

Menominee County Airport Committee
2801 22nd Street
Menominee, MI 49858 ~ 906-863-8408
Tuesday January 17, 2017 ~ 4:00PM
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
12.20.16
- F. Public Comment (*Statements, not debate, limited to 5 minutes per person on agenda items only*)
- G. Presentations (*limited to twenty minutes*)
- H. Business
 - 1. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary
 - 2. 2017 Airport Committee Meeting Schedule
 - 3. Explorer Solutions - status of contract and payments
 - 4. Status of Sponsorship with FAA
 - 5. Vehicle Insurance status
 - 6. Financial
 - a. Month end status report
 - 7. Airport Manager Report
 - a. Fuel report
 - b. Activity
 - c. any other items to report
- 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).*

Twin County Airport Committee
Minutes of Meeting
December 20, 2016

*****DRAFT*****

The Twin County Airport Committee met on December 20, 2016 at 4:00 PM at the Twin County Airport, Conference Room.

Present at the meeting were Coms, Schei, Meintz. All here

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

Pledge of Allegiance: The Pledge of Allegiance was recited

Roll Call: Roll call was taken;

Agenda was approved by Com. Meintz and Larry 2/0

Previous Meeting minutes: Previous minutes from 10/18/2016 were approved motion carries. Charlie/Larry 2/0

Public Comment: None

Presentations: None

Business:

1. **MDOT AERO/FAA: Sponsorship status update:** Schei: I have no good news, Brian Bousley had submitted information to MDOT AERO, thought they had proper info for Quit Claim Deed from Marinette County, this information was accepted, and then the previous director retired. With new director, this info was requested again, which was the time that Brian was preparing to depart the Administrator position. The information was re-sent and was rejected.
Reasons for rejection: Title search not provided. 40 year search with 47 parcels of land needed. County need to contact Title Company and have them complete this search to cover all parcels in the Quit Claim Deed. New leases should be supplied for review and comment to the FAA as well.
Larry contacted a new title company, which was not in conflict with Menominee County, and they are willing to talk with Mr. Krause (contact that was given to Larry). Title search and insurance would be provided for less than \$1000.00.
Motion made to move forward with Title Search, present it to the County Board on the 27th.
Charlie/Larry. 2/0
Charlie: Title insurance?
Larry: Yes, I'll talk with Mr. Krause to verify requirements.
2. **Explorer Solutions status-Nancy Douglas:** Nancy has been in touch with the Governors'

office involving Michigan Aeronautics and FAA to do a conference call or bring someone in to resolve issues. **Larry** not in favor, he wants to move forward with Title search and lock in sponsorship. **Charlie** agrees that this needs to be done first, as hands are tied until then. **Nancy** will tell David Nyberg that for the time being, those conferences will not take place. **Nancy** assures that the Governor and Director have talked that no ill feelings will occur. Federal FAA out of Detroit is the problem, not the state. **Nancy** states that the letter is from the state, and that the state needs to be on our side and she believes that they are, and they are willing to meet. **Nancy** can set up meeting, **Larry** feels that if it won't muddy the waters, he wants to do everything he can to move forward. **Charlie** agrees that careful discussion is good. **Larry** said the original request made by the county to have 6 parcels of land released is what sent up red flag and muddied the waters. Sponsorship should have been accomplished prior to that request. **Nancy** will set things up.

