech, seconded by Com. Piche. Motion carried 3/0.

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 07/31/19 INCR (DECR)	YTD BALANCE 07/31/2019 (ABNORM)	2018-19 AMENDED BUDGET	2018-19 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 216 - MENOMINEE REGIONAL AIRPORT</b>							
<b>Revenues</b>							
Dept 000							
216-000-633.00	LANDING FEES	1,235.00	7,475.00	7,500.00	7,500.00	25.00	99.67
216-000-633.01	RAMP/PARKING FEES	25.00	225.00	100.00	100.00	(125.00)	225.00
216-000-634.00	ENGINE PRE-HEAT	0.00	0.00	100.00	100.00	500.00	0.00
216-000-634.01	CARGO HANDLING FEE	0.00	0.00	500.00	500.00	500.00	0.00
216-000-634.02	AIRPORT DE-ICING	0.00	0.00	500.00	500.00	500.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	11,058.75	26,292.12	60,000.00	60,000.00	33,707.88	43.82
216-000-642.01	AVIATION FUEL - CASH	42.92	42.92	250.00	250.00	207.08	17.17
216-000-642.02	AVIATION FUEL - CREDIT CARD	15,170.07	63,387.06	100,000.00	100,000.00	36,612.94	63.39
216-000-642.03	SODA MACHINE	0.00	0.00	100.00	100.00	100.00	0.00
216-000-642.04	Oil Sales - Credit Card	0.00	40.50	150.00	150.00	109.50	27.00
216-000-670.00	RENT/HANGER LEASE	3,644.42	26,089.09	35,000.00	35,000.00	8,910.91	74.54
216-000-670.01	RAMP/ TIE DOWN FEE	0.00	0.00	100.00	100.00	100.00	0.00
216-000-672.00	AFTER HOUR FEES	0.00	500.00	2,000.00	2,000.00	1,500.00	25.00
216-000-676.00	MISCELLANEOUS REVENUE	0.00	971.94	500.00	500.00	(471.94)	194.39
216-000-699.00	TRANSFERS/APPROPRIATION	21,848.25	87,393.00	87,393.00	87,393.00	0.00	100.00
216-000-699.01	COUNTY APPROPRIATION - CAPITAL IMPROVEM	12,500.00	50,000.00	50,000.00	50,000.00	0.00	100.00
216-000-699.04	TRANSFER IN FROM DESIGNATED	0.00	0.00	50,000.00	50,000.00	50,000.00	0.00
<b>Total Dept 000 - NONE</b>		<b>65,524.41</b>	<b>262,416.63</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>131,776.37</b>	<b>66.57</b>
<b>TOTAL REVENUES</b>							
		<b>65,524.41</b>	<b>262,416.63</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>131,776.37</b>	<b>66.57</b>
<b>Expenditures</b>							
Dept 585							
216-585-704.00	SALARIES	3,842.74	47,311.16	98,886.00	98,886.00	51,574.84	47.84
216-585-705.00	SALARIES - PART TIME	1,015.05	8,744.26	26,130.00	26,130.00	17,385.74	33.46
216-585-706.00	OVERTIME	375.00	4,670.28	3,000.00	3,000.00	(1,670.28)	155.68
216-585-707.00	LONGEVITY	0.00	0.00	1,000.00	1,000.00	0.00	100.00
216-585-712.00	HOSPITAL INSURANCE	1,670.84	15,459.10	34,716.00	34,716.00	19,256.90	44.53
216-585-713.00	LIFE INSURANCE	2.36	25.96	60.00	60.00	34.04	43.27
216-585-715.00	FICA-OASDI	304.83	3,068.50	7,275.00	7,275.00	4,206.50	42.18
216-585-715.01	FICA-MEDI	71.29	717.62	1,701.00	1,701.00	983.38	42.19
216-585-716.00	WORKMENS COMPENSATION	0.00	3,417.21	6,079.00	6,079.00	2,661.79	56.21
216-585-718.01	RETIREMENT	0.00	0.00	4,052.00	4,052.00	4,052.00	0.00
216-585-718.01	MERS UNFUNDED LIABILITY	496.00	4,979.00	5,952.00	5,952.00	973.00	83.65
216-585-727.00	OFFICE SUPPLIES	0.00	405.93	350.00	350.00	(55.93)	115.98
216-585-728.00	OFFICE EQUIPMENT	0.00	0.00	400.00	400.00	400.00	0.00
216-585-729.00	POSTAGE	8.00	90.75	250.00	250.00	159.25	36.30
216-585-729.01	MISCELLANEOUS PURCHASES	0.00	17.94	50.00	50.00	32.06	35.88
216-585-742.00	GAS OIL ETC	54.54	2,291.05	3,000.00	3,000.00	708.95	76.37
216-585-743.00	AVIATION FUEL PURCHASES	0.00	35,671.64	85,000.00	85,000.00	49,328.36	41.97
216-585-743.01	CREDIT CARD PROCESSING FEES	428.19	1,896.56	3,000.00	3,000.00	1,103.44	63.22
216-585-744.00	EQUIPMENT FUEL PURCHASE	0.00	3,000.00	2,500.00	2,500.00	(500.00)	120.00
216-585-745.00	UNIFORMS	0.00	84.39	500.00	500.00	415.61	16.88
216-585-755.01	OTHER OPERATING - JANITORIAL	0.00	26.18	2,000.00	2,000.00	1,973.82	1.31
216-585-755.02	OTHER OPERATING - GENERAL	63.00	228.21	1,500.00	1,500.00	1,271.79	15.21
216-585-755.03	LICENSES/PERMITS	0.00	385.00	500.00	500.00	115.00	77.00
216-585-801.00	PROFESSIONAL/CONTRACTURAL SERVICES	29.67	590.84	2,500.00	2,500.00	1,909.16	23.63
216-585-831.00	LIABILITY INSURANCE	1,270.78	9,774.67	13,000.00	13,000.00	3,225.33	75.19
216-585-850.00	TELEPHONE/INTERNET	372.88	3,356.97	3,500.00	3,500.00	143.03	95.91
216-585-860.00	TRAVEL/CONFERENCES	0.00	494.06	520.00	520.00	25.94	95.01
216-585-901.00	ADVERTISING	0.00	202.50	500.00	500.00	297.50	40.50
216-585-920.00	NATURAL GAS/HEATING	32.31	4,292.67	5,000.00	5,000.00	707.33	85.85
216-585-920.01	WATER	153.41	425.74	550.00	550.00	124.26	77.41
216-585-920.02	SEWER	152.10	462.83	650.00	650.00	187.17	71.20