Larry stated that the Phase 3 was paid in full however, a bill was sent to **Nancy** via email (this was sent to her because no response had been given by the county). **Charlie** questions this, why is county getting this bill? This was in June and Board just received it. **Larry** said that this went to Brian, not the county. Bill for installment 1 of 2 for phase 3. **Charlie** said the old audit books would have to be gone through. **Jeff** also recalls payment of Phase 3. **Charlie** not at all happy that the check was cut, that the bill had already been paid. Airport Commission is who paid it, latter part of 2014. County should not have paid it again. **Jeff** will look back in his records as well. **Nancy** will ask Explorer Solutions for an explanation. With Brian gone, he can't be involved any longer unfortunately. **Charlie** will call as rep of County Board. **Nancy** will forward email to **Charlie** so that they can understand what it says, why the bill was sent to her last week and why she sent it to Sherry. Now, without sponsorship, Explorer Solutions will not be able to talk to the University or the other interested party, **Nancy** had been under the impression that sponsorship was accomplished so she circled back and asked Christian to start talking to them. **Larry** let her know that as of now, no agreements can be entered into with anyone without approval from FAA. **Nancy** said good news with this company is that they are reasonable and she can explain where they are and she doesn't want to have them "go away". **Larry** said, let Christian know the position we are in, that until the 40 year title search is finalized, we can't go forward. Question of providing a lease to an entity for study is out of the question right now. Sponsorship is KEY. **Nancy's** agenda is to talk to Christian, to explain, but keep the process going. **Charlie** confirms that work needs to progress, "you start advertising on the radio before you open your doors"...**Nancy** wants a conference call between Christian, **Charlie** and **Larry**. At some point in time County Board will need to know where things are, but in the meantime, get the payment issue resolved with Explorer Solutions, this doesn't mean that negotiations with other parties needs to come to an end. **Larry** told **Nancy** that anytime she wants to come to a Board meeting with an update, she is more than welcome. She is willing to at any time. **Nancy** will talk with David Nyberg and get things going. **Charlie** asks where we are on the agenda, as we have gone all over the place...**Larry**, "1, 2 and 3 are completed.

3. Hangar #4 Leasing Possibilities: See notes above

4. Private Hangar Land Lease Billing for 2016/17: Private hangar owners have been inquiring that they have not been billed, usually in October they are billed for land leases from Twin County Airport. Again, without sponsorship, there can be no leasing or billing. **Larry** asks **Everett**, do you have any question? He did not at this time.

5. Vehicle Insurance: This was discussed at the last County Board meeting that with new

insurance policy, only county employees could ride/drive county owned vehicles. Auto-Owners will agree that it can be changed, but cost is not known at this time. If it were done separately for the airport, it would cost about 500.00 but that is not cost effective because it affects everyone, assessors, road patrol, etc., People/officials flying in sometimes need a courtesy vehicle and under the policy as it stands now, they can't use it. For the courtesy van would have cost 700, it is an old van, 500 for just liability and comprehensive. **Charlie** remarked that it is being worked on, that Christmas is barking down necks.

6. Financial:

- a. **Month end status report:** BS&A software budget and revenues: Balance sheet shows within budget.

Fuel purchases: Bills were just going out on this day, this may be why they don't show up 1300.00 fuel purchase....Price went up 280 dollars within the week.

Light purchase was \$2060.00 above fuel bar.

7. Airport Manager Report

a. **Fuel Report:** **Jeff** was to a point where fuel had to be bought. Jet Air from Green Bay called and suggested splitting a load with them with prices going up it would be foolish not to, he made the decision. This will get us by till the end of spring. Marinette Marine bought 500 gallons total when they came in with people. Navy is not scheduled to come in for near future. In good shape with jet fuel. This time of year is hit or miss, can't count on anything, just hope for the best that you can sell some and make it worthwhile.

b. **Graybar-Fuel Farm light fixture-status:** **Jeff:** Similar to light in Burger King parking lot with LED lights 125 watt lights use ¼ of electricity. We have all the parts, just need for weather to cooperate. \$300 a day or \$700 week for lift rental from Jimmer to mount the light. Need the lift for 3 days most likely. **Charlie**, why can't it be done in one day? **Jeff:** Charlie is welcome to come and help install it if he would like to. Charlie is concerned about the cost. Why do you have to test at night? Why can't it be done in one day? Could a local electrician do it? Should that be checked on?

c. **Hangar #4 roof leak status report:** Jim Mekesh couldn't get up high enough to look/fix this leak. Leak is not real bad, but will only get worse. It can't be taken care of till later, too much snow.....Manlift necessary for this too. **Charlie** still adamant that this work should be done in one day, this and the light. Money spent and the work/job is not accomplished. **Larry**, says don't be ticked off, things aren't that bad. **Charlie** had used lift for 75 a day, why can't we get one for cheaper as well? Would a scissors lift work as well? **Jeff** investigate to find lower cost.

Public Comment: None

Commissioner Comment: **Charlie** wishes all a Merry Christmas and he needs to get in a better mood. **Larry** wishes Happy Holidays

Next meeting date: Jan meeting left open, possibly 3rd Tuesday.