REVENUE AND EXPENDITURE REPORT FOR MENOMINEE COUNTY

GL NUMBER	DESCRIPTION	PERIOD ENDING 07/31/2019		2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ACTIVITY FOR MONTH 07/31/19 INCR (DECR)	YTD BALANCE 07/31/2019 NORM (ABNORM)				
<b>Fund 216 - MENOMINEE REGIONAL AIRPORT</b>							
Expenditures							
216-585-920.03	ELECTRIC	344.56	5,736.58	8,000.00	8,000.00	2,263.42	71.71
216-585-955.00	AIRPORT SALES TAX	424.90	3,939.41	6,500.00	6,500.00	2,560.59	60.61
216-585-970.00	CAPITAL OUTLAY	8,159.29	9,459.29	50,000.00	50,000.00	40,540.71	18.92
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	219.77	2,998.62	5,000.00	5,000.00	2,001.38	59.97
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	22.56	6,067.54	1,500.00	1,500.00	(4,567.54)	404.50
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	40.49	1,318.13	1,500.00	1,500.00	181.87	87.88
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	0.00	45.02	1,500.00	1,500.00	1,454.98	3.00
216-585-990.00	AIRPORT LOAN - PRINCIPAL	0.00	0.00	5,312.00	5,312.00	5,312.00	0.00
216-585-990.01	AIRPORT LOAN - INTEREST	0.00	0.00	760.00	760.00	760.00	0.00
<b>Total Dept 585 - AIRPORT EXPENDITURE</b>		<b>19,554.56</b>	<b>182,655.61</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>211,537.39</b>	<b>46.34</b>
<b>TOTAL EXPENDITURES</b>		<b>19,554.56</b>	<b>182,655.61</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>211,537.39</b>	<b>46.34</b>
<b>Fund 216 - MENOMINEE REGIONAL AIRPORT:</b>							
<b>TOTAL REVENUES</b>		<b>65,524.41</b>	<b>262,416.63</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>131,776.37</b>	<b>66.57</b>
<b>TOTAL EXPENDITURES</b>		<b>19,554.56</b>	<b>182,655.61</b>	<b>394,193.00</b>	<b>394,193.00</b>	<b>211,537.39</b>	<b>46.34</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>45,969.85</b>	<b>79,761.02</b>	<b>0.00</b>	<b>0.00</b>	<b>(79,761.02)</b>	<b>100.00</b>
<b>BEG. FUND BALANCE</b>			<b>337,584.35</b>	<b>337,584.35</b>	<b>337,584.35</b>		
<b>END FUND BALANCE</b>			<b>417,345.37</b>	<b>337,584.35</b>	<b>337,584.35</b>		