Adjourn: Moved by Com. Charlie Meintz Supported by Com. Larry Schei. Motion approved 2/0

TWIN COUNTY AIRPORT COMMISSION
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408

REGULAR AIRPORT COMMISSION MEETING SCHEDULE, 2017

The Twin County Airport Commission will hold the Airport Commission meetings in the airport conference room at the Twin County Airport on the 3rd Tuesday of every month of 2017 at 4:00 pm.

Special meetings may be held at the discretion of the Chairperson. Notice of these special meetings will be announced and posted at the Twin County Airport at least 24 hours prior to the meeting.

01/17/2017

02/21/2017

03/21/2017

04/18/2017

05/16/2017

06/20/2017

07/18/2017

08/15/2017

09/19/2017

10/17/2017

11/21/2017

12/19/2017

These meetings are open to the public under Michigan's Open Meeting Act.

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 216 - TWIN COUNTY AIRPORT							
Expenditures							
Dept 585							
216-585-704.00	SALARIES - PART TIME	84,926.00		11,590.80	1,783.20	73,335.20	13.65
216-585-705.00	SALARIES	0.00		2,940.00	432.00	(2,940.00)	100.00
216-585-706.00	OVERTIME	3,000.00		751.53	401.22	2,248.47	25.05
216-585-707.00	LONGEVITY	1,000.00		1,000.00	0.00	0.00	100.00
216-585-712.00	HOSPITAL INSURANCE	32,216.00		5,755.64	0.00	26,460.36	17.87
216-585-713.00	LIFE INSURANCE	60.00		9.44	2.36	50.56	15.73
216-585-715.00	FICA-OASDI	4,828.00		948.26	152.79	3,879.74	19.64
216-585-715.01	FICA-MEDI	1,129.00		221.76	35.73	907.24	19.64
216-585-716.00	WORKMENS COMPENSATION	1,486.00		0.00	0.00	1,486.00	0.00
216-585-718.00	RETIREMENT	3,085.00		0.00	0.00	3,085.00	0.00
216-585-727.00	OFFICE SUPPLIES	300.00		0.00	0.00	300.00	0.00
216-585-728.00	OFFICE EQUIPMENT	400.00		66.99	0.00	333.01	16.75
216-585-729.00	POSTAGE	150.00		8.70	0.00	141.30	5.80
216-585-729.01	MISCELLANEOUS PURCHASES	200.00		0.00	0.00	200.00	0.00
216-585-743.00	GAS, OIL ETC	1,000.00		158.02	55.22	841.98	15.80
216-585-743.01	AVIATION FUEL PURCHASES	100,000.00		13,824.22	0.00	86,175.78	13.82
216-585-743.01	CREDIT CARD PROCESSING FEES	3,000.00		639.60	82.18	2,360.40	21.32
216-585-744.00	EQUIPMENT FUEL PURCHASE	1,500.00		1,321.34	1,321.34	178.66	88.09
216-585-745.00	UNIFORMS	1,500.00		495.92	135.00	1,004.08	33.06
216-585-755.01	OTHER OPERATING - JANITORIAL	2,000.00		654.33	145.03	1,345.67	32.72
216-585-755.02	OTHER OPERATING - GENERAL	2,500.00		81.31	65.97	2,418.69	3.25
216-585-755.03	LICENSES/PERMITS	1,000.00		0.00	0.00	1,000.00	0.00
216-585-801.00	CONSTRUCTION SUPPLIES	1,000.00		0.00	0.00	1,000.00	0.00
216-585-801.01	PROFESSIONAL/CONTRACTURAL SERVICES	5,000.00		551.73	121.82	4,448.27	11.03
216-585-801.01	AUDIT SERVICES	0.00		0.00	0.00	0.00	0.00
216-585-831.00	LIABILITY INSURANCE	20,000.00		639.52	639.52	19,360.48	3.20
216-585-850.00	TELEPHONE/INTERNET	4,300.00		2,120.56	397.31	2,179.44	49.32
216-585-860.00	TRAVEL/CONFERENCES	520.00		0.00	0.00	520.00	0.00
216-585-901.00	ADVERTISING	500.00		0.00	0.00	500.00	0.00
216-585-920.01	NATURAL GAS/HEATING	5,000.00		1,087.88	878.28	3,912.12	21.76
216-585-920.01	WATER	500.00		132.07	132.07	367.93	26.41
216-585-920.02	SEWER	500.00		150.63	150.63	349.37	30.13
216-585-920.03	ELECTRIC	10,000.00		2,190.33	899.59	7,809.67	21.90
216-585-930.03	DO NOT USE	0.00		0.00	0.00	0.00	0.00
216-585-955.00	AIRPORT SALES TAX	6,500.00		1,454.21	107.98	5,045.79	22.37
216-585-970.00	CAPITAL OUTLAY	50,000.00		11,990.08	0.00	38,009.92	23.98
216-585-981.00	EQUIPMENT MAINTENANCE/PARTS	2,500.00		1,395.62	777.60	1,104.38	55.82
216-585-981.01	AIRFIELD MAINTENANCE/REPAIRS	2,500.00		475.24	0.00	2,024.76	19.01
216-585-981.02	BUILDING MAINTENANCE/REPAIRS	3,000.00		196.29	0.00	2,803.71	6.54
216-585-984.00	NEW/REPLACEMENT EQUIPMENT	1,500.00		0.00	0.00	1,500.00	0.00
Total Dept 585		358,600.00		62,852.02	8,716.84	295,747.98	17.53
TOTAL EXPENDITURES		358,600.00		62,852.02	8,716.84	295,747.98	17.53
Fund 216 - TWIN COUNTY AIRPORT:							
TOTAL REVENUES		0.00		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		358,600.00		62,852.02	8,716.84	295,747.98	17.53
NET OF REVENUES & EXPENDITURES		(358,600.00)		(62,852.02)	(8,716.84)	(295,747.98)	17.53

PERIOD ENDING 01/31/2017

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 01/31/2017	ACTIVITY FOR MONTH 01/31/2017	AVAILABLE BALANCE	\$ BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 216 - TWIN COUNTY AIRPORT							
Revenues							
Dept 000							
216-000-541.00	STATE PAYMENT	0.00		0.00	0.00	0.00	0.00
216-000-633.00	LANDING FEES	7,000.00		1,130.00	255.00	5,870.00	16.14
216-000-634.00	ENGINE PRE-HEAT	100.00		0.00	0.00	100.00	0.00
216-000-634.01	CARGO HANDLING FEE	300.00		200.00	200.00	100.00	66.67
216-000-634.02	AIRPORT DE-ICING	1,500.00		0.00	0.00	1,500.00	0.00
216-000-642.00	AVIATION FUEL/OIL - BUSINESS	95,000.00		5,090.00	1,010.00	89,910.00	5.36
216-000-642.01	AVIATION FUEL - CASH	500.00		38.61	0.00	461.39	7.72
216-000-642.02	AVIATION FUEL - CREDIT CARD	120,000.00		18,395.49	2,190.43	101,604.51	15.33
216-000-642.03	SODA MACHINE	100.00		0.00	0.00	100.00	0.00
216-000-642.04	Oil Sales - Credit Card	150.00		0.00	0.00	150.00	0.00
216-000-665.00	INTEREST EARNED	0.00		0.00	0.00	0.00	0.00
216-000-670.00	RENT/HANGER LEASE	30,000.00		4,306.16	0.00	25,693.84	14.35
216-000-672.00	AFTER HOUR FEES	2,000.00		375.00	125.00	1,625.00	18.75
216-000-672.01	TERMINAL SIGN DISPLAY	200.00		0.00	0.00	200.00	0.00
216-000-676.00	MISCELLANEOUS REVENUE	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
216-000-699.00	TRANSFERS/APPROPRIATION	71,251.00		35,625.50	17,812.75	35,625.50	50.00
216-000-699.01	COUNTY APPROPRIATION - CAPITAL IMPROVEM	0.00		0.00	0.00	0.00	0.00
216-000-699.02	EQUITY TRANSFER FROM AIRPORT	30,000.00		0.00	0.00	30,000.00	0.00
Total Dept 000		358,601.00		65,160.76	21,593.18	293,440.24	18.17
TOTAL REVENUES							
		358,601.00		65,160.76	21,593.18	293,440.24	18.17
Fund 216 - TWIN COUNTY AIRPORT:							
TOTAL REVENUES							
		358,601.00		65,160.76	21,593.18	293,440.24	18.17
TOTAL EXPENDITURES							
		0.00		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES							
		358,601.00		65,160.76	21,593.18	293,440.24	18.17